

CSU Equity Scholarship

2016 Guidelines

TABLE OF CONTENTS

1. SCHOLARSHIP DETAILS	1
2. DEFINITIONS	1
3. POLICY	3
4. INITIAL ELIGIBILITY CRITERIA.....	4
5. ONGOING ELIGIBILITY CRITERIA	5
6. SCHOLARSHIP OFFER PROCESS	5
7. PAYMENT	6
8. SPECIAL CIRCUMSTANCES	7
9. DEFERMENT / SUSPENSION	7
10. SCHOLARSHIP TERMINATION	7
11. TERMS AND CONDITIONS	8
12. RELEVANT LEGISLATION	8
13. AMENDMENTS	9
14. VERSION CONTROL	9
15. APPENDIX	10

1. SCHOLARSHIP DETAILS

- 1.1. Students are facing increasing financial pressures as costs associated with tertiary education increase. In recognition of this, Charles Sturt University (CSU) has approved the allocation of funds in the form of an Equity Scholarship for the purpose of assisting students from disadvantaged groups to study at CSU. The CSU Equity Scholarship is awarded to students of low socio-economic status and studying an undergraduate degree.
- 1.2. The scholarship is valued at up to \$2,000 per annum, payable to a maximum of one year on the condition that the recipient continues to meet the ongoing eligibility criteria.
- 1.3. The scholarship is paid in two equal instalments of \$1,000 in session one and session two, payment is made within 2-3 weeks of Census date. The scholarship is payable in cash (EFT).
- 1.4. The CSU Scholarships Office will be responsible for the assessment, allocation and administration of this scholarship.
- 1.5. Scholarships are not intended to be your sole source of income support.

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:** Most undergraduate students studying at university are enrolled in a Commonwealth supported place (CSP). These places are subsidised by the Australian government.

- 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, through HECS-HELP. (As defined in the [Higher Education Support Act 2003](#)).
- 2.7. **Continuing Student:** A student enrolled in, and undertaking, subjects in their second and subsequent years of study at CSU.
- 2.8. **Distance Education Student:** A student enrolled in 75% or more of subjects in a given session via distance education.
- 2.9. **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.
- 2.10. **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. **Grade Point Average:** A grade point is the numerical value assigned to a final grade to allow calculation of a *Grade Point Average* (GPA). GPA is the average of all final grades obtained by a student for courses within an academic program.
- 2.12. **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.
- 2.13. **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. **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.
- 2.17. **Regional Bonus Point (RBP):** the Regional Bonus Point scheme is an equity program targeting regional areas. If you are a school leaver, the program relates to the school you attend not the place you live. If you are a non-school leaver, it is linked to your home address and postcode. Visit here for more information on [RBP Scheme](#).
- 2.18. **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](#).
- 2.19. **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.
- 2.20. **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 scholarship, a student 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 scholarship 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 scholarship 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 scholarship recipient during this period.

- 3.4. A scholarship 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 scholarship.
 - (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 scholarship application or recipient will only take place with the scholarship applicant/recipient.
- 3.8. The information collected will be used by authorised University staff to assess eligibility and administer the scholarship 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 disclose information.

4. INITIAL ELIGIBILITY CRITERIA

To be eligible for this scholarship in 2016 a student must be:

- 4.1. studying an undergraduate degree as an active student;
- 4.2. enrolled in a CSU course as a *Commonwealth supported student*;
- 4.3. enrolled as a full-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 distance education student;
- 4.6. an Australian citizen, a New Zealand citizen, or a permanent resident of Australia (including the holder of an Australian permanent humanitarian visa);
- 4.7. of low socio-economic status:
 - in receipt of an eligible means tested Centrelink Benefit (refer Appendix A) or
 - must be able to demonstrate financial hardship by completing the CSU Financial Hardship form.

Applicants enrolled in the CSU Diploma of Policing Practice and in receipt of a policing scholarship are not eligible for this Scholarship

5. ONGOING ELIGIBILITY CRITERIA

To continue to be eligible for this scholarship, the student must, by the Census date of each subsequent session:

- 5.1. continue to be enrolled in a CSU course as a Commonwealth supported student;
- 5.2. be enrolled as an active full-time student;
- 5.3. maintain a *Grade Point Average* (GPA) of 3.0 or higher;
- 5.4. be enrolled as an internal or distance education student;
- 5.5. be an Australian Citizen, a New Zealand citizen, or a permanent resident of Australia (including the holder of an Australian permanent humanitarian visa);
- 5.6. maintain enrolment in an undergraduate degree;

6. SCHOLARSHIP OFFER PROCESS

Application

- 6.1. Students are required to complete an online application form and provide all supporting documentation.

Selection

- 6.2. Applications will be assessed in accordance with the eligibility criteria and information provided.

- 6.3. Students may be assessed as eligible but not receive an offer due to quota restrictions.
- 6.4. There are no interviews required.

