



Commonwealth Scholarships and UB Financial Aid Scholarships

Applicant Information - 2008

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Commonwealth Scholarships and UB Financial Aid Scholarships

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1. Basic Eligibility

To be eligible for the University of Ballarat's (*UB*) Equity & Financial Aid Scholarships you need to be:

- enrolled in your first undergraduate degree, the Graduate Diploma of Education (Secondary or Primary), selected Arts Academy TAFE courses or an *Indigenous* student enrolled *UB*'s FAST program; *and*
- enrolled as a Commonwealth supported student; *and*
- an Australian citizen or holder of a Permanent Humanitarian Visa; *and*
- undertaking a full-time load, or have exceptional circumstances for not studying full-time; *and*
- be able to demonstrate low socio-economic status.

The eligible Arts Academy TAFE courses are:

- Certificate IV in Visual Arts and Contemporary Craft / Koori Program
- Certificate IV of Theatre Arts
- Diploma of Arts (Ceramics)
- Diploma of Arts (Visual Arts)
- Diploma of Live Production, Theatre and Events (Technical Production)
- Diploma of Theatre Arts
- Advanced Diploma of Arts (Graphic Design)
- Advanced Diploma of Live Production, Theatre and Events (Technical Production)
- Advanced Diploma of Music

2. Scholarships Available

Commonwealth Scholarships (CS)

1. Ordinary-Commonwealth Education Costs Scholarships (*Ordinary-CECS*): \$2,162 per annum (indexed) each, to assist with higher education students with general education costs.
2. Ordinary-Commonwealth Accommodation Scholarships (*Ordinary-CAS*): \$4,324 per annum (indexed) each, to assist with accommodation costs for higher education students that have had to relocate from a rural or regional area to undertake their study.
3. Commonwealth Education Costs Scholarships–Indigenous Enabling (*CECS–Indigenous Enabling*): \$1,081 per teaching period (indexed) each, to assist *Indigenous* students enrolled in *UB*'s FAST program with general education costs.
4. Commonwealth Accommodation Scholarships–Indigenous Enabling (*CAS–Indigenous Enabling*): \$2,162 per teaching period (indexed) each, to assist *Indigenous* students enrolled in *UB*'s FAST program that have had to relocate from a rural or regional area, with accommodation costs.
5. Indigenous Access Scholarships (*IAS*): \$4,080 each, to assist *Indigenous* students commencing their undergraduate study at *UB* or *UB*'s FAST program with accommodation or other higher education expenses by providing a once-only scholarship payment.

University of Ballarat Financial Aid Scholarships (UBFAS)

1. University of Ballarat Education Costs Scholarships (*UBECS*): \$2,162 each, to assist higher education students with general education costs.
2. University of Ballarat Accommodation Scholarships (*UBAS*): \$4,324 each, to assist higher education students that have had to relocate from a rural or regional area, with their accommodation costs.



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3. University of Ballarat School Based Financial Aid Scholarships, to assist higher education students enrolled in the corresponding School or Academy. Students in selected Arts Academy TAFE courses are able to apply for the Arts Academy School Based Financial Aid Scholarships:

Arts Academy

- 2 Education Costs Scholarships: \$2,162 each
1 Indigenous Scholarship: \$2,162

School of Behavioural and Social Sciences and Humanities

- 3 Education Costs Scholarships: \$2,162 each

School of Education

- 2 Education Costs Scholarships: \$2,162 each
1 Indigenous Scholarship: \$2,162
2 Accommodation Scholarships: \$4,324 each

School of Human Movement and Sport Sciences

- 1 Education Costs Scholarship: \$2,162
1 Accommodation Scholarship: \$4,324

School of Information Technology and Mathematical Sciences

- 7 Education Costs Scholarships: \$2,162 each

School of Nursing

- 3* Education Costs Scholarships: \$2,162 each
1 Indigenous Scholarship: \$2,162
**One reserved for a first year student and one for a second year student*

School of Science and Engineering

- 12 Education Costs Scholarships: \$2,162 each

4. University of Ballarat Dr Mary Atkinson Scholarship: provides an *Indigenous* higher education student with \$5,300 for one year to assist with costs associated with attending University.
5. University of Ballarat Regional Relief Scholarships: \$2,162 each, to assist eligible students who live (or whose parents live) in an exceptional circumstances declared area, with the expense of attending University.
6. University of Ballarat Free Equity Computer Scheme: 220 reconditioned desktop computers available to students in financial need.

