

CHARLES STURT
UNIVERSITY



CSU Equity Scholarships Commonwealth Scholarships

Policy and Guidelines for 2010

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UNIVERSITY STRATEGY

During 2006 the Vice Chancellor launched the University Strategy 2007-2011. This strategy outlines the vision, the mission, the key objectives and the values for the University for the next five years.

Vision: A national university for excellence in education for the professions, strategic and applied research and flexible delivery of learning and teaching.

One of the key objectives of the University's Mission is to continue to build institutional strength, reputation and sustainability by ensuring ethical and effective governance practices and the responsible stewardship of resources.

Another key objective of the University's Mission is to provide distinctive educational programs for the professions that prepare students for work and citizenship and which are accessible to students who have the capacity for university study.

Once students have gained admission to Charles Sturt University thereby proving their capacity for university study, the Commonwealth Scholarship Programme and the CSU Equity Scholarship Programme provide financial resources to assist students who otherwise would have limited access to undertake University study.

Further, within the Equity operational plan of the Division of Student Services, The Charles Sturt University (CSU) Equity Goal is:

"To enhance the capacity of CSU to contribute to Australia's social, cultural, political and economic vitality and strength through action which embraces the full diversity of the community and results in a student profile that fairly reflects that diversity."

2 PREAMBLE

Consistent with the CSU Equity goal, CSU aims to provide a transparent, confidential, fair and consistent application of these Guidelines in its implementation of the Equity Scholarships Programme.

Concurrently CSU will facilitate the meeting of the Commonwealth Scholarships Programme objectives that are to:

"...facilitate choice in higher education and to increase higher education participation by students from low socio-economic backgrounds, particularly Indigenous students and students from regional and remote areas."

The primary aim of the Indigenous Access Scholarship (IAS) is to improve higher education access for Indigenous people, particularly those who need to relocate from regional and remote areas, through a one-off payment to take up a higher education course.

2.1 Commonwealth Scholarships

Universities administer the Commonwealth Scholarships Programme on behalf of the Australian Government in line with guidelines issued by the Department of Education, Employment and Workplace Relations (DEEWR). From 1 January 2010, Universities will no longer be able to award new Commonwealth Accommodation Scholarships (CAS), CAS-Specialist Scholarships, Commonwealth Education Costs Scholarships (CECS) or CECS-Priority Discipline Scholarships. Universities will continue to be responsible for the administration of continuing CAS, CAS-S, CECS and CECS-P recipients until their entitlement is consumed under the guidance of the 'grandfathering' agreement with the Commonwealth Government.

Universities will continue to be responsible for the allocation of new Indigenous Access Scholarship Payments, Indigenous-CECS and Indigenous-CAS scholarships and administration of continuing Indigenous-CECS and Indigenous-CAS recipients.

The following policy and guidelines detail Charles Sturt University's implementation of the Commonwealth Scholarships Programme provided for under the Commonwealth Scholarships Guidelines made for the purposes of Part 2-4 of the Higher Education Support Act 2003 (the Act).

These Guidelines, as a requirement stipulated in paragraph 2.15 of the Higher Education Support Act 2003 – Guidelines for Commonwealth Scholarships are to be read in conjunction with the Guidelines for Commonwealth Scholarships that will come into effect late 2009, and are applicable for 2010.

2.2 CSU Equity Scholarships

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 Institutional Equity Scholarship for the purpose of providing funds to assist students from disadvantaged groups to study at CSU.

3 DEFINITION

The Equity Scholarship programme consists of:

For Commencing Students 2010:

- 3.1** Indigenous Access Scholarship (IAS) (also known as the Commonwealth Accommodation Scholarship-Indigenous Payment (CAS-I)) to assist Indigenous students to undertake an undergraduate course;
- 3.2** Indigenous Commonwealth Education Costs Scholarships (Indigenous-CECS) to assist with general education costs; and
- 3.3** Indigenous Commonwealth Accommodation Scholarship (Indigenous-CAS) to assist with general accommodation costs; and
- 3.4** Charles Sturt University Equity Scholarships (CSUES) to assist with general education costs. The CSUES is an institution equity scholarship

For Continuing Students in 2010 being 'grandfathered' through under the Commonwealth Scholarship Program:

- 3.5** Commonwealth Education Costs Scholarship-Ordinary and Commonwealth Education Costs Scholarship-Priority (CECS and CECS-P) to assist with general education costs; and
- 3.6** Commonwealth Accommodation Scholarship-Ordinary and Commonwealth Accommodation Scholarship-Specialist (CAS-S) to assist with accommodation costs.

