CSU Technology Equity Grant

2019 Guidelines
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1. **GRANT DETAILS**

1.1. The Charles Sturt University (CSU) Technology Equity Grant will provide financial assistance to eligible students for the purchase of technology designed to assist with their study.

1.2. Items eligible for purchase with this grant can be, but are not limited to, desktop or laptop computers, ipads, educational software, printers, scanners, hard drives. Mobile phones and lifestyle technology are NOT eligible under this grant.

1.3. Receipts must be received within 21 days of the offer acceptance date. If we have not received this documentation by the due date, your student account will be charged for the full amount of your awarded grant and a hold placed on your student record, preventing graduation from your course.

1.4. Successful applicants will receive up to $1,000. This grant will be paid by EFT within 2 weeks of the Offer Acceptance date.

1.5. The CSU Scholarships Office will be responsible for the assessment, allocation and administration of this grant.

1.6. CSU receives a high volume of applications for grants; meeting the eligibility criteria may not guarantee applicants a grant offer.

1.7. Applications received after the closing date will not be considered.

2. **DEFINITIONS**

2.1. **Active Student:** A student who is enrolled in subject/s in the current/commencing session. This excludes students on approved Leave of Absence.

2.2. **Carer:** For CSU purposes, a carer is defined as a person of any age, who without being paid (excluding Centrelink), cares for another person who needs ongoing support because of a long-term medical condition, a mental illness, a disability, frailty or the need for palliative care. A carer may or may not be a family member and may or may not live with the person. Volunteers under the auspices of a voluntary organisation are not included. Scholarship recipients may be in receipt of a Centrelink Carer Allowance or Carer Payment.

2.3. **Census Date:** The date at which you can withdraw from a subject or course without financial penalty.

2.4. **Commencing Student:** A student enrolled in, and undertaking, subjects in their first year of study at CSU.
2.5. **Commonwealth Supported Place**: A Commonwealth Supported Place (CSP) is a subsidised higher education enrolment. The Australian Government subsidises a CSP by paying part of the fees for the place directly to the University.

2.6. **Commonwealth Supported Student**: A student enrolled in a CSP is referred to as a ‘Commonwealth supported student’. Students only pay the ‘student contribution’ amount, set by the university, for their units of study. (As defined in the [Higher Education Support Act 2003](https://www.legislation.gov.au/Details/C2003A0076).

2.7. **Continuing Student**: A student enrolled in, and undertaking, subjects in their second and subsequent years of study at CSU.

2.8. **Domestic Student (Student)**: Means a student with a permanent home address in Australia who is:
   - An Australian citizen
   - A New Zealand citizen
   - A diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative; or
   - A student with an Australian permanent visa.

2.9. **Financial Hardship**: A person is considered to be in financial hardship when they find it difficult to provide for themselves, their family or dependents basic necessities such as food, accommodation, clothing, medical treatment and education.

2.10. **Full-time**: A full-time student is one who is enrolled to undertake an amount of study of at least three quarters (or 75%) of an equivalent full-time study load (EFTSL). At CSU, this equates to being enrolled in three or more (8 point) subjects, or 24 subject points or more per session.

2.11. **Indigenous**: for the purposes of these Guidelines, means a person who is of Australian Aboriginal or Torres Strait Islander descent; 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.

2.12. **Integrated Program**: Students are co-enrolled and study at both TAFE and CSU. Under this type of arrangement, specific courses are identified and a formal agreement is signed.

2.13. **Internal Student**: An internal student is a student that is studying the majority of subjects for any given session of the course as an on campus student. For example, if a student is enrolled in four subjects for a session, then three or more subjects must be studied internally (on campus). If a student is enrolled in three
subjects for a session, then two or more subjects must be studied internally (on campus). The status as an internal student can change for each session of study.

2.14. **Leave of Absence:** Official approval to be absent from your study, whilst still maintaining the status of enrolled student.

2.15. **Low Socio-economic Status:** this is demonstrated by the applicant being in receipt of an eligible means-tested Centrelink benefit. Refer to Appendix A. If the applicant does not receive an eligible means-tested Centrelink benefit, a comprehensive assessment will be conducted by or on behalf of CSU to determine whether the student is of low socio-economic status.

2.16. **Online Student:** A student enrolled in 75% or more of subjects in a given session studying online.

2.17. **Part-time:** A part-time student is one who is enrolled in one or two (8 point) subjects per session, which equates to 8 or 16 subject points per session.

2.18. **Pro Rata** – a proportional distribution of the total amount to ensure equal allocation.