Duration of Scholarships

- *Ordinary-CECS* and *Ordinary-CAS* are offered for a maximum of 8 *scholarship periods* (a scholarship period is a six-month period from either 1 January to 30 June, or 1 July to 31 December), provided the *recipient* continues to meet ongoing eligibility requirements.
- *CECS-Indigenous Enabling* and *CAS-Indigenous Enabling* are offered for a maximum of 2 *scholarship periods*, provided the *recipient* continues to meet ongoing eligibility requirements.
- *IAS* is a once-only payment.
- *UBFAS* are awarded for one year (2008) provided the *recipient* continues to meet ongoing eligibility requirements.
- The maximum duration a student can have access to one or more *CS* is for a total of 8 *scholarship periods*, except students awarded a *CECS-Indigenous Enabling* and/or *CAS-Indigenous Enabling*, who can potentially have access for up to 10 *scholarship periods*.
- There is no maximum duration a student can have access to one or more *UBFAS*.



**Commonwealth Scholarships and
UB Financial Aid Scholarships**
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3. Application Process

Before applying, check you meet the eligibility criteria. The criteria are listed in the CS Selection and Administration Guidelines, and the UB Financial Aid Scholarship Selection and Administration Guidelines.

How to Apply – Quick Guide

>>Only submit ONE application form to be considered for all financial aid scholarships.<<

1. Go to the website: www.ballarat.edu.au/equityscholarships and navigate to the 2008 Application Form via **either** the CS or UBFAS links.
2. Click on the Application Form link.
3. Register your name to commence. Remember your password, so you can log out and in as many times as you need to complete the form. **You must supply a valid email address.**
4. Log in.
5. Answer all questions.
6. Submit your application online.
7. Print the final page titled “*Supplementary Application Form*”.
8. Collect all documentary evidence required, and check off the list carefully. **DO NOT SEND ORIGINALS** – photocopies are acceptable.
9. Sign and date the declaration.
10. Send or deliver your *Supplementary Application Form* and documentary evidence as directed, **BEFORE** applications close 5pm Friday 29 February 2008. **Submissions are not accepted by fax.**

<p>By Post: <u>PRIVATE AND CONFIDENTIAL</u> Equity Project Officer Student Services University of Ballarat PO Box 663 BALLARAT VIC 3353</p>	<p>In Person: <u>PRIVATE AND CONFIDENTIAL</u> Equity Project Officer Student Centre Student Services University of Ballarat Mt Helen Campus BALLARAT</p>
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Important:

- **If you fail to submit the required supporting documentation by the closing date, your application will not be considered.**
- **Giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.**

Application Period

Applications open on **Monday 14 January 2008** and close **5pm Friday 29 February 2008**. The application form will only be available during this period from the links found on the website: www.ballarat.edu.au/equityscholarships and can only be completed online.

The *Supplementary Application Form* and documentary evidence will be accepted until 5pm Friday 29 February 2008. **Late or incomplete submissions will not be accepted.**



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Online Application Form

You must create a password when you register to use the Application Form. With it, you may login and logout whenever you choose, which means you do not have to complete the Application Form at the one time. Remember your log in and password!

The Application Form can take a while to complete, so don't try to do it in a hurry or at the last minute. The time it takes to complete varies depending on your circumstances, as the form adjusts according to your answers.