4 LEGISLATION

The following legislation is directly relevant to this policy:

- Higher Education Support Act 2003
- Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Subordinate Legislation:

- Higher Education Support Act 2003 – Guidelines for Commonwealth Scholarships
- Freedom of Information Act 1982

5 SCHOLARSHIP VALUE AND NUMBER

5.1. Value of Scholarships and Indexation

The value of scholarships in 2010 is as follows:

- CECS and CECS-P - \$2,254 per annum for four years
- Indigenous-CECS - \$2,254 per annum for four years
- CAS and CAS-S - \$4,508 per annum for four years
- Indigenous-CAS - \$4,508 per annum for four years
- IAS - \$4,253 is a one-off scholarship payment, to assist indigenous students. 1st payment is made within 15 working days of offer acceptance and the 2nd IAS payment is made within 6 weeks after the Census date of session of allocation.

These amounts will be indexed for subsequent years in accordance with Division 198 of the Higher Education Support Act (HESA) 2003.

- CSU Equity Scholarship - \$2,000 per annum for one year.

5.2. Number of Scholarships

In 2009 CSU received funding for:

- 128 new CECS and 416 continuing CECS recipients;
- 109 new CECS-P
- 151 new CAS and 341 continuing CAS recipients;
- 95 new CAS-S
- 23 IAS; and
- CSU will provide funding for approximately 280 CSU Equity Scholarships in 2010.

6 POLICY

- 6.1 A student must meet eligibility criteria.
- 6.2 Special consideration will be given to Indigenous students.
- 6.3 A student applying for an Equity Scholarship in 2010 to CSU can only receive a CSU Equity Scholarship (CSUES). The only exception is in the case of an IAS recipient who will also receive an Indigenous-CECS and an Indigenous-CAS scholarship in addition, provided the student meets the additional criteria for the Indigenous-CAS.
- 6.4 Indigenous-CECS and Indigenous-CAS recipients may receive these scholarships for a maximum period of 8 sessions, provided they continue to meet the ongoing eligibility criteria.
- 6.5 A student may receive a CSU Equity Scholarship for a maximum duration of 1 year provided they meet the ongoing eligibility criteria.
- 6.6 A student who is enrolled in the CSU Diploma of Policing Practice AND is in receipt of a scholarship is not eligible for an IAS, Indigenous-CECS, Indigenous-CAS, CAS-Ordinary or a CAS-Specialist, or a CECS-Ordinary or a CECS-Priority or a CSU Equity Scholarship.
- 6.7 A student in receipt of an Indigenous-CAS, CAS-Ordinary, CAS-Specialist, IAS, Indigenous-CECS, CECS-Ordinary, CECS-Priority or an Equity or Institutional Equity Scholarship from another University will not automatically continue to receive an Indigenous-CAS, CAS-Ordinary or a CAS-Specialist or an Indigenous-CECS, CECS-Ordinary or a CECS-Priority or an Equity Scholarship at CSU.
- 6.8 An Indigenous-CAS, CAS-Ordinary, CAS-Specialist, Indigenous-CECS, CECS-Ordinary or CECS-Priority recipient can suspend their CS payment in accordance with the CSU Scholarship Payment Suspension Guidelines in paragraph 11 of these guidelines.

- 6.9** A CSUES recipient taking an Approved Leave of Absence in the 2nd session of their CSUES allocation will forfeit that session's payment and their CSUES will be cancelled.
- 6.10** An IAS, Indigenous-CECS, Indigenous-CAS or a CSUES recipient deferring their offer to study will forfeit their, IAS, Indigenous-CECS, Indigenous-CAS or their CSUES.
- 6.11** An IAS is only offered initially to commencing Indigenous students with CSU. On acceptance of their IAS offer, students must sign a declaration stating that they have not accepted the offer of an IAS at any other eligible scholarship provider. Unallocated IAS may then be offered to continuing CSU students once the new student pool of applicants is exhausted and those continuing students meet the eligibility criteria.
- 6.12** A student can hold an IAS concurrently with another category of CAS.
- 6.13** A student can hold an IAS concurrently with a Student Start-up scholarships and/or Relocation scholarship.
- 6.14** A student may NOT concurrently hold an *Indigenous-CECS* and an *Indigenous Enabling-CECS*.
- 6.15** A student may NOT concurrently hold an *Indigenous-CAS* and an *Indigenous Enabling-CAS*.
- 6.16** A student may NOT concurrently hold scholarships with different providers even if the Commonwealth Scholarships are of different scholarship types.
- 6.17** A student may NOT concurrently hold an *Indigenous-CECS*, *CECS*, *CECS-Priority* or *Indigenous Enabling-CECS* and a *Student Start-up scholarship*.
- 6.18** A student may NOT concurrently hold an *Indigenous-CAS*, *CAS* or *CAS-Specialist* or *Indigenous Enabling-CAS* and a *Relocation scholarship*.
- 6.19** A Scholarship holder who undertakes a program of study:
- (a) overseas, or
 - (b) with another University approved by CSU as a cross-institutional arrangement as a Commonwealth supported student;
- will not be precluded from continuing to access a CS during this period, so long as the program of study is approved by CSU and counts toward the requirements for the course of study in which the student is enrolled at CSU. All CS student eligibility criteria must be maintained by the recipient during this period with CSU.
- 6.20** Due to privacy laws, any discussion of an application or scholarship recipient must take place only with the applicant/scholarship recipient.

