

## **'PATHWAY PARTNERSHIP' SCHOLARSHIP GUIDELINES 2013**

### **1 PREAMBLE**

The CSU 'Pathway and Partnership' Scholarship program is a specific scholarship program, open to students studying in a **CSU Pathway or Integrated Program** with Charles Sturt University (CSU) and one of our TAFE Institute Partners.

CSU is offering the scholarship to assist students who have *completed* the CSU Pathway Program (University Certificate in General Studies) to begin their studies with CSU and also to assist students with their joint studies between CSU and their TAFE institution.

University Certificate in General Studies - this course is a pathway program for students who wish to study at CSU but who do not meet the entry criteria or require further preparation. Successful completion of the University Certificate in General Studies provides guaranteed entry into many CSU degrees. The course is offered in partnership with selected TAFE Institutes.

Integrated programs are set up between TAFE and CSU, where students are co-enrolled and study at both institutions concurrently. Under this type of arrangement, specific courses are identified and a formal agreement is signed.

### **2 DEFINITION**

- 2.1** The CSU 'Pathway and Partnership' Scholarship program is a cash scholarship.
- 2.2** The CSU 'Pathway and Partnership' Scholarship Program is available to full-time students studying by either distance education (external) or on campus (internal) mode.
- 2.3** The Census Dates for 2013 are, First Session 27 March, Second Session 9 August and Third Session 6 December .

### **3 POLICY**

- 3.1** To receive a CSU 'Pathway and Partnership' Scholarship a student must meet the eligibility criteria and complete an Application Form.
- 3.2** Special consideration will be given to applicants who live in or are relocating to attend University/TAFE from a rural or remote area of Australia, are an Indigenous Australian, meet the low socio-economic criteria, have a disability or long term effects of illness or abuse, have Carer responsibilities, are refugees or have a non-English speaking background.
- 3.3** CSU 'Pathway and Partnership' Scholarship recipients taking an Approved Leave of Absence in any session will forfeit their payment for that session.
- 3.4** A CSU 'Pathway and Partnership' Scholarship recipient should be aware that the CSU 'Pathway and Partnership' Scholarship is regarded as income by Centrelink and it is the responsibility of the recipient to seek independent advice with respect to any taxation or Centrelink implications resulting from receiving this Scholarship.

## 4 SCHOLARSHIP NUMBER, VALUE AND DURATION

- 4.1 In 2013 there are 27 CSU 'Pathway and Partnership' Scholarships available.
- 4.2 In 2013 the CSU 'Pathway and Partnership' Scholarship is valued at \$2,000 per annum. The Scholarship is paid in two (2) equal instalments of \$1,000 per session (Session 1 and 2), within 6 weeks from the relevant session's Census Date.
- 4.3 Duration of the CSU 'Pathway and Partnership' Scholarship is one year.
- 4.4 CSU and TAFE students doing an Integrated Program over more than 1 year are eligible to reapply each year of the Integrated Program.

## 5 ELIGIBILITY CRITERIA

To be eligible for a CSU 'Pathway and Partnership' Scholarship in 2013 a student must:

- 5.1 Be a commencing student or continuing student in an undergraduate course at CSU; and
- 5.2 By the Census Date be enrolled fulltime in an undergraduate Commonwealth Supported (ie. HECS or HECS-HELP) course at CSU in 1<sup>st</sup> Session 2013; and

Note: 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) per session. Students who are enrolled to undertake less than this amount of study are not eligible for a CSU 'Pathway and Partnership' Scholarship unless there are exceptional circumstances that prevent the student from studying full-time as set out in the Extenuating Circumstances section of these Guidelines.

- 5.3 Be an Australian citizen, or a permanent Australian resident, or the holder of a permanent humanitarian visa or a temporary protection visa; and
- 5.4 Special consideration will be given to applicants who are Indigenous Australian, have a disability or effects of long term illness or abuse, have carer responsibilities, come from or are relocating from a rural or remote area of Australia, are a refugee or have a non English speaking background; and
- 5.5 Not have completed a previous University undergraduate course (or equivalent); and
- 5.6 Have proven **one** of the following:
  - 5.6.1 Have completed and demonstrated a **high level of academic performance**<sup>1</sup> in your CSU Pathway Program (University Certificate in General Studies); OR
  - 5.6.2 Have completed and have a pass level of academic performance<sup>1</sup> in your CSU Pathway Program (University Certificate in General Studies) and have demonstrated **financial hardship (low-socioeconomic criteria)** by being in receipt of a means tested Centrelink Benefit (ie. Youth Allowance, ABSTUDY, Austudy, Newstart Allowance, Disability Support Pension, Parenting Payment, Carer Payment, etc) or have completed and have a pass level of academic performance<sup>1</sup> in your CSU Pathway Program (University Certificate in General Studies) and after a comprehensive assessment completed by the University have demonstrated **financial hardship (low-socioeconomic criteria)** by completing the Financial Hardship section on the application form; OR
  - 5.6.3 Have demonstrated a **high level of academic performance** in your CSU Integrated Program ie. have demonstrated a high level of academic performance<sup>1</sup> in the TAFE