Information Needed to Complete the Application

In order to complete the application form, you may need (where applicable) the following information:

- your annual or fortnightly income* and type of evidence you will be providing
- your parents'/guardians'/partner's annual or fortnightly income* and type of evidence you will be providing
- the course name and *UB* School you are enrolled in, or expect to enrol in, in 2008
- the type of Centrelink benefit you receive*
- your parents' university education
- whether you will need/have needed to move from a regional location to attend *UB*, and how far (in kms)
- how far and how often you expect you will travel to visit immediate family (one way in kms)
- how far you expect you will travel from your *term address* to University (one way in kms)
- details of degrees or courses completed at *UB* or other higher education providers

* Family Tax Benefit Part A/B payments are **not** applicable.

If you are applying for the accommodation scholarships (*Ordinary-CAS*, *CAS-Indigenous Enabling*, *UBAS* or *School Based Accommodation Scholarships*), you will also need the following information:

- the town and postcode in which you lived for up to four years prior to commencing study at *UB*; and
 - name, town and postcode of the school in which you completed your final two years of high school; or
 - years of study and the name of the vocational education and training provider (e.g. TAFE) that you attended immediately prior to commencing study at your higher education *UB*.

If, in providing information on your income, you claim to be independent of your parents (and you are under the age of 25), you will need to provide evidence to support that claim. *UB*'s determination of independence is based on Centrelink's criteria. Please see the Frequently Asked Questions page for how to prove your independence.

Once the online application is completed, a list of documentary evidence that you must collect and attach to the *Supplementary Application Form* will be automatically generated.

Documentary Evidence

What you will need to supply as documentary evidence will depend on your answers in the *Application Form*. A list of the evidence required is automatically generated for you when you complete the form. You must supply one piece of evidence from each category in the list, not the entire list. Examples are provided in 2008 Documentary Evidence.



Commonwealth Scholarships and UB Financial Aid Scholarships Applicant Information - 2008

Gathering the documentary evidence required can be the longest part of the process, so be prepared. If you do not submit the appropriate documentary evidence by the closing date, or it is incomplete, your application will not be considered.

Do not send originals. **Photocopies are sufficient.**

Evidence of Allowance from Centrelink: If you receive a means tested Allowance or Payment from Centrelink, you will be required to provide evidence of this. An easy way to do this is to authorise *UB* to retrieve your Centrelink income information for you. The advantage is you will have less documentary evidence to collect and submit as part of your application and you won't need to line up in a Centrelink office for a Statement of Income. You have the option of requesting copies of everything that we retrieve from Centrelink, as well as the option of revoking your authorisation at any time.

If you wish to use this facility, all you need to do is indicate on the online application form, and complete the *Authorisation Form* as part of the *Supplementary Application Form*.

Communication During the Application Period

The University will communicate with you via **email** regarding your application. You will be asked to supply a current email address in the application form, please ensure you enter it correctly.

You will receive email confirmation throughout the application process:

- once you have logged into the online Application Form (NB: If you do not receive an email within 36 hours of logging in, please check that the email address you provided in the application form was correct.); *and*
- when you submit your online Application; *and*
- when your *Supplementary Application Form* and documentary evidence has been received in full and processed (there can be a delay of **up to four weeks** between handing in your evidence and processing).

Please note that where incomplete or insufficient documentary evidence is received up to and on Friday 15 February 2008 an email may be sent stating the outstanding information, giving you a chance to send in the required information, however there are no guarantees of this notification.

Applicant Selection

Scholarship applications are scored and ranked based on the information provided in the Application Form and supporting documentation. An interview is not required.

Notification of Outcome

Notification of the Indigenous Access Scholarships, *CECS-Indigenous Enabling* and *CAS-Indigenous Enabling* allocation will be made within six weeks of the application closing date (29 February 2008).

Allocation of the *UBFAS* and the *Ordinary-CECS* and *Ordinary-CAS*, cannot be made until **after** the *census date* (31 March). All applicants will be notified up to six weeks after the *census date*.

Applicants will receive notification by mail. It is your responsibility to keep *UB* informed of your current mailing address. To update your address, please complete a *Change of Address or Name Form* and lodge it at Student Administration, Mt Helen campus. If you are successful in receiving a scholarship offer, but we are unable to contact you in the time allowed, the scholarship offer will be retracted.