7 ELIGIBILITY CRITERIA

7.1 CSU Equity Scholarships (CSUES)

To be eligible for a CSUES as a new or continuing student in 2010 a student must, by the Census Date of their first and subsequent sessions:

- 7.1.1 be undertaking an undergraduate course or a postgraduate course of study required for initial registration for the purposes of practicing in the relevant profession, either by on campus or distance education mode of study, as a Commonwealth supported student, as defined in the Act, i.e. a HECS-HELP student; and

Note: Students who are enrolled in an enabling or non-award programme are not eligible for a CSU Equity Scholarship.

- 7.1.2 be enrolled as a full-time student; 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 CSUES unless there are exceptional circumstances that prevent the student from studying full-time as set out in Paragraph 9.4 of these Guidelines.

- 7.1.3 be studying their first Undergraduate degree; and
- 7.1.4 not be in receipt of a Commonwealth Scholarship, Relocation Scholarship or a Start Up Scholarship; and
- 7.1.5 not be in receipt of any other scholarship that is valued at greater than the value of a CAS per annum;
- 7.1.6 have, (if the student is a current and continuing student of CSU) and maintain a grade point average (GPA) of 3.00 or higher; and
- 7.1.7 be an Australian citizen or the holder of a permanent humanitarian visa; and
Note: students who are Australian permanent residents are not eligible for a CSUES.
- 7.1.8 within the four years immediately preceding the commencement of the current course of study (including study within another program or at another University, where the student has transferred) the student:
 - a) has lived in a regional or remote area of Australia for at least three years; or
 - b) completed the final two years of schooling in a high school or college in a regional or remote area; or
 - c) moved away from a regional or remote area to complete the final two years of schooling at a high school or college in a major city; and
 - d) has lived in a regional or remote 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 (e.g. TAFE) for a maximum of two years duration immediately preceding the commencement of their undergraduate course; and
- 7.1.9 it was necessary for the student to move from the regional or remote area in order to undertake their higher education study or, in the case of paragraph 7.1.8 above, it was necessary for the student to remain in a major city in order to undertake their higher education study; and
- 7.1.10 as a result of 7.1.8 and 7.1.9, the student will incur additional accommodation costs; and
- 7.1.11 meets the regional or remote requirements consistent with paragraph 7.1.8 above, as set out in paragraph 9.5 of these Guidelines; and
- 7.1.12 be of low socio-economic status, for the purpose of these Guidelines,
 - a) demonstrated by the student being in receipt of a means-tested Commonwealth income support payment, for example Youth Allowance, Austudy, Abstudy, Parenting payment, Disability Support Pension etc ; or
 - b) on the basis of a comprehensive assessment conducted by or on behalf of CSU.

7.2 CSUES Ongoing Eligibility Criteria

To maintain eligibility for the second session payment of a CSUES, by the HECS Census Date, a student must:

- 7.2.1 continue to meet the Eligibility Criteria as outlined in 7.1 above; and
- 7.2.2 meet the satisfactory academic progress requirements defined as maintaining a grade point average of 3.00 or above; and
- 7.2.3 complete a CSU Special Circumstances Form if special or extenuating circumstances (outlined in paragraph 9 of these Guidelines) prevent a student meeting 7.1.2 or 7.1.6 of these Guidelines.

- 7.2.4 complete a CSU Ongoing Eligibility form and have their eligibility for a CSUES confirmed by CSU prior to scholarship payment.