Provisional Offer

- 6.5. Eligible students will be made a provisional offer which is conditional on meeting the eligibility criteria at Census date. This offer could be received from CSU or a Tertiary Admission Centre.
- 6.6. Students who have not met the eligibility criteria at Census date will have their provisional offer withdrawn.
- 6.7. All scholarship applicants, both successful and unsuccessful, will be informed in writing of the outcome via their applying admissions centre.

Outcome

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

Scholarship Acceptance

- 6.9. The successful applicant is required to accept the offer as instructed on the provisional offer. The student will then receive confirmation of their acceptance.

7. PAYMENT

- 7.1. Scholarship payments can be made to the student's CSU Student Account, personal bank account, E-voucher or in some instances cheque. EFT payments will be made to the bank account registered with CSU by the student.
- 7.2. Students can register bank details with CSU on the [Student Administration](#) website by going to Personal Details to enter or change bank details.
- 7.3. If the student does not register bank details with CSU, a cheque for the scholarship payment will be mailed to the student's mailing address listed on their enrolment.
- 7.4. CSU reserves the right recoup the funds if the student's circumstances change and the eligibility criteria is no longer met.
- 7.5. If a student has been made a scholarship offer, they have accepted it and are still eligible at Census date, payment will be made within 2-3 weeks.

8. SPECIAL CIRCUMSTANCES

- 8.1. When considering the initial and ongoing eligibility criteria of this scholarship, CSU will take into account factors such as long term illness, disability, ongoing effects of trauma or abuse, indigenous community responsibilities, significant carer responsibilities and course constraints outside a student's control.
- 8.2. If the specified GPA is not met the student must complete a special circumstances form. If the requirements are still not met after two consecutive sessions, the scholarship may be withdrawn.
- 8.3. If the specified enrolment criteria states full time enrolment and the student is unable to meet this criteria, then a special circumstances form must be completed.
- 8.4. In all instances if a student is unable to meet the eligibility requirements and wishes to be given special consideration, a special circumstances form must be completed.

9. DEFERMENT / SUSPENSION

- 9.1. Scholarships cannot be deferred. Scholarship recipients who defer their studies will have their scholarship withdrawn and the scholarship will not be paid. These students are eligible to apply in a future session providing they still meet the initial eligibility criteria.
- 9.2. Scholarship recipients taking an Approved Leave of Absence will have their scholarship suspended for that session and will not receive any payment. The scholarship is automatically re-activated the next session for assessment of the on-going eligibility.
- 9.3. Scholarship recipients may apply to have their scholarship suspended for a maximum of two sessions of Approved Leave of Absence over the duration of their scholarship.

10. SCHOLARSHIP TERMINATION

CSU will terminate the scholarship if:

- 10.1. the student ceases to meet the eligibility criteria as specified in these guidelines;
- 10.2. CSU determines that a student is guilty of academic misconduct;

- 10.3. CSU determines that the scholarship was awarded on the basis of false or misleading information. The student will be provided with the opportunity to explain and CSU will re-assess the student's entitlement to the scholarship.
- 10.4. the maximum duration of the scholarship has been reached;

11. TERMS AND CONDITIONS

- 11.1. Upon receipt of a scholarship, the student agrees to fulfil all requirements as set out in these guidelines.
- 11.2. In accepting a scholarship offer the student consents to CSU accessing their student records for the purposes of assessing and administering the scholarship.
- 11.3. If a student's circumstances change they 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.
- 11.4. CSU reserves the right to undertake audits of individual student's records to ensure adherence to these guidelines.
- 11.5. In accepting payment of this scholarship, the student agrees to provide information for promotional purposes.
- 11.6. The student will be asked to acknowledge and agree to the terms and conditions of this scholarship.

12. RELEVANT LEGISLATION

- 12.1. 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).

13. AMENDMENTS

13.1. Amendments may be made to these guidelines from time to time by the CSU Scholarships Office.

14. VERSION CONTROL

Date	Version	Author	Description / Amendments
17 June 2015	1	Melissa Peake	First version for 2015

15. APPENDIX

The following Benefits are not considered as eligible means tested Centrelink benefits.	The following are considered as eligible means tested Centrelink Benefits
<ul style="list-style-type: none"> ▪ 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 ▪ Pension Bonus Scheme ▪ Pensioner Education Supplement ▪ Remote Area Allowance ▪ Seniors Concession Allowance ▪ Schoolkids Bonus 	<ul style="list-style-type: none"> ▪ ABSTUDY ▪ Age Pension ▪ Austudy ▪ Bereavement Allowance ▪ Carer Payment (adult) ▪ Carer Payment (child) ▪ Disability Support Pension ▪ Health Care Card ▪ Newstart Allowance ▪ Parenting Payment ▪ Partner Allowance ▪ Pension Bonus Scheme ▪ Sickness Allowance ▪ Special Benefit ▪ Widow Allowance ▪ Widow B Pension ▪ Wife Pension ▪ Youth Allowance