2.19. **Regional, Remote or Very Remote Area:** The Australian Standard Geographical Classification – Remoteness Areas (ASGC-RA) is a geographical system developed by the Australian Bureau of Statistics to classify different living zones in Australia. Classifications are postcode based and are identified as ‘Remote’, ‘Very Remote’, ‘Major Cities’, ‘Inner Regional’ and ‘Outer Regional’. To find your classification, you can view the following map.

2.20. **Special Circumstances:** Circumstances which are beyond the student’s control and which a reasonable person would consider is not due to the student’s action or inaction, either direct or indirect, and for which the student is not responsible. This situation must be unusual, uncommon or abnormal.

2.21. **Undergraduate:** Undergraduate students who are enrolled and are studying for approved undergraduate qualifications at eligible higher education providers. Approved undergraduate qualifications include Bachelor Degree, Associate Degree, Advanced Diploma and Diploma courses of study. Enabling courses do not qualify.

3. **POLICY**

3.1. To receive this grant, you must meet the eligibility criteria outlined in these guidelines and complete an online application form.

3.2. Applications with incorrect or no supporting documentation will be deemed ineligible.
3.3. A grant recipient who undertakes a program of study overseas or as a Commonwealth supported student with another University approved by CSU as a cross-institutional arrangement, will not be precluded from accessing the grant during this period. This is on condition that the program of study counts towards the requirements for the course of study in which the student is enrolled at CSU and ongoing eligibility criteria is maintained by the grant recipient during this period.

3.4. A grant recipient should be aware that payments may be regarded as income by Centrelink and/or ATO it is the responsibility of the recipient to seek independent advice with respect to implications resulting from receiving this grant.

   (a) Full time students - scholarships are considered to be tax exempt income for students who are studying full time at university.

   (b) Part time students - generally, scholarship funding provided to part time students, regardless of their employment status, is not considered to be tax exempt income. However, as long as the scholarship funding is used for non-tax deductible expenses it may be classified as exempt income.

3.5. Please seek independent taxation advice regarding your personal circumstances where required or visit Is your scholarship taxable?

3.6. CSU will treat any information provided by the applicant within the terms of relevant privacy legislation. See CSU’s privacy policy for further information.

3.7. Due to privacy laws, any discussion of a grant application or recipient will only take place with the grant applicant/recipient.

3.8. The information collected will be used by authorised University staff to assess eligibility and administer the grant program. The information may also be used for assessment purposes for other scholarships, grants and equity programs across the University. Recipient names and email addresses may be made available to departments within the University for marketing and research purposes. No details will be used externally for any reason without the recipient’s consent. Students should be aware that they provide information of their own free will.

3.9. Personal and health information provided by the applicant will not be made available to any person within the University or external organisation for any other purpose without the applicant’s consent, except where it may be a legal requirement of the University to provide information.

4. ELIGIBILITY CRITERIA

To be eligible for this grant in 2019 you must be:
4.1. studying an undergraduate degree as an active student; 
4.2. enrolled in a CSU course as a Commonwealth supported student; full fee paying students are not eligible; 
4.3. enrolled as a full-time or part-time student; 
4.4. a commencing or continuing student. Continuing students must have a Grade Point Average (GPA) of 3.0 or higher (pass grade average); 
4.5. enrolled as an internal or online student; 
4.6. an Australian citizen, a New Zealand citizen, a permanent Australian resident or a student with an Australian permanent visa; 
4.7. of low socio-economic status: 
   • in receipt of an eligible means tested Centrelink Benefit (refer App A) or 
   • must be able to demonstrate financial hardship. 
4.8. purchases must be made from a certified retailer. You must attach to your application a written quote, receipt or screenshot of the technology being purchased, including the brand, model number or version of software. If purchases are made after receipt of the grant, receipts must be emailed to scholarships.officer@edu.au within 30 days of grant receipt. 
4.9. students can only receive this grant once during their enrolment at CSU. 

PLEASE NOTE: To be eligible for this grant you must be enrolled in subjects and have met all eligibility criteria by the closing date of this grant. 

5. GRANT OFFER PROCESS

Application 
5.1. Applicants are required to complete an online application form and provide current supporting documentation. 

Selection 
5.2. Applicants will be assessed in accordance with the eligibility criteria and information provided. 
5.3. Applicants may be assessed as eligible but not receive an offer due to quota restrictions. 
5.4. There are no interviews required. 

Outcome
5.5. All applicants, both successful and unsuccessful, will be informed in writing of the outcome of their application.

6. PAYMENT

6.1. Grant payments can be made to your CSU Student Account, personal bank account or E-voucher. EFT payments will be made to the bank account registered with CSU by the student.

