



University of Ballarat Financial Aid Scholarships

Selection and Administration Guidelines – 2010

1. Purpose

These Guidelines underpin the equitable allocation of University of Ballarat Financial Aid Scholarships (*UBFAS*), which are intended to facilitate choice and increase participation of students from low socio-economic groups in higher education and the TAFE Arts Academy by providing financial assistance.

University of Ballarat Education Costs Scholarships (*UBECS*) are offered to assist with general education costs, University of Ballarat Accommodation Scholarships (*UBAS*) are offered to assist with accommodation costs, University of Ballarat Dr Mary Atkinson Scholarship is offered for *Indigenous* Australians only, the University of Ballarat Regional Relief Scholarships are offered to students affected by exceptional circumstances such as drought, and University of Ballarat School Based Financial Aid Scholarships also offer assistance with education and/or accommodation costs. Finally, the University of Ballarat Free Computer Equity Scheme offers free reconditioned desktop computers to students to assist in their studies.

2. Scope

These guidelines apply to all undergraduate and nominated postgraduate higher education, TAFE Arts Academy students, and students in an enabling course; who are Australian citizens or hold a permanent humanitarian visa and are either:

- enrolled at the University of Ballarat (*UB*) as a Commonwealth supported student (as defined in the *Higher Education Funding Act 1988*) in an undergraduate, Graduate Certificate or Graduate Diploma course of study; *or*
- a student enrolled in *UB*'s FAST program; *or*
- enrolled at *UB* as a Government funded student in a nominated TAFE course in the Arts Academy.

3. Eligibility Requirements

3.1 Basic Eligibility Requirements

3.1.1 To meet the basic eligibility requirements for all UB Financial Aid Scholarships, students will need to be:

- a) enrolled as a Higher Education Commonwealth supported student; *and*
- b) an Australian citizen or holder of a Permanent Humanitarian Visa; *and*
- c) be able to demonstrate low socio-economic status; *and*
- d) undertaking a full-time load, or have exceptional circumstances for not studying full-time; *and*
- e) enrolled in an undergraduate degree, Graduate Certificate, Graduate Diploma, or the FAST program*.
- f) Students enrolled in selected Arts Academy TAFE courses will be eligible for the *UB Arts Academy Financial Aid Scholarships* only

* Please note that as the FAST program is of one semester duration only, the scholarship amount awarded will be the Semester 1, 2010 value only, except where the student articulates into an undergraduate program in Semester 2, 2010, and should they continue to meet the ongoing eligibility requirements, will be eligible to receive the second payment of the scholarship.

* Please note that for the purpose of the School Based Financial Aid Scholarships, FAST students are not eligible.

Additional criteria exist for each scholarship offered by UB, as detailed in these Guidelines.



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- 3.1.2 A person will be considered to be an *Indigenous* person for the purpose of a *UBFAS* where the person:
- a) is of Australian Aboriginal or Torres Strait Islander descent; *and*
 - b) identifies as an Australian Aboriginal or Torres Strait Islander; *and*
 - c) is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

3.1.3 Previous *recipients* of *UBFAS* are eligible to apply for 2010 *UBFAS* (*if able to meet the relevant timelines in these Guidelines*).

3.1.4 A student must meet, or by the first *census date* of the *scholarship period* and before any scholarship payment is made, the eligibility criteria for a *UBFAS* as per these Guidelines.

3.2 Low Socio-Economic Status Requirements

A student is not eligible for a *UBFAS* unless the University of Ballarat is satisfied that the student is able to demonstrate low socio-economic status either:

- a) through being in receipt of a means-tested Commonwealth income support payment (such as Austudy, ABSTUDY, Youth Allowance, etc); *or*
- b) on the basis of a comprehensive assessment conducted by or on behalf of *UB*.

3.3 Citizenship Requirements

To be eligible for a *UBFAS*, a student must, by the first *census date* of the *scholarship period*, be an Australian citizen or the holder of a permanent humanitarian visa.