7.3 Indigenous-CECS and Indigenous-CAS

To be eligible for an Indigenous-CECS and Indigenous-CAS payment a student must;

- 7.3.1 be an Australian citizen;

- 7.3.2 be an Indigenous person

A person will be considered to be an Indigenous person for the purposes of a Commonwealth Scholarship (CS) where the person:

- a) is of Australian Aboriginal or Torres Strait Islander descent; or
- b) identifies as an Australian Aboriginal or Torres Strait Islander or
- c) Is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

(A student's declaration of their Aboriginality or Torres Strait Islander status during the CS application process should normally be accepted as sufficient evidence of their Indigenous status. However, where it is disputed or uncertainty exists as to the Aboriginality or Torres Strait Islander status of the student, evidence will be required to establish that he or she is an Aboriginal or Torres Strait Islander person. The following documentation is acceptable in confirming a student's status as an *Indigenous* person: an affirmation signed by the student, declaring that he/she identifies as an Australian Aboriginal or Torres Strait Islander; and a letter signed by the Chairperson of an Aboriginal and Torres Strait Islander incorporated organisation in a community in which the student lives or has previously lived.); and

- 7.3.3 meets the low socio-economic status requirements specified in 7.1.12 of these Guidelines; and

For the purpose of the *Indigenous-CECS, Indigenous-CAS and IAS*, when assessing for low socio-economic status, assessors can have regard to the range of disadvantages which may affect the immediate financial status of Indigenous students accessing higher education. Such factors may include geographical isolation, stability of financial status, and family circumstances, such as illness or bereavement which affect the level of family financial support. In making this assessment, CSU will also consult with their Indigenous Education Unit.

- 7.3.4 be enrolled in or undertaking a *course of study* (for the purposes of cross-institutional studies) with CSU as an undergraduate student not limited to areas of *National Priority* 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 area of *National Priority*; and

- 7.3.5 in the case of the Indigenous-CECS meet the full-time student requirements as specified in paragraph 7.1.2 of these Guidelines, unless there are extenuating circumstances as outlined in 9.4 of these Guidelines;

- 7.3.6 in the case of the Indigenous-CAS meet the full-time student requirements as specified in paragraph 7.1.2 of these guidelines, unless there are extenuating circumstances as outlined in 9.4 of these Guidelines.

- 7.3.7 in the case of Indigenous-CAS students they must also only be studying in the majority of subjects by on-campus mode, unless there are demonstrated extenuating circumstances preventing them from doing so, including, but not limited to the following:

- (a) the need for the student to attend classes or access other study related facilities on the campus at which they are enrolled with CSU or a host provider approved by CSU through a cross-institutional arrangement;
- (b) the distance between the student's home and the relevant campus;
- (c) the availability and quality of transport infrastructure between the student's home and the relevant campus;
- (d) limitations on the student's mobility due to disability and/or carer responsibilities;

(e) subject availability and/or course structure restrictions at CSU and subjects are only available by the distance education mode of study.

7.3.8 have not already completed the requirements of a *course of study* (with any provider) regarded by CSU to be equivalent to or higher than an Australian bachelor's award, unless each such award is a prerequisite to their current undergraduate *course of study* (note: Commonwealth Scholarships are primarily for students undertaking an initial qualification); and

7.3.9 in the case of the Indigenous-CAS the additional Eligibility requirements are taken into account in determining a student's eligibility. CSU determine as to whether the student has lived in a regional or remote area consistent with paragraph 7.1.8, 7.1.9, 7.1.10 and 7.1.11 of these Guidelines.

7.4 Indigenous Access Scholarship

To be eligible for an IAS a student must:

7.4.1 meet the eligibility requirements stated at 7.3 of these Guidelines for an Indigenous-CECS;

7.4.2 be a commencing student who has:

- (a) accepted the offer of a place; or
- (b) been enrolled; or
- (c) is undertaking a course;

in an undergraduate *course of study* or *eligible national priority postgraduate* course with CSU as a *Commonwealth supported student*; and

7.4.3 in exceptional circumstances, if a **continuing** student is required as part of their course to undertake a study in a location distant from their previous place of study, CSU may give consideration to these students when awarding an IAS.

