



# University of Ballarat Financial Aid Scholarships

Selection and Administration Guidelines - 2008

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## 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 (*previously University of Ballarat Drought 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, and TAFE Arts Academy students, and Indigenous 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 course of study or a graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practice in the chosen National Priority area. Note that in 2008, the eligible graduate diploma courses are the Graduate Diploma of Education (Secondary) and the Graduate Diploma of Education (Primary); *or*
- an *Indigenous* student enrolled in *UB*'s FAST program applying for the University of Ballarat Free Computer Equity Scheme only; *or*
- enrolled at *UB* as a Government funded student in a TAFE course in the Arts Academy as listed in section 3.4 below.

## 3. Eligibility Requirements

### 3.1 Basic Eligibility Requirements

- 3.1.1 A student will not be selected for a University of Ballarat Financial Aid Scholarship unless *UB* is satisfied that the student meets or, by the first *census date* of the *scholarship period* and before any scholarship payment is made, will meet the eligibility criteria for a *UBFAS* as set out in these guidelines.
- 3.1.2 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 *UB*. In making this assessment, *UB* is guided by Centrelink's determination of independence.
- 3.1.3 Students must not have completed the requirements of a course of study (with any higher education provider) regarded by the University of Ballarat to be equivalent to or higher than an Australian bachelor's award, unless *UB* considers each such award to be the only entry pathway to the current undergraduate course of study, or nominated graduate diploma, at *UB*.



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- 3.1.4 Students must be undertaking a full-time study load (the Department of Education, Science and Training 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.
- 3.1.5 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 when proving ongoing eligibility) a written statement as to why they cannot study full-time; and *one* of the following:
- 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*
  - 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.
- 3.1.6 Students eligible for a *UBFAS* who undertake a component of their course overseas or with another education or training provider will not be precluded from accessing the scholarship, if it is approved by the University of Ballarat and will count towards the course requirements in which the student is enrolled.
- 3.1.7 A person will be considered to be an *Indigenous* person for the purpose of a *UBFAS* where the person:
- is of Australian Aboriginal or Torres Strait Islander descent; *and*
  - identifies as an Australian Aboriginal or Torres Strait Islander; *and*
  - is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.
- 3.1.8 Previous *recipients* of *UBFAS* are eligible to apply for 2008 *UBFAS*.

### 3.2 Higher Education Student Eligibility Requirements

- 3.2.1 To be eligible for a *UBFAS*, a student must, by the first *census date* of the *scholarship period*, meet the aforementioned basic eligibility requirements and be:
- an Australian citizen or holder of a permanent humanitarian visa; *and either*
  - enrolled in an undergraduate course of study with the University of Ballarat as a Commonwealth supported student; *or*
  - enrolled at the University of Ballarat in the Graduate Diploma of Education (Secondary) or the Graduate Diploma of Education (Primary) as a Commonwealth supported student; *or*
  - an *Indigenous* student enrolled in *UB's* FAST program, in which case the student is only able to apply for the University of Ballarat Free Computer Equity Scheme.
- 3.2.2 To be eligible for the University of Ballarat Dr Mary Atkinson Scholarship the applicant must be *Indigenous* to Australia.
- 3.2.3 University of Ballarat Regional Relief Scholarship applicants (or their immediate families where the applicant is under 25 years of age; or partner where the *recipient* is 25 years of age or older) 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.
- 3.2.4 University of Ballarat Financial Aid School Based Education Costs Scholarship (*UBECS*) applicants must be enrolled in the corresponding School.



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- 3.2.5 University of Ballarat Financial Aid School Based Accommodation Scholarship (*UBAS*) applicants must be enrolled in the corresponding School as well as meet the criteria set out in section 3.3 below.
- 3.2.6 To be eligible for a University of Ballarat Financial Aid School Based Indigenous Scholarship the applicant must be enrolled in the corresponding School as well as be *Indigenous* to Australia.
- 3.2.7 In addition to meeting the eligibility requirements set out in sections 3.1 and 3.2.1, applicants for the University of Ballarat Free Computer Equity Scheme must:
- nominate that they wish to be considered for a desktop computer in the online application; *and*
  - not have received a desktop computer under the *UB* Free Computer Equity Scheme in the previous two years (therefore, those that received computers in 2007 are ineligible to apply for a computer until 2009); *and*
  - not currently own a computer for sole use, that is under 4 years old, at the address where they reside throughout the lecture period.

### 3.3 Additional Accommodation Scholarship Eligibility Requirements

In addition to meeting the aforementioned eligibility requirements (section 3.1 and 3.2), 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*:

- 3.3.1 within the four years immediately preceding the commencement of the current higher education course of study (including study within another program or at another provider, where the student has transferred):
- the student has lived in a rural or regional area of Australia for a total of at least three years; *or*
  - the student completed the final two years of schooling in a high school or college in a regional or remote area; *or*
  - it was necessary for the student to live away from their regional or remote home to complete the whole or the majority of their secondary schooling at a high school or college in a major city; *or*
  - the student has lived in a rural or regional area of Australia for a total of at least two years, and the student has relocated from the regional or remote area of Australia to undertake vocational education and training (eg TAFE) for a maximum of two years duration immediately preceding the commencement of their undergraduate course; *and*
- 3.3.2 it was necessary for the student to move from the regional or remote area in order to undertake higher education study; and as a result the student will incur or has incurred additional accommodation costs. Examples of necessity to move include, but are not limited to:
- the need for the student to attend classes or access other study related facilities on campus;
  - the distance from the student's home to the relevant campus;
  - the availability and quality of transport infrastructure between the student's home and the relevant campus;
  - limitations on the student's mobility due to disability and/or carer responsibilities; *and*
- 3.3.3 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*.



