

La Trobe Academic Excellence Scholarships (LAES)

2010 Guidelines

1 Eligibility Criteria

To be considered for an LAES you must be one of the following:

- an Australian citizen;
- holder of a permanent humanitarian visa;
- holder of Australian permanent residency status; or
- a New Zealand citizen

In addition, you must:

- have received an ENTER or equivalent score within the last two years.
- be a commencing first year student in semester 2, 2009, or in semester 1, 2010. *Commencing students are defined as those starting a university course at first year undergraduate level for the first time at any institution.*
- be enrolled in an undergraduate course at any campus of La Trobe University
- enrol in semester one of the year for which the LAES is awarded, or the offer will be withdrawn. You may NOT defer an LAES under any circumstances. If you decide not to enrol, or discontinue a course after an LAES is awarded, it will be withdrawn.

NOTE:

The ENTER achieved by students who are awarded an LAES is typically above 95. This is an **indicative figure only** – an achieved ENTER above 95 is not a guarantee of receiving this scholarship.

Applicants are **not eligible** for LAES if they **have already commenced** a bachelor degree or higher award at any time, at any tertiary institution, whether or not it was completed, and regardless of how long ago they were enrolled.

Part-time study: LAES recipients are generally expected to be studying **full-time**. Students wishing to enrol part-time will be considered for LAES **only in exceptional circumstances**, for example where illness, disability or significant full-time carer responsibilities 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". Part-time approval is granted following consultation with the Dean of the Faculty who administers the course in which the recipient is enrolled. LAES 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 the 1st and 2nd semester census dates 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. A common 100% full time study load is 4 units of 15 CP each totalling 60 CP for a semester. So 75% would be 3 units of 15 CP each, totalling 45 CP, which would be considered full-time. If you are unsure, ask for advice from the Scholarships Unit.

2 Scholarship Details

La Trobe University offers a number of scholarships to support students commencing tertiary studies for the first time, who enrol at any Victorian campus of the University and who have achieved outstanding marks in their Victorian Certificate of Education (or equivalent) completed within the past two years.

VALUE OF SCHOLARSHIP

The LAES is valued at \$2000 per year paid in two instalments of \$1000 after confirmation of enrolment at the 1st and 2nd semester census dates for the term of the scholarship. If part-time study is approved, the LAES will be paid in an instalment of \$500 for each semester for which it has been approved.

TERM OF SCHOLARSHIP

The LAES 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.

SELECTION PROCESS

Selection will be based solely on ENTER or equivalent. Applicants with the highest ENTER based on the Victorian Certificate of Education (or equivalent) completed within the past two years, for each Faculty of the University, will be awarded an LAES, in consultation with the Deans of each Faculty. The decision will be final.

In 2010, there is no formal application process (or application form that needs to be filled out) for students to be considered for these scholarships. You will be automatically considered for an LAES if you enrol at La Trobe University as a commencing tertiary student and meet all of the eligibility criteria set out in Section 1 of these guidelines.

ONGOING ELIGIBILITY

- students awarded an LAES must maintain a "B" average or better throughout their course. The Scholarships Unit will monitor academic progress of LAES recipients annually and contact any student who appears not to be meeting this requirement.
- LAES recipients may apply for permission to transfer course or campus and retain the scholarship, ***but must remain enrolled in the same Faculty as their original enrolment in order to retain the LAES.***

TERMINATION OF AN LAES

An LAES may be terminated if, at the end of the first or subsequent year of study, the recipient fails to obtain an average grade of 'B' or above. In these cases the Dean of the Faculty who administers the course in which the recipient is enrolled will be consulted before a decision is made.

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

Subject to a formal application and approval process LAES 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 prevent them from studying full-time. Documentary evidence will be required to support a request for approval of part-time enrolment while holding an LAES. 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 an LAES as a part-time student is not approved, the scholarship payments may be suspended until the student returns to full-time study, provided the scholarship has been held for a period of at least one year.

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INTERMISSION OF STUDIES (ACADEMIC LEAVE) DURING THE TERM OF AN LAES

Subject to an application to the Scholarships Unit and formal approval, recipients *may* be permitted to retain the LAES 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 the LAES 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.

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.

3 PAYMENT PROCEDURE

Subject to providing information when required to demonstrate that they still meet the ongoing eligibility requirements listed above, LAES recipients 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 the 1st and 2nd semester census dates in 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 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**

4 IMPORTANT INFORMATION

OFFER OF LAES

Conditional offers of LAES will be made to selected students in early March 2010 following the completion of the course enrolment process for 1st semester 2010. Conditional offers will be mailed to selected students to the address nominated by the student during enrolment and held on the University's Student Information System.

Following the 1st semester 2010 census date (1 April), your student email address will be used if the Scholarships 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.

FOR FURTHER SCHOLARSHIPS INFORMATION OR ADVICE

Scholarships Unit

Telephone: (03) 9479 5622 or 9479 3375

Fax: (03) 9479 1994

Email: scholarships@latrobe.edu.au

Web: www.latrobe.edu.au/scholarships