7.5 Ongoing Eligibility for Indigenous-CAS and Indigenous-CECS

To maintain eligibility for the maximum period, at the beginning of each session, an Indigenous-CAS and Indigenous-CAS recipient must:

7.5.1 meet the satisfactory academic progress requirements defined as maintaining a grade point average (GPA) of 3.00 or above, assessed each session Indigenous-CAS and Indigenous-CECS payments are made; and

7.5.2 either continue to meet the eligibility requirements for an Indigenous CAS and Indigenous CECS as set out in paragraph 7.3 of these Guidelines; or

7.5.3 if necessary, apply in writing in accordance with the Scholarship Payment Suspension Guidelines or CSU Special Circumstances Form, should a scholarship recipient wish to suspend their scholarship payment or have criteria waived according to their extenuating or special circumstances (as set out in paragraph 9.4 of these Guidelines); and

7.5.4 complete a CSU Ongoing Eligibility form and have their eligibility for a scholarship confirmed by CSU prior to scholarship payment.

8. Ongoing Eligibility for CECS, CECS-Priority, CAS and CAS-Specialist

From the beginning of 2010 the Commonwealth Government ceased allocation of CAS-Ordinary and CECS-Ordinary through University's and replaced these Commonwealth Scholarships respectively with a "Relocation Scholarship" and a "Start Up Scholarship" administered through

Centrelink and available to fulltime students in receipt of Youth Allowance, Austudy and ABSTUDY.

Under Commonwealth Scholarship Guidelines, CSU will continue to 'grandfather' through current recipients of the CECS, CECS-P, CAS and CAS-S provided they continue to meet the Ongoing Eligibility Criteria as outlined in paragraphs 8.1 and 8.2 of these Guidelines:

8.1 CECS-Ordinary and CECS-Priority Ongoing Eligibility Criteria

To be eligible for a CECS and CECS-P in 2010 a student must, by the Census date of each session:

8.1.1 not have already received a CECS or CECS-P for the maximum duration; and

8.1.2 be an Australian citizen or the holder of a permanent humanitarian visa; and

Note: students who are Australian permanent residents are not eligible for a CECS

8.1.3 be enrolled as a full-time student at CSU, either by on campus or Distance Education mode; 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). This is enrolment in 3 subjects (8 point subjects or 24 subject points) each session. Students who are enrolled to undertake less than this amount of study are not eligible for a CS unless there are exceptional circumstances that prevent the student from studying full-time as set out in paragraph 9.4 of these Guidelines.

8.1.4 be of low socio-economic status, for the purpose of these Guidelines,

a). demonstrated by the student being in receipt of a means-tested Commonwealth income support payment, for example Youth Allowance, Austudy, Abstudy, Parenting payment etc.; or

b) on the basis of a student completing a 'CSU Financial Hardship Form' and comprehensive assessment conducted by or on behalf of CSU; and

8.1.5 be enrolled or undertaking a course as:

a) an undergraduate course of study as a Commonwealth supported student, as defined in the Act, that is, a HECS-HELP student;

Note: Students who are enrolled in an enabling or non-award programme are not eligible for a CECS or CECS-P.

OR

b) 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 field of Education; and

8.1.6 not already have completed the requirements of a course of study regarded by CSU to be equivalent to, or higher than, an Australian Bachelor's award, unless each award is a prerequisite to a student's current undergraduate course of study and there is no alternative pathway into that course of study at CSU; and

Note: Students completing an Honours year as part of their undergraduate studies, a Bachelor of Teaching or a Diploma of Education in addition to a Bachelor's degree are eligible for a CECS or CECS-P.

8.1.7 not be in receipt of another scholarship that is valued at greater than the value of CAS per annum or a "Start-Up Scholarship"; and

8.1.8 meet the satisfactory academic progress requirements defined as maintaining a grade point average of 3.00 or above; and

8.1.9 a CECS-P recipient must remain enrolled in an National Priority Discipline course of study in one of the broad degrees related to the Fields of Education or their course major is in a National Priority Discipline area (list in appendix i); and

8.1.10 if necessary, apply in writing in accordance with the Scholarship Payment Suspension Guidelines or CSU Special Circumstances Form, should a scholarship recipient wish to

suspend their scholarship payment or have criteria waived according to their special circumstances (as set out in paragraph 9.4 of these Guidelines); and

- 8.1.11 complete a CSU Ongoing Eligibility form and have their eligibility for a scholarship confirmed by CSU prior to scholarship payment.