Commonwealth Scholarships and UB Financial Aid Scholarships Applicant Information - 2008

4. About the UB Free Computer Equity Scheme

After the success of the pilot scheme in 2007, *UB* is pleased to offer the UB Free Computer Equity Scheme in 2008. In 2008, 220 free reconditioned desktop computers will be offered to higher education students and *Indigenous* students enrolled in *UB*'s FAST program. Successful *recipients* will be issued with a desktop computer after 31 March 2008, and within six weeks of the *recipient* accepting the conditions of the computer scheme. **You may receive a desktop computer as well as a CS or UBFAS.**

Computer Specifications

- IBM Compatible Personal Computer
- Pentium 4 2.8 MHZ
- 512 Mb RAM
- 40 Gb Hard Disk
- Monitors can range from 15 inch to 17 inch
- Internal dial-up modem can be installed where required
- Software – Open Office, Anti virus, Windows XP Home

Please note that it is a **desktop computer**, NOT a laptop or notebook computer.

Service Agreement

Service Agreement to apply 90 days from receipt of computer:

- *UB*'s ICT Service Desk to provide service assistance.
- This will not include application or internet connection assistance.

Warranty

Warranty to apply 90 days from receipt of computer:

- To include replacement/fixing of parts where the part was faulty.

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.

Additional Conditions

- In the event of the Service Agreement or Warranty being required, the *UB* Service Desk will prioritise the problem and respond within 3 working days as to the required action to be taken.
- Where a part is faulty, the *recipient* must supply the faulty part to the *UB* Service Desk at the Mount Helen Campus for repair or replacement. Arrangements can be made with students attending the Horsham Campus.



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5. About the UB Regional Relief Scholarships

After the success of the program in 2007, *UB* is pleased to offer the UB Regional Relief Scholarships in 2008 (*previously called UB Drought Relief Scholarships*). In recognition of the worsening impact of the drought, *UB* is offering the UB Regional Relief Scholarships to students who are (or whose families are) affected by exceptional circumstances.

Students, or their families, who have been affected by “exceptional circumstances” such as drought, and are in receipt currently, or in the last two years, of an ‘Exceptional Circumstances Relief Payment’ from Centrelink, ‘Interim Income Support’ from Centrelink, or an ‘Exceptional Circumstances Interest Subsidy Support’ administered by the relevant state authority, may be eligible. If you have been affected by exceptional circumstances such as drought, but not in receipt of an exceptional circumstances payment, you are still eligible to apply for the *CS* and *UBFAS*, and consideration will be given to your particular situation.

6. Scholarship Payments

When and How Scholarship Payments are Made

Payments to successful applicants of the *Ordinary-CECS*, *Ordinary-CAS* and *UBFAS* are made as soon as possible after the *census date* (31 March and 31 August), and within 6 weeks of the successful applicant accepting the scholarship and conditions of the scholarship. *Recipients* receive payments in 2 instalments: the first between late April and mid May, and the second in September. (The second instalment is subject to meeting ongoing eligibility criteria.)

Payments to successful applicants of the *CECS-Indigenous Enabling* and *CAS-Indigenous Enabling* are made within 6 weeks of the *course start date*: March for Teaching Period 1 and August for Teaching Period 2.

Payments to successful applicants of the *IAS* will be made in two instalments. The first payment will be made within 6 weeks of the applicant accepting their scholarship offer and the second payment will be made within 6 weeks of the *census date*: the first between late March and early April, the second between late April and mid May.

Each payment totals 50% of the annual value of the scholarship and payments are made directly into your nominated bank account. Students residing in *UB* Halls of Residence can elect to receive their *UBFAS* in the form of an accommodation fee-waiver.