3.4 Full-time Student Requirements

3.4.1 Students must be undertaking a full-time study load (the Department of Education, Employment and Workplace Relations determines that a full-time study load is 75% of one EFTSL - Equivalent Full-Time Student Load), unless there are exceptional circumstances which prevent the student from studying full-time. In the case of TAFE students, a full-time load is set by the Arts Academy and is based on nominal student hours per semester.

3.4.2 Students claiming to have exceptional circumstances which prevent them from studying full-time will need to substantiate any claim fully by providing (at the time of applying, or through subsequent eligibility checks, or when proving ongoing eligibility) a written statement as to why they cannot study full-time; and *one* of the following:

- a) a written professional opinion providing assessment of the student's circumstances, assessment of inability to study full-time, the recommended level of part-time study, and the period of time to which this applies; *or*
- b) a written explanation from the Course Coordinator or Head of School explaining how course restraints have precluded the student from studying full-time, and the period of time to which this applies.

3.5 UB Education Costs Scholarships Eligibility

- a) Basic Eligibility as outlined in 3.1, 3.2, 3.3, and 3.4 of these Guidelines
- b) Not in receipt of a Commonwealth Education Costs Scholarship or Centrelink Student Start-Up Scholarship.



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3.6 Additional UB Regional Relief Scholarship Eligibility Requirements

In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Regional Relief Scholarship (or their immediate parents/guardians or partner) must be, or have been in the previous two years, in receipt of an Exceptional Circumstances Relief Payment from Centrelink, or Interim Income Support from Centrelink, or Exceptional Circumstances Interest Subsidy Support administered by the relevant state authority.

3.7 Additional UB Financial Aid School Based Scholarships Eligibility Requirements

3.7.1 In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Financial Aid School Based Education Costs Scholarship must be enrolled in the corresponding School.

3.7.2 In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Financial Aid School Based Accommodation Scholarship must be enrolled in the corresponding School as well as meet the criteria set out in section 3.10 below.

3.7.3 In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Financial Aid School Based Indigenous Scholarship must be enrolled in the corresponding School as well as be *Indigenous* to Australia.

3.8 Additional UB Free Computer Equity Scheme Requirements

In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Free Computer Equity Scheme must:

- a) nominate that they wish to be considered for a desktop computer in the online application;
and
- b) not have received a desktop computer under the *UB* Free Computer Equity Scheme in the previous year (therefore, those that received computers in 2009 are ineligible to apply for a computer until 2011)
and
- c) not currently own a computer for sole usage that is under 4 years old at the address where they reside throughout the lecture period

3.9 Additional Accommodation Scholarship Eligibility Requirements

In addition to meeting the eligibility requirements in section 3.1, 3.2, 3.3, 3.4 and 3.8, the University of Ballarat must also be satisfied that University of Ballarat Accommodation Scholarship and University of Ballarat Financial Aid School Based Accommodation Scholarship recipients need to have moved from their residence to attend a University of Ballarat campus (or a host institution approved by the University of Ballarat) on a regular basis for the majority of units of study in which they are enrolled in the *scholarship period*.

3.10 Additional UB Dr Mary Atkinson Scholarship Eligibility Requirements

In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3 and 3.4, applicants for the University of Ballarat Dr Mary Atkinson Scholarship must be *Indigenous* to Australia.



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3.11 TAFE Student Eligibility Requirements

In addition to meeting the eligibility requirements in sections 3.1, 3.2, 3.3, 3.4 and 3.8, TAFE students must meet the following criteria to be eligible for a scholarship from the Arts Academy:

- a) be enrolled in one of the following Arts Academy courses:
 - i) Certificate IV in Visual Arts and Contemporary Craft / Indigenous Program
 - ii) Certificate IV of Theatre Arts
 - iii) Diploma of Ceramics
 - iv) Diploma of Visual Arts
 - v) Diploma of Live Production, Theatre and Events (Technical Production)
 - vi) Diploma of Theatre Arts
 - vii) Advanced Diploma of Graphic Design
 - viii) Advanced Diploma of Live Production, Theatre and Events (Technical Production)
 - ix) Advanced Diploma of Music, *and*
- b) be enrolled in the appropriate teaching period; *and*
- c) have a Government funded place.

