



## **PART A: FOR STUDENTS ATTENDING BATHURST, DUBBO, ORANGE OR WAGGA WAGGA CAMPUS RESIDENTIAL SCHOOLS**

Student Residences and Business in conjunction with Student Equity in 2010 will provide 200 nights of free accommodation for distance education students attending compulsory residential schools, as part of their contribution toward the regional engagement of the University.

Following are the Guidelines for the provision of the Residential School Equity Grants (RSEG) in 2010, for students attending the Bathurst, Dubbo, Orange or Wagga Wagga campus for residential school.

Student Equity will be responsible for the allocation and administration of the RSEG including guidelines, application form, promotion, outcome notification, and informing Residences of RSEG allocation for auditing purposes etc.

Student Residences and Business will be responsible for the administration of accommodation, including bookings, payments etc.

200 nights free accommodation will be offered in grants for residential school periods over each of the sessions 2010.

### **Eligibility**

- Students must be enrolled in a distance education subject in a course of undergraduate study as a Commonwealth supported (HECS-HELP) student. This includes Honours students.
- Full fee paying students (FEE-HELP), associate students and postgraduate students are **not** eligible.
- **Students must have a grade point average of 3.0 or higher to be eligible for this grant.**
- **Residential School** must be a compulsory residential school.

### **Grant benefits**

A RSEG will provide a specified number of free night's accommodation in the Halls of Residence on-campus at Bathurst, Dubbo, Orange or Wagga. The Halls of Residence is **catered** and cannot be transferred to other areas of on-campus accommodation such as catered Cottage style accommodation, unless there is a verified need for accessibility. In such an instance, the RSEG recipient will contact a Student Equity Officer to make arrangements. If a student requests self-catering (for example, they have special dietary requirements), there will be no refund for choosing this cheaper option. Students not willing to stay in the Halls of Residence should not apply for a RSEG.

The RSEG can only be used in the residential school period in which it is offered. That is, the offer will lapse at the end of the current residential school period your RSEG application has been submitted for; therefore the grant cannot be used for another residential school period. Students are expected to familiarise themselves with the Student Residences and Business alteration and cancellation fee policy.

### **Selection**

- The RSEG Selection Committee will select the successful candidates from among all eligible applicants.
- For the Bathurst, Dubbo, Orange and Wagga recipients, Student Residences and Business will be notified of the successful applicants and the number of free nights awarded.
- Student Residences and Business will then cross-check bookings with successful candidates.

### **Selection Criteria**

The following information will be considered when allocating RSEG.

#### **Primary and Compulsory Criteria**

Financial criteria (supporting documentary evidence of this is compulsory):

- Applicant being in receipt of means-tested Commonwealth income support payment, for example, Disability Support Pension, Parenting Payment, Austudy etc.
- If applicant is not in receipt of Centrelink Benefits, the applicant **MUST** submit a claim of financial hardship, supported by an Australian Tax Office - *Notice of Assessment*, current payslip showing YTD income earned and it is compulsory to complete the CSU Financial Hardship Form.

## Secondary Criteria

- Preference will be given to students living in 'Inner Regional', 'Outer Regional', 'Remote' and 'Very Remote' categories as distinguished using the ASGC Remoteness Areas classification. Classifications are postcode based. To determine your classification please visit the Student Equity website at <http://www.csu.edu.au/division/studserv/equity/RSEG/ASGCRemotenessLookupCSU.xls>
- Applicant holds a current Centrelink Health Care Card in conjunction with Centrelink Benefits or proven Financial Hardship.
- Requirement to take leave without pay to attend residential school, supported by a statement from employer.
- Cost of travel and other expenses to attend the campus at which the residential school is held.
- Ineligibility for other funding support for travel such as ABSTUDY *Away from Base*, or employer support.
- Frequency and duration of residential school/s.
- Distance travelled to attend the campus at which the residential school is held.

## Notification

All applicants, both successful and unsuccessful, will be informed of the outcome of the selection process via email or eBox message. RSEG recipients for the Bathurst, Dubbo, Orange and Wagga campuses will be informed of the number of free night's accommodation they have been awarded, and any conditions of the grant. These recipients will be required to print this notification, as they may be asked to present it when they check-in for their residential school. All these applicants will be asked to book accommodation online through the Residences website, by the close of the 'Early Bird Rate' for current deadlines, please check the RSEG Key Dates at: <http://www.csu.edu.au/division/studserv/equity/rseg/keydates.htm>.