8.2 CAS-Ordinary and CAS-Specialist Eligibility Criteria

To be eligible for a CAS and CAS-S in 2010 a student must, by the HECS Census date of each session:

- 8.2.1 meet the CECS eligibility requirements specified in paragraph 8.1 of these Guidelines, except must only be enrolled by on campus mode; and
- 8.2.2 a CAS-S recipient must also remain enrolled fulltime and by internal mode in a CSU nominated specialist course (as per list in appendix ii); and
- 8.2.3 has not already received a CAS or CAS-S for the maximum duration; and
- 8.2.4 within the four years immediately preceding the commencement of the current course of study (including study within another program or at another University, where the student has transferred) the student:
- e) has lived in a regional or remote area of Australia for at least three years; or
 - f) completed the final two years of schooling in a high school or college in a regional or remote area; or
 - g) moved away from a regional or remote area to complete the final two years of schooling at a high school or college in a major city; and
- 8.2.5 it was necessary for the student to move from the regional or remote area in order to undertake their higher education study or, in the case of paragraph 8.2.4 above, it was necessary for the student to remain in a major city in order to undertake their higher education study; and
- 8.2.6 as a result of 8.2.4 and 8.2.5, the student will incur additional accommodation costs; and
- 8.2.7 a CAS-S recipient is exempt from 8.2.4 and 8.2.5 but must have relocated a distance greater than 100kms from their home to take up the study in the specialist course and incur additional accommodation costs;
- 8.2.8 meets the regional or remote requirements consistent with paragraph 8.2.4 above, as set out in paragraph 9.5 of these Guidelines; and
- 8.2.9 meet the satisfactory academic progress requirements defined as maintaining a grade point average of 3.00 and above; and
- 8.2.10 if necessary, apply in writing in accordance with the Scholarship Payment Suspension Guidelines or a CSU Special Circumstances Form, should a scholarship recipient wish to suspend their scholarship payment or apply for waiver of criteria under Special Circumstances (as set out in paragraph 9.4 of these Guidelines), and
- 8.2.11 complete a CSU Ongoing Eligibility Form and have their eligibility for a scholarship confirmed by CSU prior to scholarship payment.

9 APPLICATION AND ASSESSMENT for IAS, Indigenous-CAS, Indigenous-CECS and CSUES

9.1 Application Form

- 9.1.1 To be in the applicant pool and assessed for an IAS, Indigenous-CAS, Indigenous-CECS or a CSUES, students must complete and submit an online 2010 Equity Scholarship Application Form, through the Universities Admissions Centre of NSW (UAC) or the Victorian Tertiary Admissions Centre (VTAC).

- 9.1.2 Incomplete applications where eligibility cannot be determined will be deemed ineligible.

9.2 Documentation

- 9.2.1 Applicants must provide the appropriate documentation as requested in the 2010 online Equity Scholarship Application Form.
- 9.2.2 Sections will only be assessed if the required documentation is provided.
- 9.2.3 Where documentation required to determine eligibility is not supplied, the applicant will be deemed ineligible.

9.3 Selection

- 9.3.1 There will be no interviews.
- 9.3.2 CSU will only offer an IAS, Indigenous-CAS, Indigenous-CECS or a CSUES as a result of an application lodged as part of a competitive application process, unless a student can prove unforeseen circumstances existed preventing them submitting an Equity Scholarship Application with UAC or VTAC by the application closing dates.
- 9.3.3 IAS, Indigenous-CAS, Indigenous-CECS or CSUES applications will be assessed and ranked based on the information provided in the application and supporting documentation, in accordance with Paragraph 9.2 of these Guidelines.

9.4 Exceptional Circumstances for Studying Part time

- 9.4.1 In accordance with paragraph 7.1.2 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 in determining a student's inability to study full-time.
- 9.4.2 Students must complete the Long Term Medical Condition / Disability sections of the Equity Scholarships Application form, should they fail to meet the full-time study requirements as set out in paragraph 7.1.2 of these Guidelines, due to a long term illness or disability.
- 9.4.3 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. CS Applicants may be in receipt of a Centrelink Carer Allowance or Carer Payment.
- 9.4.4 Students must also complete the Sole Parent / Carer Responsibilities section of the Equity Scholarships Application form, should they fail to meet the full-time study requirements as set out in paragraph 7.1.2 of these Guidelines, due to carer responsibilities as defined above.

