
What is the Honours Year 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), and students with disabilities, rural and/or isolated students and refugees.

Please carefully read the following information, and **have your statements prepared when you start your application**, because once you have started your application you won't 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?

Grants will normally be \$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 2018. 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 Office 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 Semester 1 and 2 Census dates in each year.

Who is eligible to apply?

You may apply for an HYG if:

- you are an Australian Citizen, Permanent Resident or New Zealand Citizen
- you are enrolled in an undergraduate honours program for Semester 1 2018 and
- you feel that a grant of \$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 undergraduate Honours program to receive the grant.

How are the applications assessed?

The recipient of the Scholarship shall be selected by the University on the basis of:

- an application form addressing the eligibility criteria and including a personal statement describing how you believe this grant will benefit you and help you to complete your studies.
- Evidence of financial need and educational disadvantage

How do I apply?

To apply for an Honours Year Grant you should complete the online application on the via the link on the scholarships website: <http://www.latrobe.edu.au/scholarships/honours-year-grant> by Friday 13 April 2018.

You must meet all the general eligibility criteria and be able to provide supporting documents as evidence of your circumstances. [Personal Statements](#) made without independent verification will disadvantage your application.

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.

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 or have you been a refugee.

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 Grant Unit.
- 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 2018? 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 applicably to the treating medical professional.**

Please email all your supporting documentation in PDF format to 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.**

Late applications

Access to the online application form will be closed at on Friday 13 April 2018.

The opportunity to submit a late application may only be possible ***if accompanied by a signed formal request*** outlining ***exceptional circumstances outside your control*** that have resulted in a late application, e.g. serious illness or other personal crisis.

The selection committee will later determine whether or not a late application will be considered, based on the explanation you provide. (*Note: Reasons relating to employment, placements, holidays or other activities that you choose to engage in are unlikely to be considered “exceptional”.*)

False or misleading applications

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

Request for a review of an unsuccessful outcome

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 by the Scholarships Office 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 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.

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 Unit as noted below. The La Trobe University privacy policy can be viewed at:

www.latrobe.edu.au/privacy/