Many factors influence the payment date, including incorrect banking details. Please ensure your bank details (BSB, Account Number) are correct and kept current. You can update your bank details using the *Banking Details Form* accessible on the website: www.ballarat.edu.au/equityscholarships

Scholarship Payments and Centrelink Payments

Scholarship payments may affect your Centrelink payment. This will depend on which scholarship you are awarded:

The Commonwealth Scholarships (*CS*) are **not** considered income under the *Social Securities Act 1991* and should not affect your Centrelink payment. If you are awarded a *CS*, it is advisable for you to check with your local Centrelink office to ensure your payments have not been affected.



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The University of Ballarat Financial Aid Scholarships (*UBFAS*) are considered income by Centrelink, and will be included in the income test. You must declare your *UBFAS* payment as a change of circumstance to Centrelink. However, if you live in *UB* residences, you may choose to receive your scholarship as an accommodation fee-waiver. In this instance the payment does not count as income and will not affect your Centrelink payment.

Scholarship Payments and Your Income Tax Return

If you are a part-time student, you should declare your scholarship payment on your income tax return. If you are a full-time student, there are instances in which scholarships can be exempt from income tax. It is advisable that you consult with a taxation specialist or the Australian Taxation Office (enquiry line 13 28 61, or www.ato.gov.au) to determine whether this applies to you.

7. Frequently Asked Questions

Can I apply for all Commonwealth and UB Financial Aid Scholarships?

Higher education - Yes. You are encouraged to apply for all scholarships, provided you meet the eligibility criteria. You only need to submit ONE application form to be considered for all financial aid scholarships listed. Check the website www.ballarat.edu.au/scholarships to see if there are other scholarships for which you can apply.

UB's FAST Program – If you are an *Indigenous* student enrolled in *UB's FAST* program you are encouraged to apply for the *CECS-Indigenous Enabling*, *CAS-Indigenous Enabling*, *Indigenous Access Scholarships*, and the *UB Free Computer Equity Scheme* provided you meet the eligibility criteria. You are not eligible for other *CS* or *UBFAS*.

TAFE - If you are enrolled in a nominated Arts Academy course, then you can apply for Arts Academy financial aid scholarships, provided you meet the eligibility criteria. You are not eligible for a *CS* or other *UBFAS*.

Only one *CS* or *UBFAS* will be awarded per recipient, unless the *recipient* is *Indigenous* to Australia, with the exception of the *UB Regional Relief Scholarship* and the *UB Free Computer Equity Scheme* which can be received as well as a *CS* or *UBFAS*.

***Indigenous recipients* may hold *CS* and *UBFAS* at the same time** (e.g. an *Indigenous* student may hold an *Ordinary-CECS*, *Ordinary-CAS*, an *IAS* and the *UB Dr Mary Atkinson Scholarship* at the same time).

How do I know if I am eligible for the UB Dr Mary Atkinson Scholarship?

In addition to meeting the general eligibility criteria, you must identify yourself as an *Indigenous* Australian. Please refer to the 2008 Documentary Evidence for further details.

How do I know if I am eligible for a UB School Based Financial Aid Scholarship?

The financial aid scholarships offered by *UB's* higher education Schools and the Arts Academy are similar to the *UB Education Costs and Accommodation Scholarships*, except that *recipients* must also be enrolled in the awarding School to be eligible. If you are eligible for the *UBFAS*, it is likely you will also be eligible for those offered by your School.



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How do I know if I am eligible for an Indigenous Access Scholarship?

In addition to meeting the general eligibility criteria, you must identify as an *Indigenous* Australian and be a *commencing student* in either *UB's* FAST program or an undergraduate degree. The *IAS* is a once only payment; once you have received an *IAS* you are ineligible to apply again.

If you undertake *UB's* FAST program and are not awarded an *IAS*, when you begin your undergraduate degree you will again be considered as *commencing student* and are able to re-apply for an *IAS*.

If I was awarded a UBFAS previously, can I apply again in 2008?

Yes, your success in the past does not reflect on the new application.

If I was awarded a desktop computer through the UB Free Computer Equity Scheme can I apply again in 2008?

If you have not received a reconditioned desktop computer under the UB Free Computer Equity Scheme in the previous two years you may apply again in 2008. However, if you received a desktop computer in 2007 you are ineligible to apply for a computer again until 2009.