4 Concurrent Scholarships

| | Not eligible if already in receipt of: | Concurrent |
|--|---|---|
| UBECS (including School based Education Costs Scholarships) | CECS, *Student Start-Up | UBAS, CAS, UB School based Accommodation Scholarship, UB Regional Relief, UB Dr Mary Atkinson, UBFCES |
| UBAS Full (including School based Accommodation Scholarships) | *Relocation, CAS, UBAS Partial | UBECS, CECS, UB School based Education Costs Scholarship, UB Regional Relief, UB Dr Mary Atkinson, UBFCES |
| UBAS Partial | *Relocation \$4,000 payment, CAS, UBAS Full | UBECS, CECS, UB School based Education Costs Scholarship, UB Regional Relief, UB Dr Mary Atkinson, UBFCES |
| UB Regional Relief Scholarship | No restrictions | No restrictions |
| UB Dr Mary Atkinson Scholarship | No restrictions | No restrictions |
| UB Free Computer Equity Scheme | Not eligible if have been successful in 2009 | No restrictions |

* If Student Start-Up and Relocation do not exist, concurrent UBECS and UBAS are not available.

5 Applications, Assessment and Selections

- 5.1 Applicants who do not provide the required application and supporting documentary evidence with their application by the due date will be ineligible.
- 5.2 Low socio-economic status is the prime criterion and will be assessed according to a combination of factors such as: Centrelink payment or low income; Aboriginal or Torres Strait Islander status; educational background; affected by exceptional circumstances such as drought; caring responsibilities; disability; and personal circumstances.



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- 5.3 The selection process will be administered by Student Services with input from Equity and Equal Opportunity, the Aboriginal Education Centre, and other staff from the University of Ballarat. The Finance Portfolio is responsible for payment to successful applicants.
- 5.4 The selection process will be reviewed annually.

6 Scholarship Payments

- 6.1 If successful in being awarded a *UBFAS*, students will receive the scholarship payments for 2010 only, provided they continue to meet the ongoing eligibility requirements.
- 6.2 Students successful in being awarded a *UBFAS* will receive their payment in two instalments. One payment totalling 50% of the annual value will be made within six weeks of the first census date. The remaining 50% payment will occur in the following Semester as soon as practical after, or within six weeks after, the student's first *census date*.
- 6.3 Payments will be deposited into the student's designated bank account, with the exception of *recipients* who are residing in a University of Ballarat residence, who may elect to receive their scholarship in the form of an accommodation fee-waiver.
- 6.4 Students successful in being awarded a reconditioned desktop computer through the University of Ballarat Free Computer Equity Scheme will pick up their computer from the Mt Helen campus on a nominated date in Semester one. Horsham based *recipients* may negotiate delivery to the Horsham campus should they be unable to pick up the computer from the Mt Helen campus.

7 Conditions of the University of Ballarat Financial Aid Scholarships

A student must formally accept the scholarship offer in order to receive any payment, and in doing so, accepts the conditions of the scholarship.

- 7.1 Ongoing eligibility will be assessed in each of Semesters One and Two for the *UBFAS*. If circumstances or eligibility change which render a student holding a *UBFAS* ineligible according to eligibility requirements, the scholarship will be terminated.
- 7.2 It is the responsibility of the student to maintain current contact details, including email, in the *UB* Student Administration System (mysc.ballarat.edu.au). If a student cannot be contacted by mail, email or telephone for the purpose of assessing ongoing eligibility, and as a result their eligibility cannot be determined in the allowed time-frame, their scholarship will be terminated.
- 7.3 Students awarded a *UBFAS* are not permitted to suspend their scholarship if they take leave from studies or defer their course.
- 7.4 Termination of a *UBFAS* will occur:
- if a student ceases to meet the eligibility criteria; *or*
 - once the second scholarship payment is made in 2010; *or*
 - if the University of Ballarat determines that the student:
 - has failed to maintain satisfactory academic progress and there are no extenuating circumstances for such failure; *or*
 - has committed serious misconduct during a course of study whilst attending the University of Ballarat including, but not limited to, the provision of false or misleading information.



