# SMTC BURSARY APPLICATION FORM

Application for an SMTC Bursary should occur at the same time as a diploma course application.

**Proposed Diploma Course Details**

| Diploma Course |  |
| --- | --- |
| Training Center Address |  |
| Start Date |  |

**Personal Contact Information**

| Full Name |  | | |
| --- | --- | --- | --- |
| Street Address |  | City |  |
| State |  | Postcode |  |
| Home Ph |  | Mobile |  |

**Eligibility**

To be eligible to receive an SMTC Bursary the applicant must meet ALL of the following criteria:

|  | an Australian citizen or Australian permanent resident; |
| --- | --- |
|  | able to demonstrate that the financial assistance will significantly assist their ability to undertake and complete the course; |
|  | in a position to complete the course by its scheduled end date; and |
|  | able to demonstrate commitment to working as a teacher in a Victorian primary school in the 3-6 or 6-12 age levels, |
|  | paid the first instalment of $500 for the same course that they wish to obtain funding.\* |

There are no limits placed on the number of times that an applicant can apply for an SMTC Bursary. Applicants who have previously been awarded an SMTC Bursary are eligible to apply only if it is for an AMI Diploma at a different age level. Applicants are ineligible if they have previously been awarded an SMTC Bursary for an AMI Diploma in the same age level.

**Evidence**

The applicant must provide all of the support documents to complete the application. Incomplete applications will not be considered.

|  | Invoice showing payment of first instalment for the same course for which the applicant is applying for funding. |
| --- | --- |
|  | Colour copy of the applicant’s Medicare card |
|  | Colour copy of ONE of the following:  Australian passport or  Australian birth certificate or  Australian citizenship confirmation or  Australian permanent residency confirmation. |
|  | Short personal statement explaining:   1. how financial assistance will significantly assist your ability to undertake and complete the course; and 2. your commitment to Montessori teaching. |
|  | Minimum of ONE of the following documents:   1. A letter from the applicant’s employer (if working in a Montessori School or stream) confirming the applicant’s employment terms (eg fixed contract, permanent employee, role details); and/or 2. confirmation of any work experience placements or observation experience in a Montessori environment; and/or 3. a letter from the applicant’s employer in support of the study; and/or 4. other documentation in support of the applicant’s commitment to teaching in a Montessori environment. |

PLEASE NOTE: SMTC may request additional information at its discretion including (but not limited to) financial information to assist in the assessment of the application. SMTC also reserves the right to require verification or certification of original documents as a condition of the award.

**Other Conditions of Bursary**

1. The Bursary award will be applied to reduce the last instalment payments of SMTC course fees due for the student’s course. For example, where students are on an 11-payment instalment plan for their SMTC course fees and receive an award of $3,000 this would be applied towards the final three payments as follows:

* Payment 11 being $1,350 – Bursary contribution $1,350
* Payment 10 being $1,350 – Bursary contribution $1,350
* Payment 9 being $1,350 – Bursary contribution $300.

1. The Bursary will be terminated if the recipient:
   1. withdraws from the course;
   2. defers without prior approval;
   3. does not maintain satisfactory academic performance during the course;
   4. is determined by SMTC, acting reasonably, to be guilty of serious misconduct, including, but not limited to, having provided false or misleading information as part of their bursary or course application; or
   5. does not resume study at the end of a period of approved leave.

Once the Bursary has been terminated, it will not be reinstated unless due to SMTC error.

1. Where the applicant is found guilty of serious misconduct or withdraws from the relevant course, SMTC will require that any funds paid to the Bursary recipient be reimbursed to SMTC in full by the student. If relevant to the student’s circumstances, the student may apply to SMTC for relief on compassionate grounds as outlined in our Fees, Cancellation and Refund policy.

**Application Process**

The applicant must provide all of the support documents to complete the application. Incomplete applications will not be considered. Please attach all supporting documents in a pdf format when emailing the submission. Please complete this Bursary application form with the application.

**Submissions are to be emailed to** [**admin@smtc.com.au**](mailto:admin@smtc.com.au) **care of SMTC’s Training Centre Manager, along with your diploma course application form and supporting documentation.**

All applicants will be notified via email of the outcome of their application.

\*Unsuccessful Bursary applicants may consider seeking a refund of all or part of the $500 instalment if eligible on compassionate grounds per our Fees, Cancellation and Refund Policy.

**Closing Dates & Enquiries**

Applications close 29 October, 2021 for the upcoming SMTC AMI Montessori 6-12 Diploma.

Applications close 12 November, 2021 for the upcoming SMTC AMI Montessori 3-6 Diploma.

For all enquiries about the Bursary, please email SMTC’s Training Centre Manager, Alison Birdsall, via admin@smtc.com.au or on 0451 309 620.

| Print Name: |  | | |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

TO BE COMPLETED BY ADMIN ONLY

| Date Received: | Submission Compete |  | Yes | Missing items: | | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | No |