6.2. You can register bank details with CSU on the Student Administration website by going to Personal Details to enter or change bank details.

6.3. CSU reserves the right to recoup the funds if you do not provide a receipt for costs associated with this grant within 14 days of your outcome notice.

6.4. Grant payments are made within ten days after receiving a successful grant outcome.

7. SPECIAL CIRCUMSTANCES

7.1. When considering the eligibility criteria of this grant, CSU will take into account factors such as long term illness, disability, ongoing effects of trauma or abuse, indigenous community responsibilities, course constraints outside a student’s control and significant carer responsibilities.

7.2. If the specified GPA is not met you must complete a special circumstance form. If still not meeting the requirements after two consecutive sessions your grant may be withdrawn.

7.3. If the specified enrolment criteria states full time enrolment and you are unable to meet this criteria then you must complete a special circumstances form.

7.4. To be considered students must complete a special circumstances form if they are unable to meet the eligibility requirements.

8. GRANT TERMINATION

CSU will terminate the grant if:

8.1. you cease to meet the eligibility criteria as specified in these guidelines;

8.2. CSU determines that you are guilty of academic misconduct;
8.3. CSU determines that the grant was awarded on the basis of false or misleading information. CSU will provide you with the opportunity to explain and re-assess your entitlement to the grant;

9. TERMS AND CONDITIONS

9.1. Upon receipt of a grant, you agree to fulfil all requirements as set out in these guidelines.

9.2. In accepting a grant offer you consent to CSU accessing your records for the purposes of assessing and administering the grant.

9.3. If your circumstances change you must provide the details in writing to the CSU Scholarships Office at scholarships.officer@csu.edu.au. CSU will re-assess the student's eligibility.

9.4. CSU reserves the right to undertake audits of individual grant recipients to ensure adherence to these guidelines.

9.5. In accepting payment of this grant you agree to provide information for promotional purposes.

9.6. You will be asked to acknowledge and agree to the terms and conditions of this grant.

10. RELEVANT LEGISLATION

10.1. The following legislation, as amended from time to time, is directly relevant to this policy:

   (a) Higher Education Support Act 2003;

   (b) Freedom of Information Act 1982;

   (c) Privacy Act 1988 (Cwlth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cwlth);

   (d) Privacy and Personal Information Protection Act 1998 (NSW); and

   (e) Health Records and Information Privacy Act 2002 (NSW).

11. AMENDMENTS

11.1. Amendments may be made to these guidelines from time to time by the CSU Scholarships Office.
12. VERSION CONTROL

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Author</th>
<th>Description / Amendments</th>
</tr>
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<tr>
<td>19 September 2019</td>
<td>1</td>
<td>Melissa Peake</td>
<td>First version 2019</td>
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## 13. APPENDIX

<table>
<thead>
<tr>
<th>The following Benefits are <strong>not considered</strong> as eligible means tested Centrelink benefits.</th>
<th>The following <strong>are considered</strong> as eligible means tested Centrelink Benefits</th>
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</table>
| ▪ Abstudy Incidentals Allowance  
  ▪ Australian Government Disaster Recovery Payment (AGDRP)  
  ▪ Assistance for Isolated Children Scheme  
  ▪ Baby Bonus  
  ▪ Carer Allowance (adult)  
  ▪ Carer Allowance (child)  
  ▪ Carer Supplement  
  ▪ Child Care Benefit  
  ▪ Child Care Rebate  
  ▪ Dad and Partner Pay  
  ▪ Family Tax Benefit Part A  
  ▪ Family Tax Benefit Part B  
  ▪ Jobs Education and Training Child Care Fee Assistance  
  ▪ Maternity Immunisation Allowance  
  ▪ Mobility Allowance  
  ▪ Paid Parental Leave Scheme  
  ▪ Parental Leave Pay  
  ▪ Pensioner Education Supplement  
  ▪ Remote Area Allowance  
  ▪ Seniors Concession Allowance  
  ▪ Schoolkids Bonus | ▪ ABSTUDY  
  ▪ Age Pension  
  ▪ Austudy  
  ▪ Bereavement Allowance  
  ▪ Carer Payment (adult)  
  ▪ Carer Payment (child)  
  ▪ Disability Support Pension  
  ▪ Health Care Card  
  ▪ Newstart Allowance  
  ▪ Parenting Payment  
  ▪ Partner Allowance  
  ▪ Sickness Allowance  
  ▪ Special Benefit  
  ▪ Widow Allowance  
  ▪ Widow B Pension  
  ▪ Wife Pension  
  ▪ Youth Allowance |