



## Concessions Policy

---

### 1.0 Background and Purpose

John Paul College (the **College**) is committed to upholding fair, equitable and transparent processes and procedures in relation to its Scholarship and Bursary Program. This Policy establishes the framework for managing its Scholarship and Bursary Program. All scholarships and bursaries are offered to further the College's purpose and strategic direction. All scholarships and bursaries are at the discretion of the Principal.

### 2.0 Scope

2.1 This Policy applies to current and prospective domestic Students.

#### 2.2 Types Of Scholarships And Bursaries

2.2.1 The Types of Scholarships regulated by this Policy are the following:

- a. Excellence Scholarship (Academic);
- b. Excellence Scholarship (Performing Arts);
- c. Excellence Scholarship (Sport);
- d. Karen Spiller Leadership Scholarship;
- e. Rural and Remote Scholarship;
- f. STEM and Innovation Scholarship (discontinued); and
- g. General Excellence (discontinued).

2.2.2 The Types of Bursaries regulated by this Policy are the following:

- a. College Needs-based Bursary.

### 3.0 Policy Statement

This Policy aims to set out the criteria, guidelines, and processes for the management of the College Scholarship and Bursary Program.

### 4.0 Definitions

In this Policy:

- a. **Boarding Fees** means the fees for the term 'Boarding Fee' as set out in the College Fee Schedule published on the College website.
- b. **Bursary** means concession of Fees provided to a Student whose parents or guardians successfully apply for a Bursary as set out in clause 7.0.
- c. **Fees** means Tuition Fees and, where applicable, Boarding Fees.
- d. **Fee Concession** means the percentage (or amount) reduction of Tuition Fees.
- e. **Policy** means this John Paul College Concessions Policy.
- f. **Scholarship** means concession of Fees awarded to a Student who successfully applies for a Scholarship as set out in clause 6.0.
- g. **Statement of Financial Position** means the document prescribed by the College to assess a parent's or guardian's financial circumstances.

- h. **Tuition Fees** means the fees for the terms as set out in the College Fee Schedule published on the College website.

## 5.0 Categories

### 5.1 Scholarship Eligibility

To be eligible for a scholarship, prospective students must have completed the application and interview process and have been offered a place at John Paul College.

#### 5.1.1 Excellence Scholarship (Academic)

To be eligible for an Excellence Scholarship (Academic), an Applicant must:

- a. be a prospective student commencing in Years 7 – 10 in the year after they sit the ACER Examination, or a current student commencing in Years 6 - 9;
- b. sit the ACER Scholarship Examination in February of the year before they intend to commence at the College or eligibility for the scholarship;
- c. display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- d. commit to the curricular and co-curricular activities of the College by participating annually in at least two programs including sports, service and/or cultural activities;
- e. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards evidencing above-average academic achievement; and
- f. (if offered a Scholarship), show exemplary effort, behaviour, attitude, respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College Values and Expectations as outlined in the John Paul College Handbook.

#### 5.1.2 Excellence Scholarship (Performing Arts)

To be eligible for an Excellence Scholarship (Performing Arts), an Applicant must:

- a. be a prospective student eligible to commence at the College from Years 7 to 10 or be a current student in Years 6 to 9;
- b. students must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- c. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards evidencing above-average academic achievement;
- d. an audition will be required and will consist of the following:
  - i. performance of one of your favourite works (or movement of a larger work) by a recognised composer, maximum of five minutes. You must bring your own instrument (except the piano). If an accompanist is required, through the College, you must send a copy of your piece at least one week before your audition to the School of Performing Arts Administration Assistant. Alternatively you may wish to provide your own accompanist.
  - ii. If you wish to apply for two instruments, the maximum playing time for each piece should be three minutes. Pieces that need to be therefore cut/shortened are permissible. Choose this option only if both instruments are of a comparable grade level. For Musical Theatre applicants, this can apply to a sung item and a dramatic text or dance.

- iii. Candidates may be requested to:
  - i. demonstrate technical exercises specific to their instrument/voice/dance genre comparable to the level that they present for their audition.
  - ii. Musicians: a short sight-reading piece (which will be given to you) and a short aural skills test.
  - iii. Dancer/Theatre: a short improvisation/interpretative piece is required, with a maximum of five minutes.
- b. be prepared to commit to the College Performing Arts program by attending lessons provided by College tutors, participating in at least two ensembles, and enrolling in a performing arts elective class (options: Music, Dance, Drama); and
- e. (if offered a Scholarship), show exemplary effort, behaviour, attitude, respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the John Paul College Values and Expectations as outlined in the John Paul College Handbook;

Wherever possible and reasonable, prioritise John Paul College's co-curricular rehearsals, performances and major events over external productions, whether amateur or professional. External schedules must be communicated and discussed with the Head of Performing Arts well in advance of any clash of commitments. By accepting a scholarship the student commits to participating in the Performing Arts program.