9.5 Regional or Remote determination for Indigenous-CAS and CSUES

- 9.5.1 In determining a student's eligibility for an Indigenous-CAS and CSUES, CSU in conjunction with UAC and VTAC must determine whether the student has lived in a regional or remote area consistent with paragraph 7.1.8 (a), (b), (c) and (d), 7.1.9, 7.1.10 and 7.1.11 of these Guidelines. CSU will be guided by the ASGC Remoteness Areas classification. The classifications are:

Major Cities of Australia	(MC)
Inner Regional Australia	(IR)

Outer Regional Australia	(OR)
Remote Australia	(R)
Very Remote Australia	(VR)

- 9.5.2 CSU will deem a student who has come from a locality belonging to the Major Cities of Australia classification ineligible for an Indigenous-CAS and CSUES. The remaining classifications will be used to assist in assessing and ranking students' applications for an Indigenous-CAS and CSUES.

9.6 Ranking

Following assessment CSU will rank students on the consideration of primary and secondary information. Primary information is information that demonstrates:

- 9.6.1 low socio-economic status as set out in paragraph 7.1.12 of these Guidelines; and
- 9.6.2 that the student lived in a regional or remote area as set out in paragraph 7 of these Guidelines; and
- 9.6.3 be an Australian Citizen or a holder of a permanent Humanitarian Visa; and
- 9.6.4 be an indigenous person

Secondary information is information that demonstrates either:

- 9.6.5 sole parent and/or carer responsibilities; and/or
- 9.6.6 English language difficulty; and/or
- 9.6.7 long term medical condition / disability; and/or
- 9.6.8 the ongoing effects of trauma or abuse; and/or

9.7 Notification

- 9.7.1 All applicants will be notified of the outcome of the selection process in writing sent direct to the applicant.
- 9.7.2 CSU in conjunction with UAC and VTAC will make Provisional Offers of Scholarships in writing direct to the applicant.

9.8 Provisional Offer

- 9.8.1 A provisional offer is an offer of a scholarship made prior to the University confirming a students' enrolment.
- 9.8.2 A provisional offer is made on the condition that the student is eligible to receive a scholarship at Census date of their initial session of enrolment.
- 9.8.3 In the first instance students may receive either:
 - a) an IAS and Indigenous-CECS provisional offer; or
 - b) an IAS, Indigenous-CECS and Indigenous-CAS provisional offer; or
 - c) a CSUES provisional offer.
- 9.8.4 The offer will include:
 - a) an IAS, Indigenous-CECS, Indigenous-CAS or CSUES Acceptance form as appropriate to the provisional offer;
- 9.8.5 Following the Census date, CSU will run a final eligibility check. If a student who has been made a provisional offer is still eligible the provisional offer is then automatically deemed a firm offer and payment will proceed.
- 9.8.6 If a student does not meet the eligibility requirements the provisional offer will be withdrawn and the scholarship will not be paid.

10 PAYMENT

- 10.1 Payments will occur via electronic funds transfer (EFT), payable at half the annual scholarship value, in each of Session 1 and Session 2.
- 10.2 Recipients upon accepting the offer of an, IAS, Indigenous-CECS, Indigenous-CAS or CSU Equity Scholarship will be required to provide banking details to Charles Sturt University for scholarship payments to occur.
- 10.3 IAS, Indigenous-CECS, CECS, CECS-P, Indigenous-CAS, CAS, CAS-S or CSU Equity Scholarship payments in 2010 will be made within 6 weeks following Census date in Session 1 and Session 2.
- 10.4 Payments will be made directly to students by electronic funds transfer by CSU.

11 SUSPENSION

- 11.1 Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS or CECS-P recipients may apply to have their scholarship suspended.
- 11.2 An Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS or CECS-P recipient must have been in receipt of their Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS or CECS-P for at least one scholarship period, prior to applying to have their Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS or CECS-P suspended. Full terms and conditions are contained in the CSU Scholarship Payment Suspension Guidelines.
- 11.3 An IAS or CSUES may not be deferred or suspended.

12 TERMINATION

CSU will terminate an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES:

- 12.1 if the student ceases to meet the eligibility criteria as specified in section 7 of these Guidelines, other than during a period of approved suspension; or
- 12.2 once the maximum duration of the Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES has been reached; or
- 12.3 if CSU determines that a student:
 - 12.3.1 is guilty of serious misconduct, including but not limited to the provision of false or misleading information in terms of paragraph 13 and 14 of these Guidelines; or
 - 12.3.2 if CSU determines that the scholarship was awarded on the basis of false or falsified information.

13 EXPENDITURE

- 13.1 It is the University's expectation that an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES will be spent on general education and or accommodation costs associated with studying at CSU.

