

Commonwealth Scholarships La Trobe University Undergraduate Equity Scholarships

2010 Guidelines for Applicants

1 Introduction

In 2010 La Trobe University will offer the following Commonwealth and La Trobe University Equity scholarships to commencing domestic undergraduate students, unless otherwise specified in these guidelines. All scholarships are allocated as the result of a competitive application process. Most are available to students enrolled in all disciplines of the university, and across all campuses (except where specified elsewhere in these guidelines).

- **Commonwealth Indigenous Scholarships:**
 - Indigenous Access Scholarships (IAS)
 - Indigenous Commonwealth Education Costs Scholarships (I-CECS)
(open to both commencing and continuing indigenous students)
 - Indigenous Commonwealth Accommodation Scholarships (I-CAS)
(open to both commencing and continuing indigenous students)
- **La Trobe Study Support Scholarships (LSSS)**
- **La Trobe Indigenous Students Scholarships (LISS)**
- **La Trobe Vice-Chancellor's City of Whittlesea Scholarships (LVCWS)**
- **La Trobe Vice-Chancellor's Regional Scholarships (LVCRS)**
- **R.E. McGarvie Memorial Scholarship (McGMS)**

A range of scholarships are also available for students enrolled in specific courses, at particular campuses, or who live on one of La Trobe's campuses. These scholarships usually have different application requirements and closing dates. Information regarding faculty, campus and residential scholarships, including guidelines and application forms where applicable, and further contact information, is available at: www.latrobe.edu.au/scholarships or visit the individual faculty, campus or residential college websites.

Applications for all the scholarships listed above need to be made through VTAC at:
<http://www.vtac.edu.au/myinfo> and **CLOSE** at

5.00 pm on Friday, 30 October 2009

Refer to advice at the end of this document for how to submit your application. Late applications **WILL NOT** be accepted or considered.

The 2010 scholarship application will be available online from the MyInfo section of the VTAC website on **Monday, 3 AUGUST 2009**

IMPORTANT INFORMATION:

Please note that the VTAC Scholarship Application is a **single** online application. The information you provide in your application will determine your eligibility for each of the scholarships outlined above, and your application will be considered for all scholarships for which you meet the eligibility criteria.

NEW COMMONWEALTH SCHOLARSHIP ARRANGEMENTS

Pending the passage of legislation through the Commonwealth Parliament in 2009, the Federal Government has announced that from 1 January 2010, the existing Commonwealth Scholarship categories CECS, NPS (CECS Priority Discipline), CAS and NAS will be abolished and replaced by two new scholarship categories – the Student Start-Up Scholarship and the Relocation Scholarship. These new scholarships will be administered by Centrelink. Further information is available at:

http://www.centrelink.gov.au/internet/internet.nsf/individuals/budget_students.htm and at:
http://home.deewr.gov.au/NewsItem_Budget200910_initiatives_HigherEd.htm#student

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2 General Eligibility Criteria

Please check the following criteria **BEFORE** you apply for a scholarship. To be considered for any one of the scholarships outlined in these guidelines, applicants must meet all the general eligibility criteria. Do not apply unless you are sure you meet all the following requirements.

