

ELIGIBILITY GUIDELINES FOR COMMONWEALTH SCHOLARSHIPS

(In accordance with the Higher Education Support Act 2003)

These Guidelines apply to holders of:

Commonwealth Education Costs Scholarships (CECS)

Includes Indigenous CECS, Ordinary CECS, CECS-Associate Degree, CECS-Priority Discipline, CECS-Indigenous Enabling

Commonwealth Accommodation Scholarships (CAS)

Includes Indigenous CAS, Ordinary CAS, CAS-Associate Degree, CAS-Specialist, CAS-Indigenous Enabling, CAS-Indigenous Payment (also known as an Indigenous Access Scholarship)

1 BASIC ELIGIBILITY

For a Commonwealth Education Costs Scholarship (CECS), a student must be:

- 1.1 An Australian citizen, or holder of a Permanent Humanitarian Visa, **and**
- 1.2 Able to provide proof of low socio-economic status: receipt of Centrelink benefit such as Austudy, Youth Allowance or Abstudy; or other Commonwealth income support payment; or other evidence of low income and / or financial disadvantage, such as tax assessment and payslips, **and**
- 1.3 Enrolled in a Commonwealth Supported Place, **and**
- 1.4 Enrolled full-time* as an Undergraduate student in an eligible Bachelor Degree or Enabling course, **or**
- 1.5 Enrolled full-time* in an eligible postgraduate coursework programme (approved as an area of National Priority).

* Full-time enrolment in a Higher Education course of study means at least 75% of a full-time study load (minimum of 36 credit points per semester)

For a Commonwealth Accommodation Scholarship (CAS), a student must meet all of the requirements listed for a CECS (1.1 to 1.5 above) as well as the requirements listed at 1.6 to 1.12 below.

In the four years immediately before commencing the current course of study (includes study in another eligible course or eligible study at another University where a student has transferred), the student:

- 1.6 Lived in a regional or remote area of Australia for at least three years **or**
- 1.7 Completed the final two years of schooling in a high school or college in a regional or remote area; **or**
- 1.8 Lived away from their regional or remote home to complete the whole or majority of secondary schooling at a high school or college in a major city; **or**
- 1.9 Lived in a regional or remote area of Australia for at least two years and relocated to undertake vocational education (maximum of two years); **and**
- 1.10 Has moved away from the regional or remote area to undertake their course of study **and**,
- 1.11 Has incurred or will incur additional accommodation costs; **and**
- 1.12 Is enrolled as an internal student (attends classes on campus)

- 1.13 Is not in receipt of the Residential Costs Option (RCO) under the ABSTUDY Scheme from Centrelink.

For a CAS-Specialist – points 1.6-1.9 (above) don't apply, must meet points 1.10-1.12 and must relocate a distance greater than 100kms from home to study in a specialist course defined by Victoria University.

A student is **not eligible** for a CECS or a CAS if they:

- 1.14 Have already completed a Bachelor Degree or higher level degree unless each degree is a prerequisite for their current course of study, and there is no alternative pathway into that course of study at Victoria University.
- 1.15 Are enrolled on a part-time basis, unless assessed as having approved exceptional circumstances that prevents full-time enrolment. In approving exceptional circumstances, the University will take into account factors such as: enabling course requirements; disability; significant family care responsibilities; Indigenous community responsibilities; or course constraints outside a student's control. Applicants with exceptional circumstances must seek approval by writing to the Scholarship Selection Panel.
- 1.16 Have already received a CECS for the maximum duration, **or**
- 1.17 Have already received a CAS for the maximum duration.
- 1.17 Are in receipt of a Commonwealth Scholarship administered by Centrelink.

2 ONGOING ELIGIBILITY

Prior to each semester payment, each Scholarship holder is required to complete the renewal process by confirming that they continue to meet the eligibility requirements:

2.1 Maintain full-time* enrolment (or have approval from the Selection Panel if enrolled part-time).

(* Full-time enrolment in a Higher Education course-at least 75% of a full-time study load-minimum 36 credit points per semester)

2.2 Notify the Scholarships Office of any changes in financial circumstances since time of application. Students must continue to be in receipt of Centrelink payment and declare all changes or increases in income for reassessment.

2.3 Notify the Scholarships Office of any changes to enrolment. A scholarship holder may transfer to another eligible Higher Education course at Victoria University, but must maintain continuous enrolment.

2.4 Notify the Scholarships Office of any other changes to their circumstances which would make them ineligible to continue to receive the Scholarship.

2.5 Maintain satisfactory academic progress, according to the University's Student Progress Policy.

2.6 Comply with University standards with regard to academic misconduct.

2.7 Not in receipt of a Commonwealth Scholarship administered by Centrelink.

3 PAYMENT OF SCHOLARSHIP

3.1 Maximum duration of the Commonwealth Scholarships is eight payments. Scholarships are paid for the maximum duration unless the student is no longer eligible to receive payment. This includes where a student completes their course of study or no longer meets the eligibility criteria.

3.2 Scholarships are normally paid by Electronic Funds Transfer direct to the student's nominated bank account.

3.3 Payments will be made in two equal instalments each year, usually in late April and late September, following confirmation of student enrolment status and eligibility after each semester census date.

3.4 The Scholarships Office may pay University Tuition, Service and Materials fees up to the value of the scholarship, and pay the remainder directly to the scholarship holder.

4 SUSPENSION OF SCHOLARSHIP

4.1 Students who take approved leave of absence from their studies will have their scholarship suspended. Payment will recommence in the next semester of enrolment, and continue to the maximum period of the scholarship.

4.2 Students on a CAS-Indigenous Enabling or CECS-Indigenous Enabling scholarship who progress to a CAS-Associate Degree, CECS-Associate Degree, Ordinary CAS or Ordinary CECS can suspend commencement of the second scholarship for a maximum of one year.

5 TERMINATION OF SCHOLARSHIP

A scholarship will be terminated in any of the following circumstances:

5.1 The scholarship holder no longer meets the eligibility criteria; or

5.2 The full value of the scholarship (maximum period of scholarship payment) has been paid; or

5.3 The scholarship holder ceases to be enrolled in an eligible course of study; or

5.4 The scholarship holder does not resume study at the conclusion of a period of approved leave; or

5.5 The scholarship holder fails to maintain satisfactory academic progress according to the University's Student Progress Policy; or

5.6 The scholarship holder is found guilty of serious academic misconduct.

6 APPEALS

Scholarship holders may lodge an appeal to the Director of Student Administration in circumstances where they believe they have been incorrectly determined as ineligible for continuation of their scholarship.

7 SCHOLARSHIPS OFFICE CONTACT DETAILS

Phone (03) 9919 5568 Email scholarships@vu.edu.au Website www.vu.edu.au/scholarships

Location Footscray Park Campus, Ballarat Road, Building M, Level 2, Room M203

Mail Scholarships Office, Footscray Park Campus, Victoria University, PO Box 14428, Melbourne VIC 8001