14 PROVISION OF FALSE INFORMATION

If CSU knows or has reason to believe that an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES recipient has provided false or misleading information to CSU in relation to an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES, CSU will immediately:

- 14.1 provide the student with an opportunity to explain; and
- 14.2 re-assess the student's entitlement to an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES; and

- 14.3 in relation to IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS and CECS-P recipients, notify the Department of Education, Employment and Workplace Relations (DEEWR) of the suspected offence and provide a copy of the student's application and any other relevant information requested by DEEWR.

15 TERMS AND CONDITIONS

- 15.1 An IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES recipient must provide in writing, at the earliest possible convenience, the details of changed circumstances, to those provided in their initial Equity Scholarship Application Form. Changed circumstances details are to be sent to the Student Equity Scholarship Officer.
- 15.2 Upon receipt of change in circumstances details CSU may re-assess the student's entitlement to an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES.
- 15.3 Upon signing and returning an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES Acceptance Form, students agree to fulfil all requirements as set out in these Guidelines, and consent to the University accessing the student's records for the purposes of assessing and administering their IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES.

16 PRIVACY

Personal and health information provided for the administration of an IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).

The information collected will only be used by authorised staff to assess eligibility, rank applicants and administer the IAS, Indigenous-CAS, CAS, CAS-S, Indigenous-CECS, CECS, CECS-P or CSUES. 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 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 and health information to ensure that it is not inaccurate, irrelevant to the purpose for which it was collected, misleading, incomplete or out-of-date. Students may also ask a Student Equity Officer 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 one of the Student Equity Officers.

Due to privacy laws, any discussion regarding a student's scholarship and information held will take place only with the student unless authorisation is provided to the Scholarship Officer by the scholarship recipient to indicate otherwise.

Students dissatisfied with the way a Student Equity Officer has handled their personal or health information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

17 AMENDMENTS

Amendments may be made to these guidelines from time to time, by the CSU Equity Scholarship Management Committee consisting of the CSU Executive Director of the Division of Student Service, Manager of Access and Work and the Equity Scholarship Officer.

18 VERSION CONTROL

Date	Version	Author	Description / Amendments
28/10/09	1.0	Carol Colombera	2010 CSU Equity Scholarship and Commonwealth Scholarship Guidelines – 1 st DRAFT

Approved	Executive Director - Division of Student Services	Assigned review period	Yearly
		Date of next review	October 2010

Appendix i.

The following Fields of Education will be accepted for the purposes of *CECS–Priority Discipline scholarships*:

- Natural & Physical Science (01 - broad field)
- Information Technology (02 - broad field)
- Engineering & Related Technologies (03 - broad field)
- Architecture & Building (04 – broad field)
- Medical Studies (0601)
- Nursing (0603)
- Pharmacy (0605)
- Dental Studies (0607)
- Education (07 - broad field)
- Optical Science (0609)
- Indigenous Health (061305)
- Radiography (0615)
- Physiotherapy (061701)
- Occupational Therapy (061703)
- Chiropractic & Osteopathy (061705)
- Speech Pathology (061707)
- Audiology (061709)
- Podiatry (061713)
- Nutrition & Dietetics (069901)
- Paramedical Studies (069905)
- Accounting (0801)

Appendix ii.**Charles Sturt University Specialist Courses for the purpose of awarding a CAS-S
in 2009**

- *Bachelor of Education (K to 12 Middle Schooling)*
- *Bachelor of Education (Early Childhood and Primary)*
- *Bachelor of Arts (Acting of Screen and Stage)*
- *Bachelor of Arts (Animation and Visual Effects)*
- *Bachelor of Arts (Television Production)*
- *Bachelor of Arts (Jewellery)*
- *Bachelor of Arts (Communication - Commercial Radio)*
- *Bachelor of Business Administration*
- *Bachelor of Applied Science (Adventure Ecotourism)*
- *Bachelor of Applied Science (Parks and Recreation)*
- *Bachelor of Clinical Practice (Paramedic)*
- *Bachelor Of Dental Science*
- *Bachelor of Equine Science*
- *Bachelor of Animal Science*
- *Bachelor of Veterinary Biology/Bachelor of Veterinary Science*
- *Bachelor of Health Science (Speech Pathology)*
- *Bachelor of Oral Health (Therapy/Hygiene)*
- *Bachelor of Pharmacy*
- *Bachelor of Applied Science (Wine Science)*
- *Bachelor of Physiotherapy*
- *Bachelor of Health Science (Podiatry)*
- *Bachelor of Health Science (Occupational Therapy)*