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1. Assessment of TAFE academic performance may take a combination of the following into account: examination results, graded competency assessments, small group projects, assignments, learning initiatives, and level of practical expertise.

component of the joint studies and maintained a Grade Point Average (GPA) of 4.0 and above in the CSU component of the joint study; OR

- 5.6.4 Have a pass level of academic performance<sup>1</sup> in your CSU Integrated Program and have demonstrated **financial hardship (low-socioeconomic criteria)** by being in receipt of a means tested Centrelink Benefit (ie. Youth Allowance, ABSTUDY, Austudy, Newstart Allowance, Disability Support Pension, Parenting Payment, Carer Payment, etc) or have a pass level of academic performance<sup>1</sup> in your CSU Integrated Program and after a comprehensive assessment completed by the University have demonstrated **financial hardship (low-socioeconomic criteria)** by completing the Financial Hardship section on the application form.

## 6 ONGOING ELIGIBILITY CRITERIA

To continue to be eligible for the second payment of the CSU 'Pathway and Partnership' Scholarship, the Scholarship recipient must, by the census date of the second session continue to:

- 6.1** If the scholarship has been allocated on the basis of meeting the eligibility criteria in point 5.6.1 and 5.6.2 of these guidelines:
- 6.1.1 Be enrolled as a full-time student Commonwealth Supported student at CSU; and
  - 6.1.2 If unable to enrol full-time, complete a CSU Special Circumstances Form if extenuating or special circumstances prevent the scholarship recipient studying fulltime; and
  - 6.1.3 Have maintained a GPA of 3 or above in their CSU undergraduate course.
- 6.2** If the scholarship has been allocated on the basis of meeting the eligibility criteria in 5.6.3 and 5.6.4 of these guidelines:
- 6.2.1 As an integrated program student be enrolled as a full-time student with the combined study load of your TAFE and CSU enrolment; and
  - 6.2.2 If unable to enrol full-time, complete a CSU Special Circumstances Form if extenuating or special circumstances prevent the scholarship recipient studying fulltime; and
  - 6.2.3 Have maintained a GPA of 3.0 in the CSU part of the integrated study programme.
- 6.3** If initial eligibility involved meeting the financial hardship criteria, be prepared to provide a current copy of your Centrelink Benefits or if not in receipt of Centrelink Benefits complete a CSU Financial Hardship form for assessment and approval; and
- 6.4** Citizenship and residency status remains eligible; and
- 6.5** Complete CSU Special Circumstances form if instructed by the Scholarship Officer.

## **7 EXTENUATING CIRCUMSTANCES**

- 7.1** In accordance with paragraph 5.2, 6.1.1 and 6.2.1 of these guidelines, CSU will take into account factors such as disability, affects of long term illness, ongoing affects of trauma or abuse, indigenous community responsibilities, course constraints outside a students' control and significant carer responsibilities (ie. sole parent, carer, etc) in determining a student's inability to study full-time.
- 7.2** Scholarship applicants should complete the relevant section of the scholarship application form if the wish to request waiver of the requirements as set out in paragraph 5.2, 6.1.1 or 6.2.1 of these guidelines and provide supporting documentation as required.
- 7.3** For the purpose of this programme, 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 applicants may be in receipt of a Centrelink Carer Allowance or Carer Payment.

## **8 SCHOLARSHIP OFFER PROCESS**

### **8.1 Application**

To be considered for a CSU 'Pathway and Partnership' Scholarship, students are required to complete an online application form and provide supporting documentation as required as per the CSU 'Pathway and Partnership' Scholarship Form.

### **8.2 Selection**

Selection for CSU University Pathway Scholarships will be a competitive process based on information provided as part of the application form. Applicants will be assessed by the CSU Scholarship Officer under the established Scholarship Eligibility Criteria as per point 5 of these Guidelines.

### **8.3 Notification**

- 8.3.1** CSU will make CSU 'Pathway and Partnership' Scholarship Offers by email or ebox direct to the student; and
- 8.3.2** If a student accepts their CSU 'TAFE to University' Scholarship, CSU will notify them via email/ebox that the University has received their scholarship acceptance.

### **8.4 Scholarship Offer**

A CSU 'Pathway and Partnership' Scholarship offer is made on the condition that the student meets the CSU 'Pathway and Partnership' Scholarship eligibility criteria as at the Census Date of session of scholarship offer.