- To be considered for a Commonwealth Indigenous Scholarship or a La Trobe Indigenous Student Scholarship (LISS) you must be a descendant of Australian Aboriginal or Torres Strait Islander people, self identify, and be accepted as such by the Indigenous Australian communities in which you have lived or currently reside;
- If you are an Australian citizen, hold a permanent humanitarian visa (usually visa sub-class 202 that is often issued to refugees), have Australian Permanent Resident status, or are a New Zealand citizen, you are eligible to be considered for one of the La Trobe scholarships listed in these guidelines (except for LISS, which is only open to indigenous Australians);
- You must be enrolled in an undergraduate course of study;
- You must enrol in semester one of the year for which a Commonwealth Indigenous or La Trobe scholarship is awarded, or the offer will be withdrawn. You may NOT defer a scholarship under any circumstances. If you decide not to enrol, or discontinue a course after a scholarship is awarded, it will be withdrawn. You may reapply in the following year if you will be enrolled at La Trobe, if you continue to meet the relevant eligibility criteria;
- La Trobe Equity Scholarships (LSSS, LISS, LVCRS, LVCWS and McGMS) are open to **commencing tertiary students only**. If you **have already commenced** a bachelor degree or higher award at any time, at any institution, whether or not it was completed, and regardless of how long ago you were enrolled, you will not be considered for any of these scholarships. Please note, a student who enrolled at La Trobe after 30 June 2009 (mid-year entry), and who have met all of the above criteria for commencing students at the time of that enrolment, will be defined as a 'commencing student' for the purposes of this condition and will be eligible to be considered for La Trobe Equity Scholarships for 2010.
- **Part-time study:** You are generally expected to be studying **full-time** (except for LISS recipients, see Section 5 in these Guidelines). Students wishing to enrol part-time will be considered for all other scholarships **only in exceptional circumstances**, for example where illness, disability or significant full-time carer responsibilities above and beyond caring for one's own children, prevent full-time study. "Exceptional circumstances" must be such that the way they impact on your ability to study full-time is unusual and outside your control. Circumstances often faced by many students are not considered "exceptional". These scholarships are intended primarily for full-time students.
- **Part-time study** is defined as enrolment in less than 75% of a full-time study load for the course of enrolment at each of the main census dates, in Semester 1 and 2 each year. In most courses this means that if you are enrolled in units totalling less than 45 credit points (CP) in a semester, you have a part-time study load for that semester. If you are unsure, ask for advice from Scholarships Unit staff;
- Applicants **MAY** sometimes concurrently hold another scholarship awarded by La Trobe University or another organisation, except that they may **NOT** hold more than one of a LISS, LSSS, LVCRS and McGMS scholarship concurrently;
- Indigenous Australian students may hold an I-CECS and I-CAS concurrently.

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Additional specific criteria for each scholarship are listed in the following sections.

3 Commonwealth Indigenous Scholarships

SCHOLARSHIP DETAILS:

Note: *the following Commonwealth Indigenous Scholarship details are subject to any amendments made by the Federal Government Department of Education, Employment and Workplace Relations (DEEWR) at any time.*

Commonwealth Indigenous Scholarships aim to assist indigenous Australian students by providing financial support for general education or accommodation costs associated with full-time study usually in an undergraduate degree program at a Victorian Campus of La Trobe University. There are three types of Commonwealth Indigenous Scholarships:

- **Indigenous Access Scholarships (IAS)**
- **Indigenous Commonwealth Education Costs Scholarships (I-CECS)**
- **Indigenous Commonwealth Accommodation Scholarships (I-CAS)**

ELIGIBILITY

Applicants for Commonwealth Indigenous Scholarships must meet all the General Eligibility criteria. In addition, applicants must be able to demonstrate that they are in financial need, by providing responses to the relevant questions on the online application form (available at: www.vtac.edu.au/myinfo) and providing the required supporting documentation.

- Commonwealth Indigenous Scholarships (except IAS which are only available to commencing students) are available to **commencing** first year students at La Trobe, **and** to **continuing** students in second and subsequent years of an undergraduate degree, including Honours.

You are **not eligible** for an I-CAS or an I-CECS if you already hold one or more bachelor or higher level degrees **unless**:

- each of the degrees is a pre-requisite to your current/planned undergraduate course or graduate diploma (or equivalent postgraduate course of study) in an area of National Priority that is required for initial registration to practise in the chosen area.
- there is no other pathway (as a first year undergraduate student) into that course at La Trobe University.

Indigenous Access Scholarships (IAS) – additional eligibility criteria

The applicant must be:

- enrolled in a Commonwealth supported place in an undergraduate course of study; and
- priority will be given to those students who have to relocate to undertake their studies.

Indigenous Commonwealth Accommodation Scholarship (I-CAS) - eligibility criteria

In addition to the general eligibility and financial need criteria noted above, to be considered for an I-CAS you **must** also meet the following criteria:

- (a) within the four years immediately preceding the commencement of the current higher education course of study:
 - (i) have lived in a regional or remote area of Australia for a total of at least three years; OR

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- (ii) have completed the final two years of schooling in a high school or college in a regional or remote area; OR
 - (iii) was necessary for the student to live away from their regional or remote home to complete the whole or the majority of their secondary schooling at a high school or college in a *major city*; AND
- (b) it was necessary for you to move from the regional or remote area in order to undertake higher education study; AND
- (c) as a result of (b), the student will incur additional accommodation costs; AND
- (d) be enrolled as an *internal student*. Students who undertake a component of their course overseas or with a "host" university will not be precluded from accessing the scholarship, provided the study is approved by the University, and will count towards the course requirements in which the student is enrolled.