Are there any CS or UBFAS for Indigenous students?

The University of Ballarat encourages *Indigenous* students to apply for *CS* and *UBFAS* as *Indigenous* students are under-represented in higher education.

The UB Dr Mary Atkinson Scholarship is offered to students *Indigenous* to Australia. There are also specific *Indigenous* scholarships offered by the Arts Academy, School of Education and School of Nursing.

In 2008 additional *Indigenous CS* are being offered. *Indigenous Access Scholarships* are being offered to *commencing students*. *CECS-Indigenous Enabling* and *CAS-Indigenous Enabling* are being offered to *Indigenous* Students enrolled in *UB's* FAST program.

For assistance in completing your application, contact the Aboriginal Education Centre on (03) 5327 9795.

Who is not eligible to apply?

You are not eligible to apply for a *CS* or *UBFAS* if you are:

- not financially disadvantaged
- enrolled in a non-award program at *UB* (with the exception of *UB's* FAST program)
- an international student
- a full-fee paying student
- studying part-time (unless you can prove exceptional circumstances, refer to the next question)
- a TAFE student (with the exception of students eligible to apply for an Arts Academy Financial Aid Scholarship, or those completing a combined TAFE/higher education degree)

Please note that students on permanent Humanitarian Visa's **are** eligible to apply.



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Can I apply if I am studying part-time?

If you are studying part-time because of exceptional circumstances which prevent you from studying full-time, you may apply for the scholarships. You will need to substantiate any claim fully by providing (at the time of applying, or proving ongoing eligibility):

- a written statement as to why you cannot study full-time; **and one of the following:**
 - a written professional opinion providing assessment of your 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*
 - a written explanation from the Course Coordinator or Head of School explaining how course restraints have precluded you from studying full-time, and the period of time to which this applies.

The written professional assessment may relate to your own personal reasons for being unable to study full-time, such as a disability or medical circumstance. If you are claiming exceptional circumstances for significant caring responsibilities, the assessment may relate to the circumstances of the person to whom you are providing care. You must include an indication of how long you are/will be unable to study full-time, for example "until end September 2008".

The Scholarship Selection Panel will determine whether you are eligible for exceptional circumstances based on the information you provide.

Can my scholarship be taken away?

If you do not continue to meet the eligibility requirements, your scholarship may be terminated. The changes of circumstance which will affect your ongoing eligibility are:

- you can no longer demonstrate low income; *or*
- you are no longer studying full-time and do not have exceptional circumstances; *or*
- you moved back to your rural/regional location (and are a recipient of an accommodation scholarship); *or*
- you have received the maximum number of scholarship payments (maximum Ordinary-CECS and Ordinary-CAS payments is eight each; maximum CECS-Indigenous Enabling, CAS-Indigenous Enabling and UBFAS payments is two); *or*
- you have been in receipt of one or more CS for the maximum duration allowed. The maximum duration a student can have access to one or more CS is for 8 *scholarship periods* or 10 *scholarship periods* if you were previously in receipt of a *CECS-Indigenous Enabling* and/or *CAS-Indigenous Enabling*. (You may still access *UBFAS*); *or*
- you wish to defer your scholarship for more than the maximum period allowed (12 months at any one time).

Before each payment is made, your ongoing eligibility for the scholarship will be checked. If you do not meet the ongoing eligibility criteria, then your scholarship will be terminated.

If I am a CS recipient at another University and transfer to UB, can I keep my scholarship?

No, you will need to reapply at the University of Ballarat when the next round of CS is offered. Each University establishes its own selection guidelines based on the Department of Education, Science and Training (*DEST*) requirements, so scholarships are generally not transferable.



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Will I be able to keep my CS if I transfer from UB to another University?

No, each University establishes its own selection guidelines based on *DEST* requirements, so generally scholarships are not transferable; however we recommend that you check with the University.

What if I have already studied at another University?

You are not eligible if you have completed the requirements of a higher education course regarded by *UB* to be equivalent to, or higher than, an Australian bachelor award (unless the University considers the previous undergraduate course is the only pathway to entry to the current course at *UB*).

