

What are the La Trobe Employment Grants?

To alleviate some of the costs incurred by students who undertake some form of placement, La Trobe University is awarding grants (employment grants) to students for placements undertaken in 2019. Please note, internships that are not related to a specific subject are not covered by the employment grant.

In order for all eligible applications to be assessed by the same selection criteria, you are invited to apply for a La Trobe Employment Grant using VTAC's online application form. There will be **no fee** to use VTAC's form.

Please carefully read the following information, and [have your statements prepared when you start your application](#), because once you have started your application you will not be able to save it and return to it later. We have supplied all the information you will require to be able to prepare your personal statements beforehand, and then "cut and paste" them when you actually apply.

How much is the grant?

The employment grant is valued at \$1000 or \$2000 paid as a one-off payment.

Who is eligible to apply?

To be eligible to apply for the employment grant, you must be:

- A domestic undergraduate student
- Undertaking an undergraduate placement subject as part of your course
- Be enrolled in an undergraduate placement subject that commences within the enrolment period of 1 January to 30 June 2019
- Meet criteria for financial disadvantage

**Please refer to the appropriate webpage for your College for the full list of criteria.**

- [College of Arts, Social Sciences and Commerce \(ASSC\)](#)
- [College of Science, Health and Engineering \(SHE\)](#)

All domestic **undergraduate** students from La Trobe University are eligible to apply.

Students undertaking more than one placement are only eligible to receive one employment grant per academic year.

Postgraduate students are **not** eligible for this grant.

Students undertaking elective placement subjects are strongly encouraged to apply for employment grants.

When to apply?

#### Round 1

For subjects containing a placement that falls within enrolment period 1 January to 30 June 2019, applications open Monday 11 March 2019 and will close on Friday 12 April 2019.

How do I apply?

Complete the online scholarship application form available on the La Trobe University scholarships web page. You can find an online demonstration of how to apply for scholarships on the VTAC website <http://delta.vtac.edu.au/scholarship/demo>

This will show you the questions you will be asked and allow you to prepare your answers.

**IMPORTANT NOTE:** you cannot save the online application and return to it at a later stage. The application must be completed in full at one time.

Please ensure you have all required [statements prepared](#) prior to commencing the application online. The questions you will be asked are listed below. Please allow approximately 20 to 30 minutes to complete the online application.

Why do I need to use the VTAC application to apply for this grant?

The grant is intended to provide support to students in the most need, and La Trobe University uses the VTAC online scholarship application form as the fairest and most comprehensive way to assess which students are in the most need. The application is currently open to La Trobe students only.

How are the applications assessed?

Students will be ranked by criteria focused around the financial disadvantage criteria within [VTAC SEAS](#) and [equity scholarships](#). Other indicators will be considered such as low SES status, First in Family, regional status, Aboriginal & Torres Strait Islander and distance travelled to placement.

Your application will be ranked with all other applications after a careful assessment of all the information and evidence you provide about your circumstances. This grant is primarily for students in significant financial hardship, which is usually demonstrated by being a recipient of a Centrelink benefit. Family Tax Benefits are taken into consideration, but are ranked lower than Centrelink payments such as Austudy, Newstart or Abstudy.

Once financial hardship is confirmed, other personal circumstances are taken into consideration such as whether you are Indigenous, from a refugee background, have significant caring responsibilities, have a disability or medical condition or other personal hardship. You should provide as much information as possible to support your case. Your application is strictly confidential and subject to Privacy and Data Protection Act (2014).

Applications from students undertaking elective placements subjects will be viewed favourably.

It is your responsibility to provide the required supporting documentation with your application by the closing date and you will not be contacted for missing or incomplete supporting documentation after the closing date.

Please note that the scholarship assessment and allocation process is competitive and that not all applicants who meet the eligibility criteria will be awarded a grant.

Can I apply for this grant if I already have a scholarship?

Yes, you will be considered for this grant even if you already have a scholarship.

What questions will I be asked?

#### Personal details and facts:

- Full Name, Gender and date of birth
- Residential address, time lived at residential address, phone number and email address
- What is the highest level of education you have completed?
- Are you the first to attend University in your immediate family?
- Are you of Aboriginal or Torres Strait Islander descent or do you identify as an Australian Aboriginal or Torres Strait Islander?
- Will/did you have to move to undertake tertiary courses?
- Are you planning to reside on-campus in 2019?
- Have you spent time in formal out-of-home care?

