

**TERTIARY EDUCATION
BURSARY PROGRAM
GUIDELINES 2025**

About the Program

The Norfolk Island Regional Council (NIRC) acknowledges the key role that education and training provides in building a strong and empowered future for the Norfolk Island community.

The *Tertiary Education Bursary Program* recognizes that accredited tertiary and vocational studies are not readily available on Norfolk Island. This Program funding is established to assist with the cost of travel to the mainland and/or study expenses for enrolled students.

Assistance is paid annually as a lump sum of \$600 towards a return airfare and \$500 for textbook and course associated expenses; this funding is only available for a maximum of four years. Students studying locally, who are not required to travel off island to attend classes, are unable to claim the travel component of the Program.

The Program applies to tertiary education in a nationally accredited vocational course, this includes courses delivered by TAFE's, universities, apprenticeships or other registered training organizations.

The objective of the Program is to encourage young adults to develop their skills to improve their prospects for employment. Adults already in the workforce who wish to upskill or seek formal qualifications for an existing competency are also eligible to apply.

Program Objectives

The underlying objectives of the Program are to:

- create opportunities for skill development and training.
- create employment opportunities.
- promote and encourage continuous education, development and training.
- support the efforts of community members to meaningfully contribute to the community.
- enhance long term social, cultural, recreational, environmental and economic benefits; and
- leverage resources through public private partnerships.

How do I apply?

The *Tertiary Education Bursary Program* is advertised on the Council's website. The application form is available for download online at:

<https://www.nirc.gov.au/Customer-Service/Grants-program>

Applications not submitted by the advertised closing date will not be eligible to be assessed.

Details of how to lodge and complete the application are included on the Application Form.

The *Tertiary Education Bursary Program* for 2025 opened **Tuesday 19 August 2025** and closes **Friday 12 September 2025 at 5:00pm (NI time)**.

How are applications assessed?

Applications are assessed according to the assessment criteria detailed below.

Once applications are assessed a report is prepared with recommendations to the General Manager for final approval.

Applicants must satisfy all of the following requirements:

- The applicant must have completed a minimum of three (3) years schooling in Norfolk Island.
- All of the mandatory fields in the Tertiary Education Bursary Application Form are required to be completed.
- The applicant is to provide proof of enrolment.
- Submit the completed application on, or before, the due date and time.

What is an ineligible application?

Applications will not be assessed if:

- The applicant has received funding from this Program in 2023 and has not provided evidence of completion for the previous year of study i.e. an academic transcript of results.
- The applicant has not provided evidence of enrolment for 2025.
- The application form was not submitted by the published closing date and time.
- The course of study does not achieve a nationally recognised qualification.

Application outcomes

The amount of funding available for this Program is determined by Council's annual budget process.

Successful applicants will receive a Funding Agreement that binds the parties to the documented terms, including any reporting and/or acquittal requirements. This document is required to be signed and returned before funds are provided.

Where an application is not successful, the applicant is advised of the reason for the decision.

Where can I go for more help?

Contact Customer Care by one of the options below:

Email: customercare@nirc.gov.nf

Phone: free call 0100 or +672 3 22001

Website: www.norfolkisland.gov.nf