

Honours Year Grants Scheme

2010 Guidelines for Applicants

1 Honours Year Grants in 2010

DETAILS OF GRANT

The Honours Year Grants Scheme (HYG) was set up as an equal opportunity measure in 1988 to encourage more students to enrol for the honours year of their undergraduate course. The University encourages academically qualified students enrolling for honours and experiencing hardship to apply for a grant. This may include, amongst others, students of low socio-economic status, Indigenous students, students from non-English speaking backgrounds (particularly those who have arrived in Australia in the last 10 years), students with disabilities, rural and/or isolated students and refugees.

ELIGIBILITY/WHO SHOULD APPLY?

You may apply for an HYG if:

- i) you have received, expect to receive, or might perhaps receive an invitation to enrol in honours at La Trobe University; or
- ii) you started honours at La Trobe in semester 2, 2009 or
- iii) are considering doing honours in 2010 and
- iv) you feel that a grant of \$1000 - \$2000 would help to offset any personal, financial or family circumstances or difficulties which might hinder your ability to succeed in an Honours program.

Note: Australian citizens, Permanent Residents of Australia, New Zealand citizens and holders of a Permanent Australian humanitarian visa are eligible to apply for an HYG. International students are not eligible to be considered for an HYG.

Students receiving Austudy, Abstudy, Youth Allowance or other government benefits are eligible to apply, as well as those experiencing financial difficulty who do not receive Centrelink benefits. Full-time and part-time students of all ages are encouraged to apply.

If you are enrolled ***in a graduate diploma or other postgraduate course*** you are ***not*** eligible for an HYG. You must be enrolled in an Honours program.

ACADEMIC REFEREE REPORTS

On the application form, applicants must name one academic staff member who has taught them (from La Trobe ***or*** another institution), and is familiar with their academic achievement and potential, who has agreed to provide a confidential academic referee report to support their HYG application. The academic should provide a report using the 'Academic Referee Report' section on the application form. The report must be sent directly to the Scholarships Unit, by the academic, not provided with your application.

It is ***your responsibility to provide the report form to the academic staff member and to ensure that it is returned to the Scholarships Unit by Friday, 22 January 2010.*** As staff may be on field work or absent from the University as soon as teaching concludes after October, and may not return until February, make your request as soon as possible. Staff may fax their report to the Scholarships Unit (instructions and guidelines for academics are included on the report form).

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PART-TIME HONOURS STUDENTS AND HONOURS PROGRAMS COMMENCED MID-YEAR

There is no mid-year application process for HYG. Students who plan to commence Honours in semester 2, 2010, or who will be enrolled in Honours part-time in 2010 should also apply by 22 January 2010. Students who commenced Honours in semester 2 2009, and have not already been awarded a grant may also apply in this round and may be considered for a retrospective payment for semester 2, 2009 as well as semester 1, 2010. Please note on your application when you started or plan to start your Honours program.

AMOUNT OF GRANTS

Grants will normally range from \$1000 to \$2000, and will be conditional upon the recipient accepting the Terms and Conditions of the grant and enrolling as an Honours year student at La Trobe University in 2010. (An HYG cannot be deferred to the following year.) Successful applicants who are enrolled part-time will receive **half of the full-time amount** each semester. All HYG recipients will be required to confirm their circumstances with the Scholarships Unit each semester before further payments are made.

Note: the grant is considered as personal income for Centrelink purposes. Grants will be paid in two equal instalments, by the end of April and September at the latest, after confirmation of enrolment at the 1st and 2nd semester census dates in each year.

HOW TO APPLY

The "Honours Year Grant Application Form 2010" is available to print from the web at: www.latrobe.edu.au/scholarships/hyg.

APPLICATIONS FOR HONOURS YEAR GRANTS CLOSE ON FRIDAY, 22 JANUARY 2010.

**IF YOU ARE THINKING OF OR PLANNING TO COMMENCE AN HONOURS PROGRAM
in 2010 (either semester), OR COMMENCED HONOURS IN SEMESTER 2,
2009,
YOU MAY APPLY FOR AN HYG FOR 2010**

DO NOT WAIT FOR AN INVITATION TO DO HONOURS!

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2 Ongoing Eligibility Criteria and Conditions for HYG

All Honours Year Grant recipients:

- must continue to meet the general eligibility criteria based on the information provided in their original application;
- 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 Honours Year Grant holders in early March and August 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 circumstance;
- must maintain satisfactory academic progress according to the University's current policies.

TERMINATION OF AN HONOURS YEAR GRANT

An HYG will be terminated if the recipient:

- no longer meets any one of the original eligibility criteria or ongoing conditions specified in these Guidelines;
- fails to maintain satisfactory academic progress as defined in the University's policies or as defined for an HYG;
- 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 AN HONOURS YEAR GRANT PAYMENT

If an HYG 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 AN HONOURS YEAR GRANT

An applicant who is offered an Honours Year Grant may defer the grant for **one semester only**.

3 PAYMENT PROCEDURE

- Subject to providing information when required to demonstrate that they still meet the ongoing eligibility requirements listed above, HYG recipients will be paid twice a year by bank transfer to the account nominated by the recipient.
- 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 an HYG offer must therefore ensure that they have an appropriate bank account for this purpose. Grant payments cannot be made into student loan accounts or to a third person to pay off debt.
- Payments will be processed as soon as practicable following the 1st and 2nd semester census dates in each year. **Payments will be made by the end of April and September at the latest**, for the term of the grant.

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

- **apply for a student loan or emergency 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**
- 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 an HYG.
 - 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.