A regional or remote area for the purposes of I-CAS eligibility is classified as a location outside a State or Territory capital city that has a population of less than 120,000 people. Applicants may refer to the web site below to check their initial I-CAS eligibility. An applicant whose home address has a postcode that is *in a major city* (according to the data base), **is not eligible for an I-CAS**. (Go to http://www.backingaustraliasfuture.gov.au/guidelines/csg_guide.htm and click on the [Australian Standard Geographical Classification \(ASGC\) Remoteness Postcode Look-up Tool](#) on the web to check I-CAS eligibility by your home postcode.)

VALUE OF A Commonwealth Indigenous Scholarship

These scholarships are exempt for the purposes of the Social Security Act and thus income from these scholarships will not be taken into account when applying the Personal Income Test for Youth Allowance, Austudy, Abstudy, or the primary payment of students receiving a Pensioner Education Supplement.

Payment amounts for Commonwealth Indigenous Scholarships in 2010 have yet to be confirmed by DEEWR. As a guide, in 2009 an ordinary CECS was valued at \$2207 per year, and an ordinary CAS was valued at \$4415. The IAS was a one off payment of \$4166. I-CAS and I-CECS payment amounts are indexed annually.

I-CECS and I-CAS are paid in two instalments as soon as practicable within six weeks following census dates each year. Payment is usually made by the end of April and September. If part-time study is approved, the scholarship will still be paid at the full-time rate, for a maximum of eight payment periods (as appropriate for the course of enrolment). An approved part-time Commonwealth Indigenous scholarship holder therefore may be required to complete their course without a CS.

TERM OF SCHOLARSHIP

According to DEEWR guidelines, a student can hold an I-CAS or I-CECS for a maximum of 4 years in total, including Honours if applicable, and including any time as a Commonwealth Accommodation Scholarship (CAS), National Accommodation Scholarship (NAS), National Priority Scholarship (NPS) or Commonwealth Education Costs Scholarship (CECS) recipient at another institution. If awarded an I-CECS or I-CAS at La Trobe University, a student who has already held a CAS, NAS, CECS Priority Discipline or a CECS elsewhere will therefore be paid for the Scholarship only for the years remaining of the four year maximum. If a student transfers course, the Scholarship is usually approved to continue.

COMMONWEALTH INDIGENOUS SCHOLARSHIP HOLDERS FROM ANOTHER INSTITUTION WHO TRANSFER TO LA TROBE

Students who hold a Commonwealth Scholarship from another university must make a full timely application to La Trobe which will be assessed and ranked on its merits with all other applications received for that year. Previous success in being awarded a Commonwealth

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Scholarship at another institution will not be taken into account when assessing the application.

ASSESSMENT AND SELECTION PROCESS:

A La Trobe University Selection Committee is responsible for the allocation of Commonwealth Indigenous Scholarships. Eligible applications will be scored and ranked according to the following criteria: financial need; hardship and deprivation; responsibility for others; personal circumstances; and educational disadvantage.

ONGOING ELIGIBILITY

Commonwealth Indigenous Scholarship holders:

- must continue to meet the general ongoing eligibility requirements outlined elsewhere in these guidelines. It is the responsibility of the scholarship holder to advise the Scholarships Unit (when requested each semester) of any changes to their circumstances which may make them ineligible for the scholarship;
- may transfer to another undergraduate program within La Trobe University but must maintain continuous enrolment, and advise the Scholarships Unit of the transfer;
- will not be able to transfer their scholarship to any other institution;
- must maintain satisfactory academic progress according to University policies.

4 La Trobe Study Support Scholarships (LSSS)

SCHOLARSHIP DETAILS

La Trobe University has made available a number of scholarships annually to assist students experiencing financial hardship and/or educational disadvantage who are commencing full-time undergraduate studies for the first time ever, at any Victorian campus of the University (refer notes in Section 2 of these Guidelines regarding approval for part-time study, and definition of a "commencing student").

VALUE OF SCHOLARSHIP

A LSSS is valued at \$3000 per year paid in two instalments of \$1500 after confirmation of enrolment at census date each semester for the term of the scholarship. Payment is usually before the end of April and September (refer to Section 10 of these guidelines for further information regarding payments). If part-time study is approved, the LSSS will be paid in an instalment of \$750 each approved semester, for the equivalent number of full-time years.

