



## **CLAIMING SCHOLARSHIP PAYMENTS**

Congratulations on being chosen as a Scholarship winner! When you receive your Scholarship, you will be told the maximum value that you can claim for your educational needs in 2019-2020.

***Please note:***

- 1) All claims must be received before the **30<sup>th</sup> September 2020**.
- 2) Claims can only be made for expenses **directly** related to education, for example: textbooks, computer needs, excursion fees and appropriate related expenses, school uniforms, work tools, stationery (for the complete list see page 2 below). Items such as Formal Tickets or casual clothes are not claimable. If you are in doubt whether something is claimable, you can email us at [info@mentorsupportnetwork.com.au](mailto:info@mentorsupportnetwork.com.au)
- 3) All claims must be submitted to the **MSN Treasurer** on the forms supplied. There are two ways that you can claim:
  - i. If you have already paid for the goods / services, reimbursement will be paid by EFT to your bank account. ***Please attach original receipts to the claim form.***
  - ii. If you wish MSN to provide you with money before you purchase the goods / services: ***Please attach copy of your quote(s) or invoice(s) to this claim form.*** Money to enable payment will be transferred by EFT to your bank account.

When you have completed the form and attached receipts or quotes, please email your claim with attached scanned/photos of the forms and invoices to:

[info@mentorsupportnetwork.com.au](mailto:info@mentorsupportnetwork.com.au)

or post your claim to: **The Treasurer, MSN  
PO Box 3149  
Merewether  
NSW 2291**

- 4) Before you send your Claim Form, please ensure that you have had a representative from your school / organisation sign the form confirming that the goods you are purchasing are appropriate for your educational needs. Claims made without this approval, will not be paid.

***If you have any questions about payments, or require assistance, please email us at [info@mentorsupportnetwork.com.au](mailto:info@mentorsupportnetwork.com.au). Your email will come directly to me!***

We hope that this is a very successful year for you, and once more congratulate you on being chosen as a **MSN** Scholarship winner.

### **Things scholarship money can be spent on:**

- Computers, printers and associated hardware that match school requirements
- Internet access at home
- School supplies, including text books, exercise books, etc.
- School and sport uniforms, including shoes
- Private tuition: academic and musical
- Special school fees, e.g. Hospitality, Art, Excursions, etc. (General school fees are excluded)
- Special learning program fees (E.g. Youth Leadership programs)
- Desk, chair, light and other study space items
- Eye examinations and glasses
- Special needs computer programs
- A simple mobile phone

### **Exceptions:**

These are general guidelines that are applied in most cases. However, where a situation arises that is outside these guidelines an application can be made and MSN may approve funding where a sound case is put forward.