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| Document ID:    | ADM 2.5 Family Bursary Policy |
| Responsibility: | Manager, Admissions           |
| Version No:     | 1                             |
| Issue date:     | 30/10/06                      |

## POLICY TITLE: ACN FAMILY BURSARY

### AMENDMENT HISTORY:

| Issue Date: 27/10/2006 | Summary of Changes   |
|------------------------|--|
| 30/10/2006             | Initial version of Policy following draft proposal by Marketing Manager, Sub-Continent and Manager, Admissions |
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### PURPOSE:

This document sets out the ACN policy and procedure for Identifying how a student may be eligible for the family bursary while studying at ACN and what the bursary allows.

### SCOPE:

This policy applies to all staff giving advice on, and/or receiving applications from students, and for all students seeking a family bursary from ACN. The Policy is not retrospective and will only apply from March 2007 onwards.

Bursaries organized through other IBT colleges are separate to this Policy. Enrolment at another IBT institution will not trigger the Policy for a 10% reduction off the last eight subjects at ACN.

### POLICY

ACN will offer a 10% reduction off the last eight subjects studied in the highest level of program enrolled to any second or subsequent student from the one family.

### PROCEDURE:

1. Any student can apply for the family bursary which allows for 10% reduction off the final eight subjects of the highest level qualification studied at ACN.
2. This bursary is limited to those students who are not already on a discounted tuition or whose agent already receives an additional payment for recruitment.
3. Satisfactory proof of relationship must be provided prior to a student enrolling in a course to be eligible for the bursary. ACN will only accept birth certificates or adoption certificates from both siblings or marriage certificates as satisfactory proof.
4. Satisfactory proof of enrolment at ACN must be provided at the time of enrolment.
5. The family bursary is granted to the second and subsequent family members who study at ACN.
6. The onus is on the student to initiate the application for the family bursary, it is not automatically applied toward subsequent members of the family enrolling at ACN.
7. The 10% bursary is credited to the eligible student's tuition fee account in the final two semesters of the highest award studies (the amount being relevant to the number of courses undertaken in that semester).
8. There is no cash value to this Bursary; no cash credit will be given for the Bursary under any condition.
9. Only one family bursary will be granted per student regardless of the number of family members who have studied at ACN.
10. For the purpose of this bursary, a family member is defined as a brother, sister, mother, father, son, daughter or stepchild/parent.
11. Following a successful application by a student for entitlement to the Bursary, notification of the bursary being awarded will be advised to the eligible student and family member, in writing, at the time of enrolment.



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| Step  | Who                 | Notes   |
|---|---------------------|---|
| 1. Notification and proof of eligibility is provided to ACN                       | the agent / student | Birth certificates or other forms of proof must be certified or original copies                                 |
| 2. Eligibility must be reviewed and authorised                                    | Manager, Admissions |   |
| 3. Update the student record to reflect outcome                                   | Manager, Admissions | This must be done in notes including a follow up date for the expected semester for the bursary to be taken up. |
| 4. Notify student that the bursary is being awarded                               | Manager, Admissions |   |
| 5. Update bursary section of financial details on MAZE to reflect family discount | Fee officer         |   |

## RESPONSIBILITY/AUTHORITY

It is primarily the responsibility of ACN Marketing and Admissions to work together to ensure that the ACN family bursaries policy and process is adhered to, and conducted professionally.

ACN Marketing will control the generic duty of liaising with Agents and students advising them of such a bursary, and being involved with the overall decision. ACN Admissions will ensure the data entry and filing is maintained and updated accordingly, so that notice of the bursary is evident on the student's file. Details of when the bursary will start and end should also be noted.

### REFERENCES:

| Policy Number: | Policy Title |
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