TERM OF SCHOLARSHIP

The LSSS is tenable for the normal duration of full-time study for the undergraduate course (including Honours if applicable) in which the recipient is first enrolled.

ELIGIBILITY CRITERIA

Applicants must normally meet all of the general eligibility criteria listed above to be considered for a LSSS, and be able to demonstrate financial and/or educational disadvantage.

You must be a commencing first year student in semester 2, 2009, or semester 1, 2010. *Commencing students are those starting a university course at first year undergraduate level for the first time at any institution at any time (also refer to Section 2 of these guidelines).*

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SELECTION PROCESS

A La Trobe University Selection Committee is responsible for the allocation of LSSS. Eligible applications will be scored and ranked according to the following criteria: financial need; hardship and deprivation; responsibility for others; personal circumstances; and educational disadvantage.

ONGOING ELIGIBILITY

LSSS holders must continue to meet the general ongoing eligibility criteria for all scholarships. A LSSS cannot be transferred to another university.

5 La Trobe Indigenous Students Scholarship (LISS)

SCHOLARSHIP DETAILS

In recognition of the importance of creating opportunities for Indigenous Australian students to complete higher education, La Trobe University has made available up to ten scholarships annually for Indigenous students commencing full-time or part-time studies at any Victorian campus of the University. Note that a LISS is ONLY available to students commencing their first course of study at any university, at any time.

VALUE OF SCHOLARSHIP & PAYMENT DETAILS

The full-time value of a LISS is \$5000 per year paid in two instalments of \$2500 after confirmation of enrolment at census date each semester for the term of the scholarship. Payment is usually before the end of April and September (see Section 10 of these guidelines for further information regarding payments).

A part-time scholarship will be valued at \$2500 per year and paid in two instalments of \$1250. *Part-time study is defined when the student is enrolled in less than 75% of a full-time study load for the course of enrolment (see Section 2 of these guidelines).*

Please note that the value of a LISS payment may vary from one semester to another, depending on the study load (full-time or part-time) at the end of March and August each year. Payments will be at the full-time rate or 50% of the full-time rate as appropriate.

TERM OF SCHOLARSHIP

The scholarship is tenable for the normal duration of full-time study (equivalent for part-time study) for the undergraduate course (including Honours if applicable) in which the recipient is first enrolled.

ELIGIBILITY CRITERIA

In addition to the general eligibility criteria, applicants must meet the following criteria to be considered for a LISS Scholarship:

- you must be a descendant of Australian Aboriginal or Torres Strait Islander people, self identify, and be accepted as such by the Indigenous Australian communities in which you have lived or currently reside
- be enrolled as a full-time or part-time student at a Victorian campus of La Trobe University
- be a commencing first year student in semester 2, 2009, or in semester 1, 2010. *Commencing students are those starting a university course at first year undergraduate level for the first time at any institution at any time.*

ASSESSMENT AND SELECTION PROCESS

A La Trobe University Selection Committee will be responsible for the allocation of LISS. Eligible applications will be assessed and ranked according to financial need and educational disadvantage.

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ONGOING ELIGIBILITY

LISS scholarship holders must meet the general ongoing eligibility requirements for all scholarships, and must notify the Scholarships Unit of any changes to their enrolment.

CHANGE IN STUDY LOAD

LISS scholarship holders may change their study load from full-time to part-time and vice versa during their course, and should advise the Scholarships Unit. For part-time students, payments will be made at 50% of the full time rate on each occasion.

6 La Trobe Vice-Chancellor's Regional Scholarship (LVCRS)

SCHOLARSHIP DETAILS

Up to five scholarships will be available for students commencing first-year full-time undergraduate studies at each of La Trobe's regional campuses at Albury-Wodonga, Bendigo, Mildura and Shepparton.

VALUE OF SCHOLARSHIP

A LVCRS is valued at \$3000 per year paid in two instalments of \$1500 after confirmation of enrolment at census date each semester for the term of the scholarship. Payment is usually before the end of April and September (refer Section 10 of these guidelines for further information regarding payments). If part-time study is approved, the LVCRS will be paid in an instalment of \$750 each approved semester, for an equivalent number of years.

TERM OF SCHOLARSHIP

The LVCRS is tenable for the normal duration of full-time study for the undergraduate course (including Honours if applicable) in which the recipient is first enrolled.

