MACGREGOR STATE HIGH SCHOOL P&C ASSOCIATION

29 Blackwattle Street, MacGregor Qld 4109
PO Box 6020, Upper Mt Gravatt Qld 4122
E: pca@macgregorshs.eq.edu.au
P: 07 3347 3593 | ABN 18 202 695 218

POLICY FOR FINANCIAL ASSISTANCE TO STUDENTS FOR ACADEMIC, CULTURAL AND SPORTING EVENTS OR OPPORTUNITIES

As at October 2026
(Subject to change without notice)

PRINCIPLES

1. Application for financial assistance will be considered for Academic, Cultural/Arts or Sporting activities supported by the Department of Education.

2. The Policy applies to students that are currently enrolled at MacGregor State High School and are competing at an event at State, National or International level.

3. The opportunity to apply must be open to all students equally.

4. Financial assistance is given as a reimbursement for expenses associated with the student's participation in the competition or events and applications must be correctly submitted and received by us within 6 months from the last date of attending the event to be eligible.

5. Expenses that are able to be reimbursed as part of this Policy include travel or accommodation costs for the event, uniforms required to participate in the event or administration or levy costs imposed for the event by the organiser or association.

6. This Policy is subject to a limit of 3 approved applications in any one calendar year per student up to a maximum reimbursement value of $1,000 p.a.

7. All applications are at the discretion of the P&C Executives and Principal. Each application should be assessed based on the financial position of the P&C at that time.

Note: Any P&C sub-committee may also provide financial assistance to students; however it is recommended that P&C sub-committee support (and fundraising) be directed to assisting teams, rather than individuals.

FINANCIAL ASSISTANCE GUIDELINES

State or State School event	**$200.00**
National or National School event	**$250.00**
International event	**$350.00**

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PROCESS

1. Applications for assistance must be in writing either direct to the P&C or through the appropriate Head of Department.

2. The application for assistance should provide information including:

    a. details of the competition or event and the applicant's part in the competition or event

    b. costs of participation with written confirmation including provision of receipts or a copy of the formal team letter or event advice with costs outlined within, as supporting documentation

    c. any fundraising undertaken or planned within the community by the applicant

    d. if required by the P&C, confirmation directly from the association or event organiser

3. Before the general meeting, the Secretary (or the P&C Executive or Member/Staff designated to the task) should assess the eligibility of the application, checking that:

    ❑ The application form is completed in full and signed by the applicant family and submitted in the appropriate time frame to be considered.

    ❑ Supporting documentation has been supplied to verify the activity and associated costs.

    ❑ The verification section of the form has been completed by a listed school representative confirming that the application is legitimate.

    ❑ P&C records have been checked to ensure that the applicant hasn't already exceeded the frequency of applications per year.

    If any further information is required, the designated assessor can ask the family to provide it prior to the General Meeting (or Special Meeting) where the application will be formally approved or declined by the P&C.

4. Under general business at a General Meeting, or Special Meeting called specifically for that purpose the P&C members will vote to approve or decline each application for funding and record the decision(s) in the meeting minutes.

5. After the meeting, the Secretary (or the P&C Executive or Member/Staff designated to the task) should email each applicant to advise of the P&C's decision and let them know how and when to expect funds.

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FINANCIAL ASSISTANCE APPLICATION FORM

(TO STUDENTS FOR ACADEMIC, CULTURAL AND SPORTING EVENTS OR OPPORTUNITIES)

Please complete and return form to pca.manager@macgregorshs.eq.edu.au. Thank you.

Student Name & Clan	Click or tap here to enter text.	**Application Date**	Click or tap to enter a date.
Parent/Caregiver Name	Click or tap here to enter text.	**Phone**	Click or tap here to enter text.
Address	Click or tap here to enter text.	**Email**	Click or tap here to enter text.
Bank Acc Name	Click or tap here to enter text.	**Bank Acc BSB**	Click or tap here to enter text.
Bank Acc Number	Click or tap here to enter text.	*Please provide the bank account details into which any approved financial assistance should be paid.*	
Event Name	Click or tap here to enter text.		
Event Date/s & Location/s	Click or tap here to enter text.		
Student's Role/Participation	*e.g. individual competitor, a member of a representative team or a selected performer* Click or tap here to enter text.		
How has your participation represented or promoted MacGregor State High School (if applicable)?	Click or tap here to enter text.		
Level of Competition (please tick)	☐ State ($200 maximum)	☐ National ($250 maximum)	☐ International ($300 maximum)

Expense Details (Event Fees/Uniform, Travel, Others)	**Amount ($)**
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
(Please attach receipts, invoices or official event documentation confirming the expenses claimed) — **Total Expenses:**	Click or tap here to enter text.

Have you already approached other forms of financial assistance? ☐ **Yes** ☐ **No**	**Have you undertaken or planned any fundraising activities to assist with the costs of this event?** ☐ **Yes** ☐ **No**
If yes, please provide details, including which fund you successfully approached and amounts received or requested: Click or tap here to enter text.	If yes, please provide details: Click or tap here to enter text.

Applicant Declaration: I declare that the information provided in this application is true and correct, that the expenses claimed relate to the student's participation in the nominated event, and that supporting documentation has been provided. I acknowledge that financial assistance is subject to the P&C's approved policy and that submitting an application does not guarantee funding.

Signature of Parent/Caregiver: _____

Parent/Caregiver Name: _____ Date: _____

Applicant's Signature	X

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Head of Department (HOD) Verification: I confirm that the student is currently enrolled at MacGregor State High School, and that the event and level of participation stated in this application are legitimate. **Verified by** _____ (Name) HOD *(state faculty)*: _____	**Supporting comments and/or recommendations by HOD** Click or tap here to enter text.

HOD Signature:	X	**Date:**	X

APPLICATION & APPROVAL PROCESS
1. **Complete:** Parent/caregiver completes the application and attaches supporting documentation. 2. **Verify:** School staff member (Head of Department or Principal) confirms and supports the student's event participation and eligibility. 3. **Submit:** Completed application is submitted to the P&C. 4. **Assess:** P&C reviews eligibility and requests further information if required. 5. **Approve:** Application is considered at a P&C General or Special Meeting. 6. **Notify:** Applicant is advised of the decision and payment arrangements. *Please refer to the '*Policy for Financial Assistance to Students for Academic, Cultural and Sporting Events or Opportunities'* for full details. **Financial assistance is subject to the approved P&C policy, eligible expenses, and available funding. Approval is not guaranteed.

P&C USE ONLY			
Eligibility Requirement Checklist		**Application Decision**	
Eligibility Requirement	**Confirmed**	**Field**	**Details**
Student is currently enrolled at MacGregor SHS	☐	Date application received	
Event is an eligible academic, cultural or sporting activity supported by the Department of Education	☐	P&C Meeting date discussed	
Competition is at State, National or International level	☐	Decision:	☐ Approved ☐ Declined
Application received within six months of the event's final date	☐	Amount approved	$_____
Application completed and signed by parent/caregiver	☐	Minute reference (date, page number and/or section)	
Supporting documentation confirms event participation and expenses	☐		
School verification completed	☐	Applicant notified	☐ Yes ☐ No
Student has not exceeded three successful applications in the calendar year	☐	Payment date	
Approved assistance will not exceed the $1,000 annual limit	☐	Payment reference	
Applications previously approved this calendar year:		Comments:	
Financial assistance previously paid this calendar year: $_____			
Remaining annual entitlement: $_____			