



## POLICY

# READERS' COURSE HARDSHIP POLICY

### APPLICATIONS FOR FEE EXEMPTION, DEFERRAL OR PAYMENT BY INSTALMENT

The Victorian Bar is committed to promoting access to the Readers' Course and to the Bar.

This policy is in place to address the financial barriers that some Reader applicants may face. The Victorian Bar provides several financial relief options to facilitate access to the Readers' Course.

#### Background

On occasion, a successful applicant for the Readers' Course may not be in a financial position to pay the required full fee. To address this issue, the Bar provides flexible payment options for approved Reader applicants in certain circumstances.

The Victorian Bar Council has delegated its authority to the Bar Executive to approve any application made under this policy.

#### Principles of assessment

- The intent of this policy is to provide financial relief to a Reader who is unable to pay the Readers' Course fee.
- The Reader applicant must demonstrate that they are unable to make the payment to commence the Readers' Course.
- The Reader applicant must make a formal application in writing and provide the necessary documentation to support the application.
- The Bar Executive will determine based on the application if, and what, relief will be provided.

#### Applications process

Eligibility for financial relief will be determined through a means assessment of the Reader applicant's financial capacity to pay the full fee.

#### Documentation required

All applications must clearly state:

- The name of the Reader and identify the date of commencement of the relevant Readers' Course.
- The reason(s) for the application.
- Details of other financial assistance a Reader is obtaining to do the Readers' Course.

All applications must be accompanied by supporting financial documents including:

- The applicant's most recent tax return.
- Evidence of income since the most recent tax return e.g. pay slips etc.
- A detailed list of current expenses with documentation in support e.g. rent and living expenses, etc.
- A summary of assets and liabilities, including bank balances, and debts/loans

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- Any further information requested by the Bar Executive.

### Financial relief

The possible types of financial relief include:

- Payment by instalment over a period specified by the Executive.
- Deferral of payment to a later date under terms agreed with the Executive.
- Full or partial fee exemption granted based on demonstrated financial hardship/need.

### Decision

The decision of the Bar Executive is final.

All applications should be addressed to the Bar Council at:

### Executive Director

Owen Dixon Chambers East  
Level 5  
205 William Street  
Melbourne VIC 3000  
[ed@vicbar.com.au](mailto:ed@vicbar.com.au)

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