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### 3.4 TAFE Student Eligibility Requirements

- 3.4.1 In addition to the basic eligibility requirements in section 3.1, TAFE students must meet the following criteria to be eligible for a scholarship from the Arts Academy:
- a) be an Australian citizen or holder of a permanent humanitarian visa; *and*
  - b) be enrolled in one of the following Arts Academy courses:
    - i. Certificate IV in Visual Arts and Contemporary Craft / Koori Program
    - ii. Certificate IV of Theatre Arts
    - iii. Diploma of Arts (Ceramics)
    - iv. Diploma of Arts (Visual Arts)
    - v. Diploma of Live Production, Theatre and Events (Technical Production)
    - vi. Diploma of Theatre Arts
    - vii. Advanced Diploma of Arts (Graphic Design)
    - viii. Advanced Diploma of Live Production, Theatre and Events (Technical Production)
    - ix. Advanced Diploma of Music; *and*
  - c) be enrolled in the appropriate teaching period; *and*
  - d) have a Government funded place.

### 4. Applications

- 4.1 Students may apply for all or any of the *UBFAS*. However, only one scholarship will be awarded per applicant, with the exception of the University of Ballarat Dr Mary Atkinson Scholarship, University of Ballarat Regional Relief Scholarship and the University of Ballarat Free Computer Equity Scheme, which can be held concurrently with another *UBFAS*.
- 4.2 Students can apply for both *UBFAS* and Commonwealth Scholarships. However, only one scholarship will be awarded per applicant with the exception of *Indigenous* students who may hold either an *Ordinary-CECS* or *CECS-Indigenous Enabling* and where eligible, an *Ordinary-CAS* or *CAS-Indigenous Enabling* and where eligible an *IAS*, concurrently.
- 4.3 Applicants who do not provide the required application and supporting documentary evidence with their application by the due date will be ineligible.

### 5. Assessment and Selections

- 5.1 Applications will be assessed against weighted criteria as established by *UB* in accordance with the Department of Education, Science and Training Guidelines for Commonwealth Scholarships.
- 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; parents' educational background; own educational background; affected by exceptional circumstances such as drought; employment commitments; caring responsibilities; distance required to travel to attend the nominated *UB* campus; disability; and personal circumstances.
- 5.3 Special consideration will be given to *Indigenous* students to ensure a fair proportion of the *UBFAS* are awarded to *Indigenous* students. A fair proportion means that the proportion of total of *UBECS* and *UBAS* to be awarded to *Indigenous* students should be at least equal to the proportion of all eligible *Indigenous* applicants. That is, if there are 100 total eligible applicants for 20 scholarships and 10 eligible applicants are *Indigenous*, a minimum of two *Indigenous* applicants (10% of available scholarship) should be awarded scholarships.



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- 5.4 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.
- 5.5 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 2008 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 student accepting the offer and conditions of a *UBFAS*. The remaining 50% payment will occur in the following Teaching Period 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 computer through the University of Ballarat Free Computer Equity Scheme will pick up their computer from the Mt Helen campus on a nominated date after the first *census date* in Teaching Period 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

- 7.1 Ongoing eligibility will be assessed bi-annually for the *UBFAS*. If circumstances or eligibility change which render a student holding a *UBFAS* ineligible according to eligibility requirements specified in section 3, 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. 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 2008; *or*
  - if the University of Ballarat determines that the student:
    - has failed to maintain satisfactory academic progress and there are no extenuating circumstances; *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 A 90 day Service and Warranty Agreement will apply to desktop computers awarded through the UB Free Computer Equity Scheme. Conditions include:
- the Service Agreement will apply 90 days from receipt of the desktop computer. The University of Ballarat's ICT Service Desk will provide service assistance; this assistance does not include application or internet connection assistance; *and*
  - the Warranty Agreement will apply 90 days from receipt of the desktop computer. This includes replacement/fixing of parts where the part is faulty; *and*
  - in the event of the Service or 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.
- 7.6.1 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 the 90 day Warranty and Service Agreements; *and*
  - where a part is faulty, supply the faulty part to the UB Service Desk at Mount Helen Campus 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.

## 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 – 2008
- Commonwealth Scholarships Selection and Administration Guidelines - 2008
- University of Ballarat Equity and Financial Aid Scholarships Online Application – 2008



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### 10. Glossary

<b>CAS-Indigenous Enabling</b>	Commonwealth Accommodation Scholarship-Indigenous Enabling (new in 2008)
<b>CECS-Indigenous Enabling</b>	Commonwealth Education Costs Scholarship-Indigenous Enabling (new in 2008)
<b>Census date</b>	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
<b>IAS</b>	Indigenous Access Scholarship (new in 2008)
<b>Indigenous</b>	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 (see section 3.1.7 for more detail)
<b>Ordinary-CAS</b>	Ordinary-Commonwealth Accommodation Scholarship (previously called CAS)
<b>Ordinary-CECS</b>	Ordinary-Commonwealth Education Costs Scholarship (previously called CECS)
<b>Recipient</b>	An eligible student in receipt of a UB Equity of Financial Aid Scholarship
<b>Scholarship period</b>	A six-month period from either 1 January to 30 June, or 1 July to 31 December
<b>UB</b>	University of Ballarat
<b>UBAS</b>	University of Ballarat Accommodation Scholarship
<b>UBECS</b>	University of Ballarat Education Costs Scholarship
<b>UBFAS</b>	University of Ballarat Financial Aid Scholarship