If my application is unsuccessful this time, can I apply again?

Yes, as long as you meet the eligibility criteria, you can reapply each year.

Do I have to live in the UB Halls of Residence to get an Accommodation Scholarship?

No, you are eligible for an accommodation scholarship, as long as you can demonstrate the relocation requirements as outlined in the selection guidelines, and you meet the other general eligibility requirements. Refer to the 2008 Documentary Evidence for examples of evidence you can provide as having lived in a rural or regional location.

How do I know if I live in a regional or remote area?

Our Postcode Lookup Tool accessible on our website: www.ballarat.edu.au/equityscholarships will tell you whether your postcode is considered to be regional or remote.

Will I need to prove my Indigenous status?

Yes. To be recognised as an *Indigenous* Australian you must:

- be a descendant of an *Indigenous* inhabitant of Australia; and
- identify as an Aboriginal or Torres Strait Islander; and
- be recognised as Aboriginal or Torres Strait Islander by members of the community in which you live.

To prove your *Indigenous* status, you will need to print and sign the declaration automatically generated at the end of your online application as documentary evidence. You may also be required to provide further evidence such as confirmation in writing with the common seal from the Chairperson of an Aboriginal and Torres Strait Islander incorporated organisation in a community in which you live or have previously lived.

I have had a CS in the past, can I apply?

Yes, if you have not received the maximum number of payments allowed and have not been in receipt of one or more *CS* for eight *scholarship periods* (or ten *scholarship periods* if you have previously been in receipt of a *CECS-Indigenous Enabling* and/or *CAS-Indigenous Enabling*).

You can receive up to eight payments (two per year for four years) of an *Ordinary-CECS* and an *Ordinary-CAS*. You can receive up to two payments of a *CECS-Indigenous Enabling* and *CAS-Indigenous Enabling* each and you can only be awarded an *IAS* once.



Commonwealth Scholarships and UB Financial Aid Scholarships

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I am not receiving a Centrelink benefit, can I apply for a scholarship?

Yes, you will be assessed on your own income, and where applicable, your parental income or partner's income, your living arrangements, and whether you are considered "independent" or "dependent". *UB* is guided by Centrelink's determination of Independence. You will need to provide evidence of income accordingly.

How do I know if I am independent?

The University of Ballarat is guided by Centrelink's determination of independence. If you are 25 or over you are considered independent. If you are under the age of 25, you are independent if:

- You have worked at least 30 hours a week for at least 18 months in the last two years; **or**
- You have worked at least 15 hours a week for at least two years since leaving secondary school; **or**
- You left secondary school at least 18 months ago and have earned at least \$18,525 in the 18 months since leaving school; **or**
- You are, or have been married; **or**
- You are, or have been living in a marriage-like relationship for 12 months or more; **or**
- You are, or have been living in a marriage-like relationship for six months or more which ended because your partner died or because of domestic violence; **or**
- You have, or have had, a dependent child; **or**
- Your parent/s are unable to exercise their parental responsibilities because they are in a nursing home, are mentally incapacitated, cannot be located or are in jail; **or**
- You are a refugee on a humanitarian visa; **or**
- You are an orphan; **or**
- It is unreasonable for you to live at home because:
 - There is extreme family breakdown; **or**
 - There is serious risk if you continue to live in the parental home; **or**
 - You are consistently deprived of basic necessities such as food, water, clothing, power, shelter or sleep; **or**
 - Your health and well-being are seriously threatened by drug or alcohol abuse, criminal or illegal activities; or there is violence in the home; **or**
 - Your parent/s are unable to provide a suitable home because they lack stable accommodation.

If you claim independence, you will need to provide evidence of this accordingly.

Is my application treated confidentially?

