# Star Achievers Scholarship Annual budgeting

## Introduction

The Star Achievers Science Scholarship is awarded for a two year period – either for Years 8 & 9 or for Years 10 & 11.

It is an individual activity-based scholarship, which means that you will be reimbursed for

* approved, science-related programs and activities; and
* other student expenses

up to a total of $2,000 per year (that is, a total of $4,000 over the two year period).

## How does the funding work?

The starting point is to complete the annual Scholarship Activity Planner. This identifies how much the various activities are estimated to cost (fees, travel, accommodation etc.)

At the start of each scholarship year, you will receive an up-front payment of $500.

Thereafter you submit regular expense receipts and supporting documentation to the Foundation administrator. Once the initial $500 balance has been used up, cheques (or direct deposit) will be sent to you for the reimbursement.

## What costs can be included?

The following types of expenses can be claimed (with receipts), up to a total of $2,000 per year.

#### Activities

* Project materials
* Program and competition entry fees
* Exhibition and event entry fees

For the scholarship student and up to one parent/carer. If another parent and/or siblings attend (e.g. on a family pass) then only the equivalent cost of one student and parent will be reimbursed.

* Travel

For approved programs or activities involving travel by the student (for example, to Wollongong, Sydney or Canberra), the full cost of train and/or bus fares will be reimbursed for the student and, if applicable, up to one parent/carer. If the trip is made by car, the cost of fuel will be reimbursed.

* Accommodation

Should the activity or program require one or more night’s accommodation, we recommend you organise to stay with friends or relatives. If this is not possible then, with prior arrangement, the cost of motel/hotel accommodation will be reimbursed (for the student and up to one parent/carer).

* Meals and out-of-pocket expenses

These will not be reimbursed.

#### Other reimbursable items

At the end of each year, if there is an unspent balance of the $2,000, the Scholarship can include other types of secondary items such as –

* School uniform items (depending on school)
* Fees and textbooks (depending on school)
* Equipment
* School excursions
* Home Internet access plans
* Laptop and software
* Other items by agreement (however mobile phones and apps are excluded).

## How to budget

Since the Scholarship is tailored specifically for each student, it means that the total annual value of $2,000 will be allocated across various activities and programs (along with associated travel and accommodation costs) as well as some other reimbursable items.

Within the guidelines above, you can spend the Scholarship however you like, and even spend more than $2,000 if you want. However just keep in mind that only the first $2,000 each year will be reimbursed.

We strongly recommend that you create a Scholarship budget each year, so that you (and we) can plan and keep track of your expenditure. If you have difficulty completing this, the Foundation Coordinator can assist.

#### A sample budget is attached. You can download the Excel spreadsheet from [www.sapphire-foundation.org/downloads/budget.xlsx](http://www.sapphire-foundation.org/downloads/budget.xlsx)