Students will also be notified that the RSEG is only available for the listed residential school period as per their outcome notice. That is, the offer will lapse at the end of this Residential School period. The grant cannot be used for other residential periods. Successful applicants will also be asked to familiarise themselves with the Student Residences and Business alteration and cancellation fee policy.

## Documentation

It is very important that students provide documentation where requested to do so as part of their application. Applications with incorrect or no supporting documentation which has been requested as part of the online application process required for determining eligibility will be deemed ineligible, or will not have the particular section/s to which the missing documentation relates, assessed. Financial documentary evidence is compulsory and if not supplied the application will be assessed as ineligible.

## Expenditure

The RSEG recipient bears full responsibility for the payment of any monies owing to Student Residences and Business over and above that which is covered by the RSEG. For example, if a student is awarded 3 nights accommodation by the Residential Grant scheme, and they require 5 nights accommodation, then they must pay for the remaining 2 nights.

The RSEG will only be valid for the student and the dates for which it is issued. Any part that is not used for this specified accommodation will lapse. There are **NO REFUNDS** to the value of cancelled grant nights.

Students should also be aware if they decide to reduce the number of days they are staying, they will be forfeiting the grant nights before paid nights - see example below.

Example: A student requires four nights accommodation - 2 nights paid for by RSEG.

Nights cancelled	Outcome
1	Lose one grant night
2	Lose two grant nights
3	Lose two grant nights
4	Lose two grant nights

Should a student need to make changes to their accommodation booking at any time, it will be at the discretion of Student Residences and Business if the alteration or cancellation policy is applied.

## **Advertising**

The main location for information including guidelines and application form will be the Student Equity RSEG website.

There will be links to this information on the following websites:

- Student Residences and Business
- Student Equity

Additionally, where possible, RSEG information will be tagged to all residential school information links.

- Promotional eBox message will be sent out approximately 5 weeks prior to the particular Residential Schools 'Early Bird booking deadline' to alert potential applicants of the Residential School Equity Grants application deadlines, etc.
- The Residences eBox messages will be sent out to potential applicants 1 week prior to the "early bird" rate booking cut-off. Any mail-outs or eBox messages to distance education students attending residential schools will include information about the scheme, and a link to the Student Services website.

## **Timeline**

- Please go to the RSEG Website and Key Dates at:  
<http://www.csu.edu.au/division/studserv/equity/rses/keydates.htm> for more information on application deadlines, etc.

## **Selection Committee**

The RSEG Selection Committee shall consist of the Manager Access and Learning, Student Equity Officers and if deemed appropriate, staff member/s from Student Residences and Business as nominated by the Executive Director, Student Services.

## **PART B: FOR STUDENTS ATTENDING SYDNEY, ALBURY OR CANBERRA CAMPUS RESIDENTIAL SCHOOLS**

Student Equity will provide some funds for distance education students attending compulsory residential schools, as part of their contribution toward the regional engagement of the University.

Following are the Guidelines for the provision of the Residential School Equity Grant (RSEG) in 2010, for students attending the Albury or Canberra campuses (no on-campus accommodation available) for residential schools.

Student Equity will be responsible for the administration of the RSEG including guidelines, application form, promotion, allocation, outcome notification, and arranging for payment.

Some subsidised nights of accommodation will be offered in grants for residential schools in each of the Sessions 2010.

### **Eligibility**

- Students must be enrolled in a distance education subject in a course of undergraduate study as a Commonwealth supported (HECS-HELP) student. This includes Honours students.
- Full fee paying students (FEE-HELP), associate students and postgraduate students are **not** eligible.
- **Students must have a grade point average of 3.0 or higher to be eligible for this grant.**
- **Residential School** must be a compulsory residential school.

### **Grant benefits**

A RSEG will provide a specified number of nights' accommodation subsidised at \$62.00 per night. Payment will be made via electronic funds transfer (EFT) directly into a nominated bank account. Recipients will be expected to use their discretion, in accordance with their finances, when selecting an appropriate accommodation provider for their residential school.

