



GUIDELINES

INTRODUCTION

These guidelines stipulate the requirements for a Commonwealth Scholarship, CSU Science Scholarship and CSU Excellence Scholarship recipient to suspend their scholarship and payment in the event that they are not enrolled (i.e. taking an approved Leave of Absence) for a particular session or have proven special circumstances affecting their enrolment.

In accordance with the Commonwealth Scholarship Guidelines, CSU Science and CSU Excellence Guidelines a recipient who is not enrolled in any subjects for a particular session fails to meet the eligibility requirements and will have their scholarship terminated unless they have been granted a Scholarship Suspension.

POLICY

- 1.1 Scholarship recipients are only permitted to suspend their scholarship payment one session at a time, with a maximum of 2 sessions suspension allowed.
- 1.2 Information about circumstances that lead to a scholarship recipient requesting a suspension of their scholarship payment must be documented. Supporting documentation must accompany the Scholarship Suspension Form.
- 1.3 Suspension of a Scholarship payment will not automatically be granted. The Scholarship Management Committee will independently assess each case.
- 1.4 Scholarship recipients returning to study following a period of Scholarship Suspension will automatically be included in those required to have their ongoing eligibility assessed in accordance with their Scholarship Guidelines and *will not* be required to reapply for the scholarship.
- 1.5 Scholarship recipients will be notified of the outcome of their scholarship suspension application within 6 weeks of the HECS Census Date of the session suspension is required.
- 1.6 To be eligible to suspend their scholarship payment, recipients must:
 - be granted an Approved Leave of Absence for that session, recipients will need to arrange this via the Online Administration Office accessed through my.csu or contact the Student Administration Office
 - have proven special circumstances; and
 - complete a Scholarship Payment Suspension Form.

Accepted Documentation

- Verified copy of death certificate or funeral notice;
- Verified copy of divorce papers or legal proceedings or other appropriate supporting documents to verify your claim;
- Disability - Medical certificates/reports or reports from relevant organisation;
- Legal Proceedings – copy of appropriate documents, i.e. Police Reports, Charge Sheets, Bail Undertakings, etc.
- Current or long term illness - medical certificate or report, detailing any hospitalisation period, treatment, severity and length of illness;
- Abuse or long term affects of abuse – medical certificates or reports detailing your circumstances, duration, severity, treatment, medication, hospitalisation and legal proceedings (i.e. Apprehended Violence Order, Policy reports, etc);
- Employment – statement of service from your employer/s on company letterhead, stating job title, period employed and average number of hours worked per week;
- Carer Responsibilities - Statements from responsible people (for example, doctor, lawyer, social worker, religious or community leader). They must be aware of your need to undertake excessive home or family responsibilities and be able to explain how this necessity will impact your enrolment and educational performance.



CSU student number

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1. PERSONAL DETAILS

Family Name: _____ Given Names: _____ Daytime Telephone No. _____
(Include area code where applicable)

Campus: _____ Course: _____ Scholarship Held: _____

Personal Statement (You may use further pages for your personal statement, please attach to this page)

◆ **Your personal statement should include:**

- Details of the situation that led to you apply for a Scholarship payment suspension; and
- How this situation is likely to affect your enrolment and educational performance; and
- How long the situation has occurred and/or will occur; and
- Your relationship to any person/s you name as a reason to apply for a Scholarship Payment Suspension.
*For example: if a member of your family was severely ill, you would need to state your relationship to them i.e. **brother, mother** etc.*

Support Statement.

- ◆ **If you are unable to provide supporting documentation to verify your circumstances, please have a responsible person (who is not a family member) provide a statement below to verify your circumstances.**

Details of responsible person (for example, your Course Coordinator, a doctor, lawyer, social worker, religious or community leader - who is not a family member)

Family name:		Given names:	
Relationship to applicant:		Occupation:	
Address:		Suburb:	Postcode:
Daytime contact phone number: ()		Email:	
Signature of responsible person:		Date:	

Documentation

- ◆ **Remember to attach the accepted Documentation as required to support your Suspension of Scholarship Payment Application.**
- ◆ CSU cannot assess your application if you do not provide the correct documentation. Medical certificates/reports must be from a registered health professional. Examples of registered health professionals include a medical practitioner, psychologist, or specialist.

Privacy Statement

Personal and health information provided for the administration of Equity Scholarships programme 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 payment suspension and administer the Scholarships. Students should be aware that they provide information of their own free will.

Personal and health information provided by the student 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 student's consent, except where the University may be legally required to do so. 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. Students dissatisfied with the way a Student Equity Officer has handled their personal information may apply to have the matter reviewed by lodging a formal application with the University Ombudsman.

Please tick the boxes to indicate you have read and understood the statement.

- I certify that the information supplied on this form and in the accompanying documents is complete, true and correct.
- I understand that giving false or misleading information is a serious offence under the *Criminal Code (Commonwealth)*.
- I understand that incorrect information may render my scholarship payment suspension assessment invalid, and in such a case, the committee may revoke the scholarship.
- I have read and understand the relevant Scholarship Guidelines.

Student Signature _____ Date _____

Student Name: _____