ELIGIBILITY CRITERIA

Note: This scholarship *is not available university-wide*, see the eligibility criteria below.

Applicants must meet all the general eligibility criteria to be considered for a LVCRS Scholarship. In addition, applicants:

- must be resident in one of the respective regions surrounding the University's Albury-Wodonga, Bendigo, Mildura or Shepparton campuses at the time of application;
- must be enrolled at the Albury-Wodonga, Bendigo, Mildura or Shepparton campus of La Trobe University;
- must be a commencing first year student in semester 2, 2009, or in semester 1, 2010. *Commencing students are those starting a university course at first year undergraduate level for the first time at any institution at any time.*

Please note: applicants who are required during their course to relocate to another campus of the University to complete their studies may be given approval from the Scholarships Unit to continue to hold a LVCRS scholarship.

SELECTION PROCESS

A La Trobe University Selection Committee is responsible for the allocation of LVCRS. Eligible applicants will be assessed and ranked according to financial need and educational disadvantage.

ONGOING ELIGIBILITY

Scholarship holders **MUST** continue to meet the ongoing eligibility requirements for all scholarships. In addition, LVCRS holders may only transfer to another Victorian campus of La Trobe to complete their studies, and retain the scholarship, after obtaining advice and formal permission from the Scholarships Unit.

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7 La Trobe Vice-Chancellor's City of Whittlesea Scholarships (LVCWS)

SCHOLARSHIP DETAILS

A limited number of scholarships will be available for commencing first year students who are residents of the City of Whittlesea at the time of application.

VALUE OF SCHOLARSHIP

A LVCWS is valued at \$3000 per year paid in two instalments of \$1500 after confirmation of enrolment at the end of March and August for the term of the scholarship, usually before the end of April and September (refer Section 10 for information about payments). If part-time study is approved, the LVCMS will be paid in two instalments of \$750 each year, for an equivalent number of years.

TERM OF SCHOLARSHIP

The scholarship is tenable for the normal duration of full-time study for the undergraduate course (including Honours if applicable) in which the recipient is first enrolled.

ELIGIBILITY CRITERIA

Note: This scholarship *is not available university-wide*, see the eligibility criteria below.

Applicants must meet all of the general eligibility criteria to be considered for a LVCWS Scholarship. In addition applicants:

- must usually be enrolled at the Bundoora campus of La Trobe University, ***unless they are accepted into a course at a regional campus that is not offered at the Bundoora campus*** and
- must be resident in the City of Whittlesea at the time of application, and
- must be a commencing first year student in semester 2, 2009, or in semester 1, 2010. *Commencing students are those starting a university course at first year undergraduate level for the first time at any institution at any time.*
- Permanent Residents of Australia and New Zealand citizens are eligible to apply for a LVCWS.

SELECTION PROCESS

The Equity Scholarships Committee in consultation with a representative of the City of Whittlesea will be responsible for the allocation of LVCWS. Applications will be assessed and ranked according to financial need and educational disadvantage.

Preference will be given to applicants who enrol for full-time study, but a scholarship may be awarded to a candidate who wishes to enrol for part-time study who has demonstrated exceptional circumstances (as noted in the general eligibility criteria).

ONGOING ELIGIBILITY

Scholarship holders must continue to meet the general ongoing eligibility requirements for all scholarships. In addition:

- applicants who are required to relocate to another campus of the University to complete their studies may be given approval to continue to hold a LVCWS scholarship. Approval to relocate from the Bundoora campus or from the municipality that supports their award must be sought from the Scholarships Unit. Such a request to retain the scholarship will only be approved with the agreement of the municipality.

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8 R. E. McGarvie Memorial Scholarship (McGMS)

SCHOLARSHIP DETAILS

In recognition of the contributions of the Honourable Richard Elgin McGarvie to La Trobe University in his role as Chancellor and in the development of legal education, the University has created the R. E. McGarvie Memorial Scholarship.

The scholarship is tenable for the normal duration of full-time study for an undergraduate Bachelor of Laws double degree program (including Honours if applicable) at the Bendigo Campus of La Trobe University.

VALUE OF SCHOLARSHIP

A McGMS is valued at \$3000 per year paid in two instalments of \$1500 after confirmation of enrolment at census date each semester for the term of the scholarship. Payment is usually before the end of April and September (refer to Section 10 of these guidelines for further information regarding payments). If part-time study is approved, the scholarship will be paid in an instalment of \$750 each approved semester, for an equivalent number of years.