The student is responsible for making the accommodation booking.

### **Selection**

The RSEG Selection Committee will select the successful candidates from among all eligible applicants.

### **Selection Criteria**

The following information will be considered when allocating RSEG.

#### **Primary and Compulsory Criteria**

Financial criteria (supporting documentary evidence of this is compulsory):

- Applicant being in receipt of means-tested Commonwealth income support payment, for example, Disability Support Pension, Parenting Payment, Austudy etc.
- If applicant is not in receipt of Centrelink Benefits, the applicant **MUST** submit a claim of financial hardship, supported by an Australian Tax Office - *Notice of Assessment*, current payslip showing YTD income earned and it is compulsory to complete the CSU Financial Hardship Form.

#### **Secondary Criteria**

- Preference will be given to students living in 'Inner Regional', 'Outer Regional', 'Remote' and 'Very Remote' categories as distinguished using the ASGC Remoteness Areas classification. Classifications are postcode based. To determine your classification please visit the Student Equity website at <http://www.csu.edu.au/division/studserv/equity/RSEG/ASGCRemotenessLookupCSU.xls>
- Applicant holds a current Centrelink Health Care Card in conjunction with Centrelink Benefits or proven Financial Hardship.
- Requirement to take leave without pay to attend residential school, supported by a statement from employer.
- Cost of travel and other expenses to attend the campus at which the residential school is held.
- Ineligibility for other funding support for travel such as ABSTUDY *Away from Base*, or employer support.
- Frequency and duration of residential school/s.
- Distance travelled to attend the campus at which the residential school is held.

## Notification

All applicants, both successful and unsuccessful, will be informed of the outcome of the selection process via email eBox message. With notification of success the message will also advise the actual monetary funds granted.

## Documentation

It is very important that students provide documentation where requested to do so as part of their application. Applications with incorrect or no supporting documentation which has been requested as part of the online application process required for determining eligibility will be deemed ineligible, or will not have the particular section/s to which the missing documentation relates, assessed. Financial documentary evidence is compulsory and if not supplied the application will be assessed as ineligible.

## Expenditure

The RSEG recipient bears full responsibility for the payment of any monies owing to a motel etc, over and above that which is covered by the RSEG. For example, if a student is awarded 3 nights accommodation by the Residential Grant scheme, and they require 5 nights accommodation, then they must pay for the remaining 2 nights as required by the RSEG applicants chosen accommodation provider.

The RSEG will only be valid for the student (RSEG applicant) and the Residential School period for which it is issued.

Students should also be aware if they decide to reduce the number of days they are staying, they will be forfeiting the RSEG nights before other nights.

Example: A student requires four nights accommodation - 2 nights paid for by student plus 2 RSEG subsidised nights.

Nights cancelled	Outcome
1	Lose one RSEG night
2	Lose two RSEG nights
3	Lose two RSEG nights
4	Lose two RSEG nights

## Advertising

The main location for information including guidelines and application form will be the Student Equity RSEG website.

There will be links to the information on the following websites:

- Student Residences and Business
- Student Equity

Additionally, where possible, RSEG information will be tagged to all residential school information links.

- Promotional eBox message will be sent out 5 weeks prior to the 'Early Bird Booking deadline' of each Residential school period to alert potential applicants of the Residential School Equity Grant and application deadlines.
- Any mail-outs or eBox messages to DE students attending residential schools will include information about the scheme, and a link to the Student Services website.

## Timelines

- Please go to the RSEG Website and Key Dates at: <http://www.csu.edu.au/division/studserv/equity/rses/keydates.htm> for more information on application deadlines, etc.

## Selection Committee

The RSEG Selection Committee shall consist of the Manager Access and Learning, Student Equity Officers and if deemed appropriate, staff member/s from Student Residences and Business as nominated by the Executive Director, Student Services

## VERSION CONTROL

Date	Version	Author	Description / Amendments
22-Oct-2009	1.0	Carissa Michel & Carol Colombera	• 2010 RSEG Guidelines
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<b>Approved:</b> Executive Director, Student Services	<b>Assigned review period</b> Yearly	<b>Date of next review</b> October 2010
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