



AQ Foundation Bursary Guidelines

1.0 About the Autism Queensland Foundation

The Autism Queensland (AQ) Foundation aims to provide financial support (via bursaries) to eligible applicants for whom school fees are a barrier to AQ School enrolment or ongoing AQ School enrolment.

The AQ Foundation meets quarterly to consider:

- Current bursary funds available;
- Prioritised applications for funds available as per the eligibility criteria;
- Any marketing or communications needed to support the operation of the Foundation's operations.

2.0 Allocation of Bursary Funds

AQ Foundation bursary funds are allocated at the discretion of the AQ Foundation and will cover **partial fee payment** for **one term or full school year**, taking into consideration:

- the funds available;
- the volume of applicants; and
- the [eligibility criteria](#) below.

The bursary may cover part of the tuition fees, but the remaining fees must still be paid each term.

AQ Foundation bursary funds will be allocated to eligible and approved applicants only up to the amount of bursary funds available.

Bursaries may be used for AQ School **tuition fees only** and may not be used for transport, uniforms, enrolment deposits, assessments and other non-tuition services.

Approved applicants in receipt of bursary support are eligible for financial assistance once per school year only but may reapply in the following school year.

Eligible applicants must be enrolled students or those in receipt of an offer of enrolment.

AQ School ongoing enrolment considers the student's age, educational needs and the availability of enrolment options. The ongoing engagement of stakeholders with the AQ School team is necessary for optimal educational outcomes and bursary eligibility.

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Bursary funds will not be allocated to applicants and/or may be withdrawn if the criteria are not met.

Any information collected by the AQ Foundation will be stored and managed in AQ's secure database in accordance with AQ's [Privacy Policy](#) (available at autismqld.com.au).

Information received remains confidential and for consideration of the AQ Foundation only unless consent to share this information is obtained and/or AQ is mandated by legislation to share the information.

Any information relating solely to the bursary application is not retained by the AQ Foundation once the application has been processed.

Applicants who are deemed ineligible as per the criteria below will be notified in writing and may not reapply unless evidence of changed circumstance is provided to support eligibility.

Decisions of the AQ Foundation are final, and no correspondence will be entered into.

3.0 Eligibility Criteria

Applications are open to current and prospective students with:

1. **Current enrolment or an offer of enrolment from AQ School.**
2. **Formal Diagnosis of Autism** (signed and dated documentation confirming a diagnosis of autism as per the DSM V criteria by a Paediatrician, Neurologist, Psychiatrist, or Clinical Psychologist).
3. **Evidence of Financial Hardship** via at least one of the following:
 - **Government Assistance:**
Evidence of parent/s' receipt of means-tested government benefits, such as the Australian Government Health Care Card.
 - **Below Average Household Income**
Submission of recent payslips, bank statements from the past 90 days, and latest taxation notice of assessment.
 - **Unforeseen or Exceptional Circumstances**
Documentation of unexpected expenses or significant changes in financial circumstances (e.g. medical bills, job loss).



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- **Housing Status**

Details of unstable housing and or current living arrangements.

4. **Residency Considerations:**

- Applicants must reside in Queensland at the time of their application for bursary fund assistance.
- Applicants residing in regional, remote, or very remote areas of Queensland, as classified by the Australian Statistical Geography Standard – Remoteness Area (ASGS-RA), may receive additional weighting.

5. **Cultural Needs:**

Applications from culturally disadvantaged students may receive additional weighting.

6. **Age and Educational Needs**

The student's current age and educational needs will be taken into consideration to determine the availability and appropriateness of support.

3.1 **Supporting Evidence**

The following evidence may also be considered to support applications.

1. **Personal Statement:**

A detailed personal statement outlining the nature of the financial hardship and its impact on the family. This statement provides context and supports the documentation provided.

2. **Supporting Documentation:**

To complete the application, supporting documentation must be uploaded at the time of submission.

- The online application requires, at the minimum, evidence of financial hardship supporting documents as listed below to be uploaded:
 - Parent/s' receipt of means-tested government benefits such as a Commonwealth Health Care Card.

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- Below average household income demonstrated via recent payslips, bank statements from the past 90 days, and latest taxation notice of assessment or income statement from Services Australia.
 - Documentation of unexpected expenses or significant changes in financial circumstances (e.g. medical bills, job loss).
 - Housing status such as access to stable housing.
- Other supporting documents relevant to support the application may also be uploaded, including:
 - A personal statement by the applicant outlining the nature of the financial hardship and its impact on the family.
 - Letters of support from schools and or other agencies to confirm engagement and need are optional.

Further details will be checked to confirm eligibility, including:

- The child's current diagnosis of Autism;
- Current enrolment or offer of enrolment from AQ School;
- Evidence of Queensland residency and geographic location for consideration of regional, remote or very remote additional weighting (e.g. proof of address).

4.0 Notification of Application Outcome

Applicants will be notified in writing:

- On receipt of their application, via an automated email;
- When their application is ineligible;
- When their application has been considered by the AQ Foundation;
- The outcome of the application, noting if it was successful or may be considered for the next meeting, subject to funds available, the volume of applicants and the [*criteria*](#) above.



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5.0 Contacting the AQ Foundation

For general information, including frequently asked questions, visit autismqld.com.au.

If you require assistance to complete your application, contact your current service or school providers for assistance or your AQ School campus team. Contact details can be found on the AQ [website](#).

6.0 Related Documents

Internal

AQ School Enrolment Agreement

AQ School Fees Policy

Discontinuation or Suspension of Services Policy & Procedure

Document	AQ Foundation Bursary Guidelines			Type	Guideline
Approver	School Principal			Version	V2.0
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