ELIGIBILITY CRITERIA

Note: This scholarship *is not available university-wide*, see the eligibility criteria below.

In addition to the general eligibility criteria, applicants must meet the following criteria to be considered for a McGarvie Scholarship:

- ***you must be enrolled in a Bachelor of Laws double degree course at the Bendigo campus of La Trobe University.***
- ***you must be a resident of and have a permanent (home) address in regional Victoria.***
- you must be able to demonstrate a need for financial assistance
- you must be a commencing first year student in semester 2, 2009, or in semester 1, 2010.

SELECTION PROCESS

A La Trobe University Selection Committee will allocate one McGarvie scholarship each year. Eligible applicants will be ranked according to financial need and educational disadvantage.

ONGOING ELIGIBILITY

The McGarvie scholarship recipient must continue to meet the general ongoing eligibility criteria for all scholarships. In addition the recipient:

- **MAY NOT** transfer to another undergraduate Bachelor of Laws double degree program at another campus within La Trobe University
- **WILL** be able to retain the scholarship if required by the University to change campus to complete the course
- **MUST** maintain satisfactory academic progress according to the University's policies
- **WILL** be expected to attend a relevant prize giving ceremony of the University at the Bendigo campus, and agree to their name being published by the University for promotional purposes.

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9 Ongoing Eligibility Criteria and Conditions for all Scholarships

Unless noted otherwise for a particular scholarship listed above, the following ongoing conditions apply to *all* scholarship holders.

Students:

- must continue to meet the general and ongoing eligibility criteria for the scholarship they have been awarded;
- are responsible for advising the Scholarships Unit each semester of ***any significant changes to their personal, financial or enrolment circumstances*** since their last payment, which may affect their eligibility for the scholarship, or for which formal approval is needed, such as transfer of course, change in study load, change of campus, or intermission of studies. The Scholarships Unit routinely contacts all active scholarship holders each semester requesting confirmation of eligibility, or advice regarding changed circumstances, before the next semester payment is made;
- may **NOT** transfer their scholarship to another institution under any circumstances; and
- must maintain satisfactory academic progress

TRANSFER OF COURSE DURING THE PERIOD OF A SCHOLARSHIP

Students may receive approval to transfer to another undergraduate program at a Victorian campus of La Trobe University and retain the scholarship. Students must advise the Scholarships Unit of a course transfer, and must maintain continuous enrolment. Following a course transfer, the total period of support will not exceed the maximum period allowed for a Commonwealth Indigenous Scholarship, or the normal duration of study for the undergraduate course ***in which the student was first enrolled*** (for La Trobe scholarships).

CHANGE IN STUDY LOAD (PART/FULL TIME) WITH A SCHOLARSHIP

Subject to a formal application and approval process scholarship recipients ***may*** be permitted to change to part-time study and retain the scholarship ***only*** in exceptional circumstances, such as where illness, disability, or significant full-time carer responsibilities for example, prevent them from studying full-time. Documentary evidence will be required to support a request for approval of part-time enrolment while holding a scholarship. A formal request must be made to the Scholarships Unit. The student must also meet the other general ongoing requirements.

If a request to hold a scholarship as a part-time student is not approved, the scholarship payments may be suspended until the student returns to full-time study.

Please note that LISS recipients may study part-time and hold a LISS without formal approval (see Section 5 for further details).

INTERMISSION OF STUDIES (ACADEMIC LEAVE) DURING A SCHOLARSHIP

Subject to an application to the Scholarships Unit and formal approval, recipients ***may*** be permitted to retain a scholarship when they intermit (take academic leave from their studies) their course, for a ***maximum of one year of intermission over the total duration of the course***, and ***only after successfully completing the first year of the course***. Requests to retain a scholarship while on intermission are not automatically approved by the relevant committee. Scholarship payments will be suspended during a period of approved intermission. A scholarship may be suspended during the first year only in exceptional circumstances. You should ask Scholarships Unit staff for advice ***before you intermit*** your studies.