#### Financial circumstances:

- Has your education been adversely affected by your financial circumstances, or do you expect your tertiary education to be adversely affected by your financial circumstances?
- If you select yes to the above, you will then be asked:
  - Marital status (Single or Married/de-factor partner)
  - Household structure (e.g. live alone, live with flat mates)
  - Whether you have children (yes or no)
- Do you currently receive Centrelink benefits?
- Do you give permission for VTAC to access your Centrelink information electronically? (**If yes, you will be required to provide your Centrelink Reference Number (CRN)** so please have this available at the time.)

- If you are **not** in receipt of Centrelink benefits, you will be asked to describe:
  - The financial hardship you have experienced and how this has affected your education or ability to pursue education?
  - Why you are not in current receipt of Centrelink benefits?
  - How long have these circumstances lasted?
  - Do you expect these circumstances to continue in the future?

**Note: If you are not in receipt of any Centrelink benefits, you will be required to provide proof of your financial situation (e.g. your tax statement and copies of your recent payslips) to the Scholarship Office.**
- What is your gross annual income?
- What percentage of the weekly income is spent on rent/mortgage payments?

**Difficult Circumstances:**

We recommend you have your answers prepared in a Word document before you commence your application, and then “cut and paste” your statements from the Word document.

**Statement One:** Has your education been disadvantaged by difficult circumstances? (examples of difficult circumstances include abusive family circumstances, excessive carer duties, chronic medical condition of a child, death of close relative, homelessness, multiple relocations, parents separation, relationship breakdown, victim of crime, bullying.

If yes, please describe the circumstances, their impact and timing and how they have adversely affected your education or ability to pursue education.

**Statement Two:** Do you have a medical condition or disability that impacts your ability to study?

If yes, please describe your condition/disability, the impact and timing and duration of these conditions and how they have adversely affected your education or ability to pursue education.

**Statement Three:** Are you or have you been a refugee?

**Statement Four:** How will a scholarship benefit your studies in 2019? Please ensure you respond to this question detailing why you require the employment grant and how it will benefit you.

How to prepare your supporting documentation

Once your application is successfully submitted you will receive a confirmation email informing you what supporting documentation is required. Please read the email carefully and follow the instructions in the email.

Supporting documentation is a written verification from someone who is qualified to comment on your circumstances. For example, to demonstrate that you experience [financial hardship](#) you will need to supply **your own** Centrelink Reference Number (CRN) or a copy of your recent income statement from Centrelink. If you are not receiving Centrelink benefits, you will need to provide other documentation to validate your financial circumstances such as a copy of your tax statement and copies of your recent payslips.

If you indicate [Difficult Circumstances](#) have affected your education, you will need to provide supporting documentation from a “responsible person.” A responsible person is someone who:

- is an Australian citizen or permanent resident who is 18 years of age or older; and
- has known you for at least 12 months or for the entire duration of the circumstance(s), whichever is shorter; and
  - is not related to you by birth, marriage, de facto or same sex relationship; and
  - does not live with you or reside at your residence; and
  - is in a position to comment knowledgeably about your situation without having to be briefed by you about the circumstance(s). Important: **in cases of medical circumstances, this is generally only applicable to the treating medical professional.**

**Please email all your supporting documentation in PDF format to [scholarships@latrobe.edu.au](mailto:scholarships@latrobe.edu.au) by the closing date.** Please do not submit jpeg files or photos of supporting documentation. Please include your student id in all correspondence with the Scholarships team. We will not be able to contact you for missing documents or information. **[Additional supporting documentation cannot be submitted separately after the closing date. Statements made without validation by supporting documentation will disadvantage your application.](#)**

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False or misleading information

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La Trobe University reserves the right to withdraw an offer of a scholarship and re-assess the application if the University believes the recipient has provided false or misleading information in the application form or subsequently.

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Request for a review of an unsuccessful outcome

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Unsuccessful applicants may make a formal request in writing to the Scholarships Office 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 of the outcome of a review within 15 University business days of the request being received at the Scholarships Office. Scholarships Office 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 review, how to seek advice from the University Ombudsman's Office in the event that they are not satisfied with the outcome of review process.

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Confidentiality

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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 scholarship, bursary or 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 application will not be used for any other purpose or disclosed to any person who is not part of the La Trobe 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 Office as noted below. The La Trobe University privacy policy can be viewed at: [www.latrobe.edu.au/privacy/](http://www.latrobe.edu.au/privacy/)