



## 1. General

These grants will be known as the Student Equity Emergency Grants (SEEGs). The purpose of the Student Equity Emergency Grant (SEEG) is to provide financial assistance to CSU students who have experienced an adverse or emergency event. The SEEG is designed for those who are affected by **individual disasters outside their personal control** and excluding widespread ongoing disasters that affect large numbers of people and so are covered by Centrelink benefits (see Centrelink listings of Active and Closed Emergency Events <http://www.centrelink.gov.au/internet/internet.nsf/Emergency/index.htm>)

The types of personal misfortune that are envisioned would involve expenditure such as – for example - unforeseen medical, legal or travel expenses by self or a dependant, or replacement of goods due to loss occasioned by theft, accident or natural disaster e.g. bushfire. The expense could be in the context of a continuing situation such as ill-health or drought, but would be a sudden additional need precipitated by a sudden event.

The recipient must be able to demonstrate their need in a written and supported statement. The expense or loss needs to be supported by a statement of need from a responsible person. The statement may be completed and signed by a responsible person in the community who can verify what you have written and comment on your case (eg a doctor, lawyer, social worker, religious or community leader). The responsible person must explain how the financial disadvantage you have experienced has affected your educational performance. The responsible person must not be related to you.

## 2. Assistance provided

- Successful applicants will receive a cash grant of up to \$500, paid to their account by electronic funds transfer, from the CSU Equity Fund A304-540.
- Applicants would normally be limited to one application during their enrolment at CSU.
- The annual cost of this scheme to CSU would initially be limited to \$5000.

## 3. Eligibility

- Applicant must be currently enrolled in award courses at CSU as an active student.
- Applicant must be Australian Citizen or permanent resident, or holder of one of the following visas: Australian permanent resident humanitarian visa, temporary protection visa, temporary humanitarian visa, or return pending visa. International students are not eligible.
- Applicant will be experiencing financial hardship.
- Applicant must be able to demonstrate that they have suffered some sort of recent, emergency adverse event.
- Applications for grants will only be considered up to 3 weeks following the event. The payment may be retrospective to the expense occurred eg travel, replacement of computer, hire of car.

*Examples of where a grant would be appropriate rather than a loan: house burned down and possessions lost; break-in and computer stolen; car stolen while on placement; emergency travel to visit critically ill family member.*

#### 4. Criteria for award of assistance

Grants are not intended to provide an alternative to other forms of income support.

- 4.1 Grants will be allocated based on the assessed estimated effect on academic outcomes of the emergency event. Applicants will be experiencing financial hardship, either sustained or temporary, that can be attributed to an individual circumstance beyond the student's control. This may be exacerbated by some unforeseen circumstance such as a natural emergency (fire, flood, cyclone etc).
- 4.2 Applicants will demonstrate an indicator of financial hardship such as Centrelink, low income.
- 4.3 Preference will be given to full time students who are not able to cushion their finances with full time employment.
- 4.4 Consideration will be given to the expected future duration of the student's enrolment at CSU.
- 4.5 Consideration will be given to the applicant's GPA which should generally be a minimum of 3.
- 4.6 Applicants must provide a statement on why they need a grant, showing why their studies have been affected by the emergency circumstance, and this must be supported by either an official or professional report, or a written statement from a responsible person.

#### 5 How to Apply

Download the Application Form. Complete the form paying close attention to the documentation that you need to provide in support of your application. Applications without this supporting documentation will not be processed.

#### 6 Procedures for Decision

- 6.1 After initial processing by the Student Equity Officers (SEOs), the recommendation will be passed to the Manager, Access and Work Team, for final decision.
- 6.2 If approved, the SEO will then arrange the necessary paperwork for Finance to make the EFT by drawing up a Purchase Requisition and accompanying memo.
- 6.3 If the application is not approved, the SEO will write to the applicant and explain the reasons.

#### 7 Procedures for Promotion

These grants will be advertised on the DSS website on the following pages:

- Student Equity <http://www.csu.edu.au/division/studserv/equity/>
- Counselling <http://www.csu.edu.au/division/studserv/counsell/>
- Financial Assistance <http://www.csu.edu.au/division/studserv/fin/>
- Course coordinators will be notified that these grants are available.

#### Version Control

Version	Date of approval	Author	Amendment	Approved by
1.0	November 2007	J. Ross		Director
1.1	November 2007	J. Ross	Addition of 4.d	Manager, A&W
1.2	November 2007	J. Ross	Addition of 4.5, rewrite of 6.	Manager, A&W
1.3	February 2009	C Michel	Date change only	