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TERMINATION OF A SCHOLARSHIP

A scholarship will be terminated if the student:

- no longer meets any one of the original eligibility criteria or ongoing conditions specified in these Guidelines;
- has been paid the full value of the scholarship in respect to the maximum number of years allowed for a Commonwealth Indigenous Scholarship, excluding IAS, (4 years, or the usual duration of the course if less than four years), or the normal full-time duration of the course in which the recipient is first enrolled (including Honours if applicable) for LTU scholarships;
- fails to maintain satisfactory academic progress as defined in the University's policies or as defined for a particular scholarship;
- does not re-enrol and/or meet all of the University's and Government's administrative requirements;
- is found guilty of serious academic misconduct and/or general misconduct.

REFUND OF A SCHOLARSHIP PAYMENT

If a scholarship is terminated after a semester payment has been made, as a result of a student not meeting any one of the eligibility requirements, or where incomplete or inaccurate information has been provided by the student, the University may require the student to repay the amount already paid by the University for that semester. The circumstances in each case will be taken into account in making this decision.

DEFERRAL OF A SCHOLARSHIP

An applicant who is offered a scholarship **may not defer that scholarship** if they defer enrolment in their course, under any circumstances.

If an applicant is unable to accept an offer of a scholarship by the due date, or is unable to take it up after they have accepted it, for any reason at all, they must decline the offer, and re-apply the following year (subject to the eligibility requirements for each scholarship). In this case the new application will be assessed on its merits together with all applications received for that year, and without reference to any ranking or information from the previous year. The applicant will still be considered a 'commencing student' if they have not enrolled in any university study at any institution in the meantime.

10 PAYMENT PROCEDURE

Subject to providing information when required to demonstrate that they still meet the ongoing eligibility requirements listed above, La Trobe scholarship holders will be paid twice a year by bank transfer to the account nominated by the scholarship holder.

Payment will only be made via a current bank account (not a credit card) nominated by the student, and not by cheque or cash. Students accepting a scholarship offer must therefore ensure that they have an appropriate bank account for this purpose. Scholarship payments cannot be made into student loan accounts or to a third party to pay off debt.

Payments will be processed as soon as practicable after Semester 1 and 2 census dates each year). **Payments will be made into scholarship recipients nominated bank accounts by the end of April and September at the latest**, for the term of the scholarship.

If students need urgent financial assistance before the scholarship payment can be made each semester, they could consider one of the following options:

- **apply for a student loan:** the expected scholarship payment may be taken into account when a loan application is assessed. Student loan information is available from: <http://www.latrobe.edu.au/acadserv/finaid/>
- **apply to Centrelink for a loan**

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If part-time study is approved for one or more semesters, payments will be made at half the full-time rate for LTU scholarships, so that the total payments made for the duration of the scholarship reflect the equivalent number of years, depending on the normal length of the original course.

If part-time study has been approved, payments will be made at the full-time rate for Commonwealth Indigenous Scholarships (excluding IAS – which is a one-off payment) for a maximum of eight payment periods.

Prior to payments being made each semester, recipients will be contacted by the Scholarships Unit and required to advise the University in writing whether their personal, financial or enrolment circumstances have changed in a way that may affect their ongoing eligibility for a scholarship.

Payment will only be made each semester after the Scholarships Unit has received the necessary documentation and is satisfied that the student's personal, financial and enrolment circumstances continue to meet the ongoing eligibility criteria.

11 IMPORTANT ADVICE FOR ALL APPLICANTS

APPLICATION PROCESS

In 2010, the application and assessment process for all scholarships outlined in these guidelines will be administered through the Victorian Tertiary Admissions Centre (VTAC).

- To apply for any of the scholarships outlined in these guidelines you must complete the online application via the MyInfo link on the VTAC website, www.vtac.edu.au/myinfo by Friday, 30 October 2009 at 5 pm (refer to Section 12 of these guidelines for further information on how to submit an application).
- You must meet all the general eligibility criteria, and any specific criteria for a particular scholarship, and be able to provide supporting documents as required as evidence of your circumstances. For further information please see the VTAC publication: [Scholarships 2010: A guide to university scholarships](http://www.vtac.edu.au/pdf/publications/scholarships.pdf), which is available at <http://www.vtac.edu.au/pdf/publications/scholarships.pdf>
- If any part of your online application is incomplete, or if required supporting documentation is not provided, your application will be disadvantaged in the assessment process.
- During the assessment process, staff in the Scholarships Unit will not be able to discuss the progress of your application with you.
- Due to privacy laws, any discussion of an application must take place only with the applicant.
- The Scholarships Unit may use email to contact applicants during the application process, so make sure you provide an email address on your application that you check often. **After the end of March, your student email address** will be used if the Unit needs to contact you when you are a student, so you are advised to check your student email regularly. Student email is used widely by the University for official communication.