4 IMPORTANT ADVICE FOR HYG APPLICANTS

APPLICATION PROCESS

- To apply for an Honours Year Grant you must complete the '2010 Honours Year Grant Application Form', available from www.latrobe.edu.au/scholarships/hyg .
- If you are applying for an HYG you must apply by Friday, 22 January 2010.
- You must meet all of the eligibility criteria outlined in these guidelines, and be able to provide supporting documents as required in each case as evidence of your circumstances.
- If any part of your application is incomplete, or if required documentation is not provided, your application will be disadvantaged in the assessment process. Scholarships Unit staff will not contact you regarding missing documentation.
- The allocation of grants is the responsibility of the Honours Year Grant selection committee.
- 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.
- If the required Statutory Declaration is not fully completed and signed, applicants may not be contacted, and **the application may not be considered.**
- If you change your postal address after submitting your application, please advise the Scholarships Unit immediately. **After 1st semester census date (1 April 2010), the Unit will use your postal address from the student data base** if you are an enrolled student. Make sure you update that information as necessary, using Student Online or by contacting the Student Administration office at your campus of study.

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- 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 census date your student email address** will be used if the Unit needs to contact you when you are a student, so check your student email regularly. Student email accounts are used widely by the University for official communication with students.

ACKNOWLEDGEMENT OF RECEIPT OF APPLICATIONS

All applicants will receive notification **by email (if an email address is provided) or post** that their application has been received within ten university business days of it being received at the Scholarships Unit. If you do receive an acknowledgement within ten university business days please contact the Scholarships Unit for confirmation.

LATE APPLICATIONS

Only in **exceptional circumstances** will applications be considered if they are received after the closing date. All applications will be date stamped by staff at the campus where they are received. A late application will only be accepted by University staff if it is accompanied by a formal written request for consideration as a late application.

A late application will only be considered by the relevant selection committee if the applicant demonstrates **exceptional circumstances outside the applicant's control that resulted in a late application**, for example: major illness, family crisis or other documented personal difficulties may be considered 'exceptional'. Being on holiday at the time applications close, employment, field trips and not being aware of the closing date for applications **are not considered exceptional by the Committee**. A late invitation to enrol in an honours program is also not considered exceptional by the HYG Committee.

A request for consideration of a late application will not automatically be approved by the selection committee. A late applicant will be notified of the outcome in due course at the same time as other applicants.

OFFER OF A GRANT

Successful applicants will receive a conditional letter of offer and an acceptance form outlining the terms and conditions of the grant in early March 2010. The acceptance form must be signed by the recipient and returned to the Scholarships Unit by the due date, together with a bank details payment form. If a recipient does not meet one or more of the eligibility criteria at the time payment is being made, the offer of a grant will be withdrawn. If the acceptance and payment forms are not received by the due date, payment will not be made and the grant offer may be withdrawn.

UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will receive notification in writing at the conclusion of the selection process, in early March 2010. A small number of additional offers may be made to applicants ranked next on the relevant grant ranking list, during April, in the event that some successful applicants are unable to accept a grant.

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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 Chair of the Honours Year Grants Committee will investigate whether the information provided in the original application was correctly assessed, and whether the selection criteria and the selection process were correctly applied.

A request for a review of the outcome must be made in writing and received at the Scholarships Unit ***within ten University business days*** of the date on the letter advising that the application was unsuccessful. The request must be made by the applicant.

The applicant will be notified in writing, by the Chair, 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. We collect personal information in your application to determine your eligibility for a grant, 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 grant application will not be used for any other purpose or disclosed to any person who is not part of the La Trobe grant assessment and allocation process, without your permission. You may have the right to access personal information we hold about you, subject to any exceptions in relevant laws, by contacting the Scholarships Unit as noted below. 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 an Honours Year Grant has provided false or misleading information to the University in relation to their application, the University will immediately re-assess the student's entitlement to the grant. The University reserves the right to withdraw an offer of a grant, or terminate a grant if the recipient has provided false or misleading information in the application form or subsequently when information has been requested by the University.

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5 HOW TO SUBMIT AN APPLICATION

- You may post your application to the address below, OR
- You may deliver it in person to one of the campuses listed below, addressed as indicated below, OR
- You may deliver it in person to the Scholarships Unit, see below.
- You may NOT fax the application.
- All attachments MUST be included at the time you post or deliver the application.

HOW TO ADDRESS THE ENVELOPE

If sending BY POST (postmarked on or before Friday, 22 January 2010) addressed to:

PRIVATE & CONFIDENTIAL
Scholarships Unit
Student Financial Services Office
Division of Academic Services
La Trobe University
Bundoora 3086

If delivering IN PERSON (on or before Friday, 22 January 2010) to a campus below, addressed to:

PRIVATE & CONFIDENTIAL
Scholarships Unit
Student Financial Services Office
Division of Academic Services
La Trobe University
Bundoora 3086
DX211319

HAND DELIVER to a La Trobe campus below, on or before Friday, 22 January 2010, where it will be date stamped and forwarded on to the Scholarships Unit at the Bundoora campus.

Albury-Wodonga	Student Administration, Building 4, University Drive, Wodonga
Bendigo	Student Administration, Edwards Road, Flora Hill
Bundoora	Student Administration, David Myers Building Level 2
Mildura	Campus Administration, 471 Benetook Avenue
Shepparton	Student Administration, 127 Welsford St

FOR FURTHER SCHOLARSHIPS OR GRANTS INFORMATION OR ADVICE Scholarships Unit

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

Fax: (03) 9479 1994

Email: scholarships@latrobe.edu.au

Web: www.latrobe.edu.au/scholarships

TO OBTAIN A 2010 HONOURS YEAR GRANT APPLICATION FORM

Applications open in early October 2009; the application form is available to print from the web at: www.latrobe.edu.au/scholarships/hyg