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- 7.5 If a student is awarded the University of Ballarat Dr Mary Atkinson Scholarship they are encouraged to write a letter to the Atkinson family, in consultation with *UB's* Aboriginal Education Centre:
- outlining how the scholarship will assist them; *and*
 - recognising the contribution to Indigenous education that Dr Mary Atkinson made.
- 7.6 Should a recipient of a School Based Financial Aid Scholarship transfer courses to another School within the University of Ballarat after the first scholarship payment is made, and meets the ongoing eligibility requirements (with the exception of the School enrolled in) as at the Semester Two census date, the second scholarship payment will be made.
- 7.7 A 90 day Warranty Agreement will apply to desktop computers awarded through the UB Free Computer Equity Scheme. Conditions include:
- the Warranty Agreement will apply 90 days from receipt of the desktop computer. This includes replacement/fixing of parts where the part is faulty;
 - the Warranty Agreement is a 'return-to-base' and 'parts only' agreement; *and*
 - in the event of the Warranty Agreement being required, the *UB* Service Desk will prioritise the problem and respond within 3 working days as to the required action to be taken.
- 7.8 Students awarded a reconditioned desktop computer through the University of Ballarat Free Equity Computer Scheme will:
- be responsible for the installation of the computer in their home; *and*
 - be responsible for all repairs and maintenance of the computer and its software following; *and*
 - where a part is faulty, supply the faulty part to the *UB* Service Desk at Mount Helen Campus within the 90 day Warranty Agreement for repair or replacement (arrangements can be made with students not required to attend Mt Helen or SMB campuses); *and*
 - agree that once the computer is received, the computer becomes their property, and therefore should the computer be damaged or stolen, the recipient will bear the cost of the replacement or repair; *and*
 - agree not to sell the computer within 12 months of receiving the computer; *and*
 - use the computer for the main purpose of study related to the course in which they are enrolled.
- 7.9 Pick up of Computers
- Computers to be picked up from Central Stores at the Mt Helen Campus.
 - Horsham based *recipients* to negotiate delivery to the Horsham Campus should they be unable to pick up the computer from the Mt Helen Campus.
 - Recipients to present photo identification and letter of offer in order to claim computer.

8 Review

Unsuccessful applicants may make a formal request in writing to the Vice-President (Student and Learning Support) within seven days of being notified of the decision. A review will be based on procedural grounds only (i.e. whether the information provided in the application was correctly assessed, and whether the selection criteria and the selection process were correctly applied in accordance with the Selection & Administration Guidelines). If a review is undertaken, additional information (not previously submitted in the application) will not be considered.

9 Associated Documents

- Commonwealth Scholarships and UB Financial Aid Scholarship Applicant Information – 2010
- Commonwealth Scholarships Selection and Administration Guidelines - 2010
- University of Ballarat Equity and Financial Aid Scholarships Online Application – 2010



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10 Glossary

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| <i>Census date</i> | The last date you can withdraw from subjects without incurring costs. For the first <i>scholarship period</i> , the census date is 31 March, for the second <i>scholarship period</i> , the census date is 31 August |
| <i>Indigenous</i> | A person will be considered to be an Indigenous person for the purpose of a <i>UBFAS</i> where the person is a member of the Aboriginal race of Australia or a descendant of the Indigenous inhabitants of the Torres Strait Islands (<i>see section 3.1.7 for more detail</i>) |
| <i>Recipient</i> | An eligible student in receipt of a UB Equity of Financial Aid Scholarship |
| <i>Scholarship period</i> | A six-month period from either 1 January to 30 June, or 1 July to 31 December |
| <i>UB</i> | University of Ballarat |
| <i>UBAS</i> | University of Ballarat Accommodation Scholarship |
| <i>UBECS</i> | University of Ballarat Education Costs Scholarship |
| <i>UBFAS</i> | University of Ballarat Financial Aid Scholarship |