### **5.1.3 Excellence Scholarship (Sport)**

To be eligible for an Excellence Scholarship (Sport), an Applicant must:

- a. be a prospective student eligible to commence at the College from Years 7 -10 or be a current student in Years 6 to 9;
- b. students must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- c. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards evidencing above-average academic achievement;
- d. be competing in or have competed in their chosen sport/s at a State or National level;
- e. be prepared to commit to the College Sports and Activities program;
- f. (if offered a Scholarship), show exemplary effort, behaviour, attitude and respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College John Paul College Values and Expectations as outlined in the John Paul College Handbook; and
- g. This scholarship is dependent upon the student continuing their strong performance in two named TAS sports representing John Paul College (in normal circumstances), as well as being actively involved in various sporting co-curricular activities representing John Paul College.

### **5.1.5 Karen Spiller Leadership Scholarship**

To be eligible for a Karen Spiller Leadership Scholarship, an Applicant must:

- a. be a prospective student eligible to commence at the College in Year 7;
- b. demonstrate leadership in their current school;
- c. must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;

- a. commit to the curricular and co-curricular activities of the College by participating annually in at least two programs including sports, service and/or cultural activities;
- d. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards;
- e. provide a personal resume and documentary evidence of leadership duties and a reference from a teacher or coach outlining their leadership potential; and
- f. (if offered a Scholarship), show exemplary effort, behaviour, attitude and respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College Values and Expectations as outlined in the John Paul College Handbook.

#### **5.1.6 Rural and Remote Scholarship**

To be eligible for a Rural and Remote Scholarship (tuition fees only, not boarding fees), an Applicant must:

- a. be a prospective student eligible to commence at the College from Years 7 – 10 with an opportunity of a concession on tuition, not boarding fees;
- b. students must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- c. commit to the curricular and co-curricular activities of the College by participating annually in at least two programs including sports, service and/or cultural activities;
- d. live in a rural or remote area of our country and have been accepted to attend Fenton Village;
- e. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards;
- f. required to provide a letter from their family outlining the reasons why they would like to be considered for the scholarship program; and
- g. (if offered a Scholarship), show exemplary effort, behaviour, attitude and respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College John Paul College Values and Expectations as outlined in the John Paul College Handbook.

#### **5.1.7 STEM and Innovation Scholarship (discontinued)**

Students with a STEM and Innovation Scholarship were selected on the following criteria:

- a. be a prospective student eligible to commence at the College from Years 6 – 10 with an opportunity of a concession on tuition, not boarding fees;
- b. a demonstrated commitment, involvement in and excellence in STEM categories;
- c. have demonstrated success in an individual innovative design project;
- d. students must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- e. commit to the curricular and co-curricular activities of the College by participating annually in at least two programs including sports, service and/or cultural activities;

- f. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards;
- g. (if offered a Scholarship), show exemplary effort, behaviour, attitude and respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College John Paul College Values and Expectations as outlined in the John Paul College Handbook.

### **5.1.8 General Excellence Scholarship (discontinued)**

Students with a STEM and Innovation Scholarship were selected on the following criteria:

- a. be a prospective student eligible to commence at the College from Years 6 – 10 with an opportunity of a concession on tuition, not boarding fees;
- b. demonstrated strong academic achievements;
- c. commit to the curricular and co-curricular activities of the College by participating annually in at least two programs including sports, service and/or cultural activities;
- d. provide the College with their most recent NAPLAN results and their two most recent Semester Report Cards; and
- e. (if offered a Scholarship), show exemplary effort, behaviour, attitude and respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College, and that complies with the College John Paul College Values and Expectations as outlined in the John Paul College Handbook.

## **5.2 Bursary Eligibility**

### **5.2.1 College Needs-based Bursary**

To be eligible for a College Needs-based Bursary:

- a. be a current family of the College;
- b. the Applicant's parents and guardians must be able to prove through their Statement of Financial Position that, but for the College Needs-based Bursary, they would not have the financial resources to be able to send (or continue to send) their child to the College;
- c. the College, in its absolute discretion, must form the view that the Applicant parents' and guardians' child would derive (or continue to derive) significant benefit from a John Paul College education; and
- d. students must display a strong commitment to their academic performance and be willing to contribute to the holistic nature of the College;
- e. understand that bursaries are offered on a periodic basis and are not for the tenure of the enrolment; and
- f. the child of an Applicant parent and guardian must (if offered a Bursary) show exemplary effort, behaviour, attitude, respect for the College uniform (including co-curricular uniforms), and conduct themselves at all times in a manner that is consistent with the values and ethos of the College and that complies with the College John Paul College Values and Expectations as outlined in the John Paul College Handbook.

5.2.1.1 For the sake of clarity, the College reserves the right to request the Applicant's parents and guardians to resubmit a Statement of Financial Position at any time during their child's enrolment at the College.

