This scheme is designed to assist Campion College students who can prove significant financial difficulty. There is no guarantee that the College will approve participation on the Work Scheme to all applicants as positions are limited to those required to perform the minimum level of tasks required for the specified areas of the College’s operation. Note that the number of positions available may be increased if donor funds are provided to permit additional hours. Where applicants have previously worked at the College, an assessment of their level of application to the performance of tasks will also be taken into account.

Note that some Campion scholarships require recipients to participate in the Work Scheme as part of the benefits provided, and those students are not required to apply for assessment of financial difficulty.

The basic details of the Work Scheme are:

- The Scheme is open to all students enrolled at the College.
- Participants become fixed-term employees and will accrue annual leave and personal leave at pro-rata amounts.
- Maximum of 5 hours per week over 17 weeks each semester @ $18.72/hr (with a total of 170 hours maximum in a calendar year).
- Individual Flexibility Agreements (IFAs) are available to allow flexibility to negotiate the days/weeks that agreed hours are worked over the semester.
- Residential students – the net amount is paid against accommodation fees.
- Non-residential students – the net amount is paid into a nominated bank account.

Surname: ____________________________ Given Name: ____________________________

1. I am enrolled full time /part time (delete which is not applicable)
2. I wish to be considered for ________ hrs/wk on this scheme (max =5 hrs/week).
3. I am interested in an IFA to allow me flexibility in working my hours ☐ Yes ☐ No
4. My work preferences are (number 1 or more boxes according to your preference):
   ☐ Grounds/gardens ☐ Kitchen/food serving
   ☐ Formal Hall/waiting ☐ Cleaning (light duties e.g. window cleaning)
   ☐ Marketing (school visits; Careers Markets; contact prospective students etc)
   ☐ Administration (phones/filing/photocopying etc)
   ☐ No preference (you’re happy to work anywhere)
Financial Information
Positions on this Scheme are limited and will be allocated with reference to an assessment of the degree of proven financial hardship. Students with sufficient income to cover living costs should not apply for the Scheme (note that Centrelink benefits are paid across the full year, whereas the College only operates for around 34 weeks per year).

I am classed by Centrelink as ☐ dependent ☐ independent (tick one)

My anticipated income for 2015 is (tick all that apply and provide estimates):

☐ Campion Scholarship/Bursary $___________
☐ Youth Allowance $___________
☐ Rent Assistance $___________
☐ Centrelink start-up scholarship $___________
☐ Centrelink relocation allowance $___________
☐ Other Allowances/Centrelink scholarships $___________
☐ Work (___________hrs/wk) if seeking work, indicate expected hours/income. $___________
☐ Parental Support $___________
☐ Other (__________________________) $___________

Total $___________

The details above must be completed and supporting documentation proving financial hardship must be provided or the request will be declined. You may include a covering letter advising of specific circumstances if you wish. Supporting documentation may include individual or family tax return details; Centrelink assessment of family entitlement to other benefits, such as Family Tax Benefit; or any other impartial financial assessment. Australian applicants must include either a letter of advice from Centrelink regarding approval/refusal of benefits (advice from 2014 is acceptable for continuing students) or a copy of an estimate from the Centrelink online calculator indicating estimated benefits based upon an accurate representation of their financial circumstances. All documentation provided to the College will remain confidential.

Declaration:
I declare that all information included with this application to be true and complete. I acknowledge that if approved for this scheme, I will become an employee of Campion College for tax purposes. I acknowledge that I may be removed from the scheme if my work duties are performed poorly; if I am absent without good reason; or if I fully pay my College residential fees (if applicable). I acknowledge that I will only be paid for the number of hours approved for the scheme and that if I work more than the approved hours, these will be in an unpaid voluntary capacity.

____________________________________  __________________________
Applicant’s Signature                      Date

OFFICE USE ONLY
CEC Decision: ☐ Approved, ☐ Declined     Hrs per week__________    Initials: ___________ Date: ___________
Updated Dec 2014