- 8.4.1** The offer will include:
- a) CSU 'Pathway and Partnership' Scholarship Acceptance Form; and
  - b) a request for bank account details required for payment as set out in paragraph 8.1 of these Guidelines; and
  - c) The terms and conditions of the scholarship as set out in paragraph 14 of these Guidelines.
- 8.4.2** Following census date CSU will run a final eligibility check.
- 8.4.3** If a student has been made a CSU 'Pathway and Partnership' Scholarship offer, they have accepted it and are still eligible, payment will then proceed.
- 8.4.4** If a student has been made a CSU 'Pathway and Partnership' Scholarship offer, they have accepted it but they do not meet the eligibility requirements, the offer will be withdrawn and the scholarship will not be paid.

- 8.4.5 If a student has been made a CSU 'Pathway and Partnership' Scholarship offer, but they have not accepted it, the offer will be withdrawn and the scholarship will not be paid.

## **9 PAYMENT**

- 9.1 Payments will occur via electronic funds transfer (EFT) payable at half the annual scholarship value in each of the selected sessions.
- 9.2 CSU 'Pathway and Partnership' Scholarship payments in 2013 will be made within six weeks after the census date in selected sessions.
- 9.3 Recipients will be required to provide banking details for scholarship payments to occur.
- 9.4 Recipients should be aware that money received resulting from and to the value of a CSU 'Pathway and Partnership' Scholarship is counted as income for the purposes of the Social Security Act; and
- 9.5 Recipients will be asked to acknowledge in Acceptance of their Scholarship Offer that it is their responsibility to seek independent advice with respect to any Centrelink and Taxation implications.

## **10 EXPENDITURE**

It is the University's expectation that a CSU 'Pathway and Partnership' Scholarship will be spent on general living costs associated with studying at University.

## **11 DEFERMENT/SUSPENSION**

- 11.1 CSU 'Pathway and Partnership' Scholarship cannot be deferred.
- 11.2 CSU 'Pathway and Partnership' Scholarship recipients who defer their studies will have their scholarship withdrawn and the scholarship will not be paid. These applicants are eligible to apply the following year.

## **12 SCHOLARSHIP CANCELLATION**

CSU will cancel a CSU University Pathway Scholarship:

- 12.1 If the student ceases to meet the eligibility criteria or ongoing eligibility as specified in paragraphs 5 or 6 of these Guidelines; or
- 12.2 If CSU determines that a student is guilty of serious academic misconduct; or
- 12.3 If CSU determines that the scholarship was awarded on the basis of false or falsified information.

## **13 PROVISION OF FALSE INFORMATION**

If CSU knows or has reason to believe that a CSU 'Pathway and Partnership' Scholarship recipient has provided false or misleading information to CSU in relation to a CSU 'Pathway and Partnership' Scholarship, CSU will immediately:

- a) Provide the student with an opportunity to explain; and
- b) Re-assess the student's entitlement to a CSU 'Pathway and Partnership' Scholarship.

## **14 TERMS AND CONDITIONS**

- 14.1 Upon receipt of a CSU 'Pathway and Partnership' Scholarship students agree to fulfil all requirements as set out in these Guidelines.
- 14.2 In the submission of a signed CSU 'Pathway and Partnership' Scholarship Acceptance Form students consent to the University Scholarships Office accessing the student's CSU records for the purposes of assessing and administering the CSU 'Pathway and Partnership' Scholarship.

## 15 PRIVACY

The University recognises the importance of protecting personal information provided for the administration of the **CSU 'Pathway and Partnership' Scholarship** Program. And is bound by the Privacy and Personal Information Protection Act 1998 (NSW), the Privacy Act 1988 (Cwlth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cwlth) and the Health Records and Information Privacy Act 2002 (NSW).

The information collected will only be used by authorised staff to assess eligibility and administer the **CSU 'Pathway and Partnership' Scholarship** Program. The information collected may also be used for assessment purposes for other scholarships and equity programs where permission is given by the applicant. Students should be aware that they provide information of their own free will.

Personal and health information provided by the applicant will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the applicant's consent, except where the University may be legally required to do so.

Applicant files will be held in a secure office or filing cabinet which is accessible only to authorised employees and will be kept for the appropriate legal time limit and then destroyed.

Students may access their personal information to ensure that it is accurate, relevant to the purpose for which it was collected, not misleading, incomplete or out-of-date. Students may also ask the Scholarship Office to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things students should contact the CSU Scholarship Office at [scholarships.officer@csu.edu.au](mailto:scholarships.officer@csu.edu.au).

Students dissatisfied with the way the CSU Scholarship Office has handled their personal information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

## 16 AMENDMENTS

Amendments may be made to these guidelines from time to time by the Division of Student Services Scholarship Office.

## 17 VERSION CONTROL

Date	Version	Author	Description / Amendments
September 2012	1.1	Rebecca Gransden	2013 Guidelines Version