### 5.3 Fee Concession

- 5.3.1 The level of fee concession awarded to a successful scholarship or bursary applicant is at the sole discretion of the College and approved by the Principal;
- 5.3.2 Scholarships are tenable until the end of Year 12 under normal circumstances and subject to review of student progress as per the Scholarships and Bursaries Review process. Scholarship contracts may be cancelled if a student no longer meets the requirements of the scholarship offered;
- 5.3.3 Bursaries are tenable for the agreed timeframe outlined in the Needs-based Bursary agreement (normally one year) and are not tenable until the end of Year 12;
- 5.3.4 Scholarships and bursaries relate to the tuition fee only. It does not cover College uniforms, books and requisites, camps, excursions, travel expenses, formals, private music tuition or extra subjects or boarding fees;
- 5.3.5 Families must pay the balance of any account by the due date. Failure to do so may result in a scholarship or bursary being withdrawn immediately;
- 5.3.6 Provide a full term's notice in the instance that a student's enrolment circumstances change and the student is no longer able to attend the College; and
- 5.3.7 May be required to pay back the full concession amount if a student leaves to take a scholarship at another school.

### 5.4 Scholarships And Bursaries Application Process

- 5.4.1 The Scholarships and Bursaries Application Process is published on the College website at <https://www.jpc.qld.edu.au/future-families/scholarships;>
- 5.4.2 All students must complete the [John Paul College Online Application](#) form to be considered for an interview for a scholarship;
- 5.4.3 All students must complete an interview with the College before a determination of a scholarship outcome will be considered;
- 5.4.4 An Offer of a place at the College is independent of the concessions process; and
- 5.4.5 Upon the advice of a successful scholarship application, the applicant will be sent a Letter of Intent from our Principal. The family are required to sign and return the Letter of Intent to the Principal. This process is completed in conjunction with the John Paul College Domestic Admissions process.

### 5.5 Scholarships And Bursaries Conditions

The terms (including duration of the concession) and conditions of a Student's Scholarship or Bursary are as set out in the student's Scholarship Offer Letter or Bursary Offer Letter and this Policy and are subject to change with notification provided to scholarship holders.

### 5.6 Scholarships And Bursaries Review

- 5.6.1 The Principal or their nominated delegate will formally review the performance of a Scholarship or Bursary student in February and August of each year (**the Review**).
- 5.6.2 The College may undertake an Extraordinary Review of a student's Scholarship or Bursary if it forms the reasonable view that a Scholarship or Bursary student's conduct is contrary to the terms and conditions of their Scholarship or Bursary or the values and ethos of the College (**the Extraordinary Review**).

- 5.6.3 The Review or Extraordinary Review will include a review of the students:
- a. most recent Semester Report Card;
  - b. effort, behaviour, attitude, respect for College uniform (including co-curricular uniforms) and use of technology preceding the application;
  - c. commitment and contributions to a particular College Program or a particular requirement of the Scholarship or Bursary (if applicable);
  - d. conduct that is contrary to the terms and conditions of their Scholarship or Bursary or the values and ethos of the College or the College Values and Expectations as outlined in the John Paul College Handbook (if applicable).
  - e. students must write a letter to the Principal and Committee outlining their contribution over the past 12 months;
  - f. the student's family must:
    - o pay the balance of any account by the due date. Failure to do so may result in a scholarship being withdrawn;
    - o abide by the College's Values and Expectations and Code of Conduct (parents and students); and
    - o actively support the Parents of JPC and associated Friends of Groups.
- 5.6.4 After the Review or Extraordinary Review, the College will:
- a. advise the student's parents or guardians of the outcome of the Review or Extraordinary Review, including a summary of the Review discussion;
  - b. if necessary, advise the student's parents or guardians of any warning given to the student concerning the continuation of the student's Scholarship or Bursary; or
  - c. if necessary, send the student's parents or guardians a show-cause letter in relation to the possible cancellation of the student's Scholarship or Bursary.
- 5.6.5 For the sake of clarity, the College reserves the right to cancel a student's Scholarship or Bursary once it has considered a response from the Student's parents or guardians, as set out in clause 11.4(c) above.

## 5.7 Complaints Process

Any complaint in relation to this Policy should be made in accordance with the College Grievances Policy (Community) at [Grievances Policy \(Community\)](#).

## 6.0 College Policy References

College Policies referable to this Policy are the following:

- a. Community Code of Conduct;
- b. John Paul College Handbook;
- c. Grievances Policy (Community);
- d. John Paul College Application for Admission (online);
- e. Our College Values and Expectations; and
- f. Privacy Policy.

## Stakeholders

Responsibility for implementation – Director of Community Engagement

## Status and Details

<b>Status:</b>	Approved
<b>Effective Date:</b>	September 2023
<b>Review Date:</b>	Each two year period
<b>Approval Authority:</b>	Principal
<b>Expiry Date:</b>	No Expiry Specified
<b>Policy Owner:</b>	Director of Community Engagement
<b>Executive Sponsor:</b>	Principal
<b>Author:</b>	Principal
<b>Enquiries Contact:</b>	enrolments@jpc.qld.edu.au