Yes, all information and documentation supplied by you will be treated confidentially and in accordance with the University of Ballarat's Privacy Policy. It will only be disclosed to those people at *UB* who are involved in the selection process. Information on how *UB* manages students' personal information and our practices for disclosure is available at: www.ballarat.edu.au/vco/legal/Privacy/Index.shtml

The collection of information is authorised by the Department of Education Science and Training for the purpose of assisting in the proper administration of the Commonwealth Scholarships. No information will be disclosed to any other agency or person, except as authorised under the *Privacy Act 1988* and the *Freedom of Information Act 1982*.

New *CS recipients* will be asked to give their permission for certain information to be passed onto *DEST* in order for the Australian Government to issue a certificate and letter. If you do not wish the information to be passed on, it may not be possible for the Australian Government to issue a scholarship certificate.



Commonwealth Scholarships and UB Financial Aid Scholarships

Applicant Information - 2008

What if I have a question or need assistance?

Contact the Equity Project Officer by email equityscholarships@ballarat.edu.au or phone (03) 5327 9069. Additional people/sections within *UB* where assistance with scholarship applications can be sought are:

For Indigenous students:

Aboriginal Education Centre

Telephone: (03) 5327 9798
Fax: (03) 5327 9977
Email: aec@ballarat.edu.au
Web: www.ballarat.edu.au/vfed/aec

For students with a disability:

Disability Liaison Officers

Telephone: (03) 5327 9757
TTY: (03) 5327 9849
Email: disability@ballarat.edu.au

8. Glossary

CAS	Commonwealth Accommodation Scholarship (<i>includes Ordinary-CAS and CAS-Indigenous Enabling</i>)
CAS-Indigenous Enabling	Commonwealth Accommodation Scholarship-Indigenous Enabling (<i>new in 2008</i>)
CECS	Commonwealth Education Costs Scholarship (<i>includes Ordinary-CECS and CECS-Indigenous Enabling</i>)
CECS-Indigenous Enabling	Commonwealth Education Costs Scholarship-Indigenous Enabling (<i>new in 2008</i>)
Census date	The last date you can withdraw from subjects without incurring costs. For the first <i>scholarship period</i> , the <i>census date</i> is 31 March, for the second <i>scholarship period</i> , the <i>census date</i> is 31 August
Commencing student	A student undertaking a course at entry level for the first time at the University of Ballarat. For the purpose of a CS students undertaking <i>UB's</i> FAST program progressing to an undergraduate degree; will be considered as a <i>commencing student</i> when both starting the FAST program and their undergraduate degree
Course start date	For students commencing study, the actual day the course starts, i.e. the first day of classes
CS	Commonwealth Scholarship
DEST	Department of Education, Science and Training
IAS	Indigenous Access Scholarship (<i>new in 2008</i>)



Commonwealth Scholarships and UB Financial Aid Scholarships

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Indigenous	A person will be considered to be an <i>Indigenous</i> person for the purpose of a <i>CS</i> or <i>UBFAS</i> where the person is a member of the Aboriginal race of Australia or a descendant of the <i>Indigenous</i> inhabitants of the Torres Strait Islands
Ordinary-CAS	Ordinary-Commonwealth Accommodation Scholarship (<i>previously called CAS</i>)
Ordinary-CECS	Ordinary-Commonwealth Education Costs Scholarship (<i>previously called CECS</i>)
Permanent address	The address at which you reside whilst not attending University (eg: your home address may be the same as your <i>term address</i>)
Recipient	An eligible student who has accepted and is in receipt of a <i>CS</i>
Scholarship period	A six-month period from either 1 January to 30 June, or 1 July to 31 December
Supplementary Application Form	This appears only when you submit your online Application Form. It contains the list of documentary evidence you must supply, and your declaration that everything you claimed in the application form is true and correct. It must be signed for your application to be considered.
Suspension (of scholarship)	A period of time during which a scholarship holder is not receiving scholarship payments
Term address	The address at which you reside whilst attending University (eg: your term address may be the same as your <i>permanent/home address</i>)
UB	University of Ballarat
UBAS	University of Ballarat Accommodation Scholarship
UBECS	University of Ballarat Education Costs Scholarship
UBFAS	University of Ballarat Financial Aid Scholarship