LATE APPLICATIONS

No late applications will be considered or accepted.

La Trobe University Scholarship Guidelines 2010

OFFER OF SCHOLARSHIP

Successful scholarship applicants will be sent a provisional letter of offer of a scholarship by VTAC in mid-late December 2009. For the provisional scholarship offer to be formalised, you must:

- receive a course offer from La Trobe University in Semester 1, 2010; and
- enrol full-time at La Trobe University in Semester 1, 2010 (unless you can demonstrate exceptional circumstances which prevent you from studying full-time)

La Trobe University will send formal scholarship offers to successful scholarship applicants once they have enrolled at the University in Semester 1, 2010.

UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will not be advised in writing of the outcome of their application. A small number of additional offers may be made to applicants ranked next on the relevant scholarship ranking list, during March 2010, in the event that some successful applicants are unable to accept a scholarship.

REQUEST FOR A REVIEW OF AN UNSUCCESSFUL OUTCOME

Unsuccessful applicants may make a formal request in writing (not email) to the Scholarships Unit in the first instance, for a review of the assessment of their application. A review will be conducted ***based on procedural grounds only***. This means that no additional information or explanation of an applicant's circumstances that was not included in the original application will be considered if a review is undertaken.

The applicant will be notified in writing, by the Chair of the relevant Scholarship Committee, of the outcome of a review, within 15 University business days of the request being received at the Scholarships Unit. Scholarships Unit staff will not be able to discuss the review or the outcome with the applicant.

An applicant who has requested a review will be advised in the letter notifying them of the outcome of the review how to seek advice from the University Ombudsman's Office, in the event that they are not satisfied with the outcome of the review process.

CONFIDENTIALITY

All information provided by applicants will be treated as confidential. At La Trobe University, we respect the privacy of your personal information. VTAC collect personal information in your application to determine your eligibility for a scholarship, and to assess your application as part of the ranking and allocation process. In accordance with privacy laws, personal information about you contained in your scholarship application will not be used for any other purpose or disclosed to any person who is not part of the scholarship assessment and allocation process, without your permission. Further information on the VTAC privacy policy is available at: <http://www.vtac.edu.au>. The La Trobe University privacy policy can be viewed at: <http://www.latrobe.edu.au/privacy/>

FALSE OR MISLEADING INFORMATION

If La Trobe University knows or has reason to believe that a student who is offered or has received either a Commonwealth Indigenous Scholarship or a La Trobe equity scholarship has provided false or misleading information to the University in relation to that scholarship application, the University will re-assess the student's entitlement to the scholarship. The University reserves the right to withdraw an offer of a scholarship, or terminate a scholarship if the recipient has provided false or misleading information in the application form or subsequently when information has been requested by the University.

La Trobe University Scholarship Guidelines 2010

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Applicants for any of the scholarships outlined in these guidelines must apply online through VTAC at the following web address: <http://www.vtac.edu.au/myinfo> from Monday 3 August 2009. Applications will close at 5pm Friday, 30 October 2009.

Please note that applicants must successfully register for their VTAC ID and PIN before they can access MyInfo. Details and instructions on how to register are contained on the VTAC homepage <http://www.vtac.edu.au>

The online Scholarship application is available via MyInfo after you have registered with VTAC from Monday 3 August 2009.

There is **no fee** associated with making a scholarship application through VTAC.

Clicking on the VTAC Scholarship Application link will take you to the terms and conditions for lodging a Scholarship application. Agreeing to the terms and conditions will take you to the scholarship application form.

Further information on the VTAC online application process can be found in the VTAC publication: [Scholarships 2010: A guide to university scholarships](http://www.vtac.edu.au/pdf/publications/scholarships.pdf), which is available at <http://www.vtac.edu.au/pdf/publications/scholarships.pdf>.

FOR FURTHER SCHOLARSHIPS INFORMATION OR ADVICE

Scholarships Unit

La Trobe University

Telephone: (03) 9479 5622 or (03) 9479 3375

Email: scholarships@latrobe.edu.au

Web: www.latrobe.edu.au/scholarships

CLOSING DATE FOR APPLICATIONS

5 pm Friday, 30 October 2009

No late applications will be accepted