

CHARLES STURT
U N I V E R S I T Y



**The CSU University Pathway
Scholarship Program**

Guidelines

2010

TABLE OF CONTENTS

1	PREAMBLE.....	1
2	DEFINITION.....	1
3	POLICY.....	1
4	SCHOLARSHIP NUMBER, VALUE AND DURATION.....	2
5	ELIGIBILITY CRITERIA.....	2
6	ONGOING ELIGIBILITY CRITERIA.....	3
7	SCHOLARSHIP OFFER PROCESS.....	3
	7.1 Application.....	3
	7.2 Selection.....	3
	7.3 Notification.....	4
	7.4 Scholarship Offer.....	4
8	PAYMENT.....	4
9	EXPENDITURE.....	5
10	DEFERMENT / SUSPENSION.....	5
11	SCHOLARSHIP TERMINATION.....	5
12	PROVISION OF FALSE INFORMATION.....	5
13	TERMS AND CONDITIONS.....	5
14	PRIVACY.....	6
15	AMENDMENTS.....	6
16	VERSION CONTROL.....	7

1 PREAMBLE

The CSU University Pathway Scholarship Program is a TAFE specific scholarship program, open to students studying a Diploma or Advanced Diploma at one of the following participating TAFE Institutes; Canberra Institute of Technology (CIT), TAFE Western and TAFE NSW Riverina Institute.

Having a degree from Charles Sturt University can be a big advantage in the competitive job market as CSU is recognised as offering industry-relevant degrees that keep pace with a changing world.

Charles Sturt University (CSU) has approved the allocation of \$30,000 to be distributed for the CSU University Pathway Scholarship Program in 2010 across CSU's Faculty of Arts, Faculty of Science, Faculty of Business and Faculty of Education. There will be up to 12 scholarships disbursed equally between the three participating institutions, and therefore, each TAFE institution will be given up to four scholarships.

2 DEFINITION

- 2.1 The CSU University Pathway Scholarship Program is a cash scholarship for TAFE students from CIT, TAFE Western and TAFE NSW Riverina Institute, who are interested in furthering their education through a CSU undergraduate degree.
- 2.2 The CSU University Pathway Scholarship Program is available to part-time or full-time students studying by either distance education (external) or on campus (internal) mode.
- 2.3 The Census Dates for 2010 are First Session 26 March, Second Session 6 August and Third Session 3 December.

3 POLICY

- 3.1 To receive a CSU University Pathway Scholarship a student must meet the eligibility criteria and complete the Application Form.
- 3.2 CSU University Pathway Scholarship recipients taking an Approved Leave of Absence in any session will forfeit their payment for that session.
- 3.3 A CSU University Pathway Scholarship recipient should be aware that the CSU University Pathway 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 2010 there are up to 12 full-time or part-time equivalent CSU University Pathway Scholarships available, and are disbursed evenly between the three participating institutions. Therefore, up to four scholarships are available per institution (CIT, TAFE Western and TAFE NSW Riverina Institute).
- 4.2 For a full-time student in 2010 the CSU University Pathway Scholarship is valued at \$2,500 per annum. The Scholarship is paid in two (2) equal instalments of \$1,250 per session, within 6 weeks from the session's Census Date.
- 4.3 For a part-time student in 2010 the CSU University Pathway Scholarship is valued at \$1,250 per annum. The Scholarship is paid in two (2) instalments of \$625 per session, within 6 weeks of the session's Census Date.

- 4.4 Duration of the CSU University Pathway Scholarship for both full-time and part-time students is one year.

5 ELIGIBILITY CRITERIA

To be eligible for a CSU University Pathway Scholarship in 2010 a student must:

- 5.1 be enrolled at one of the participating TAFE Institutes, and at the time of their scholarship application, must be in their final year of a TAFE Diploma or Advanced Diploma or have recently completed a Diploma or Advanced Diploma from one of the participating TAFE Institutions (i.e. within the last three years); and
- 5.2 be a commencing student, entering their first session of study at CSU in 2010; and
- 5.3 upon acceptance of the scholarship offer, provide a certified copy of transcripts, showing the completion of the Diploma or Advanced Diploma, if these were not supplied with application; and
- 5.4 have achieved one of the following:
- 5.4.1 a Grade Point Average (GPA) of 5 and above or have demonstrated a **high level of academic performance**¹ with one of the participating TAFE Institutions; or
- 5.4.2 a GPA of 3 and above, or have a pass level of academic performance¹ with one of the participating TAFE Institutions and have demonstrated a high level of **industry experience and expertise in the workplace**; or
- 5.4.3 a GPA of 3 and above, or have a pass level of academic performance¹ with one of the participating TAFE Institutions and have demonstrated **financial hardship** by being in receipt of a means tested Centrelink Benefit or have completed the Financial Hardship section on the application form
- 5.5 be an Australian citizen, or a permanent Australian resident, or the holder of a permanent humanitarian visa or a temporary protection visa; and
- 5.6 not have completed a previous University undergraduate (or equivalent) course; and
- 5.7 not be in receipt of other scholarships greater than the value of \$6,254; and
- 5.8 by the Census Date in commencing session, be enrolled part-time² or full-time² in an undergraduate Commonwealth Supported (i.e. HECS or HECS-HELP) course at CSU in 2010.

6 ONGOING ELIGIBILITY CRITERIA

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

- 6.1 be enrolled as a part-time² or full-time² student at CSU; and

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.

2. A part-time student is one who is enrolled in one or two subjects per session, which equates to 8 or 16 subject points per session. 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 or more, per session.

- 6.1 have maintained a Grade Point Average (GPA) of 3 or above in their CSU undergraduate course; and
- 6.2 complete an Ongoing Eligibility form as instructed by the Scholarship Officer; and
- 6.3 citizenship and residency status remains eligible.

7 SCHOLARSHIP OFFER PROCESS

7.1 Application

- 7.1.1 To be selected for a CSU University Pathway Scholarship students are required to complete an application form.

7.2 Selection

- 7.2.1 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 an assessment panel convened by the CSU University Pathway Scholarship Program Committee.

7.3 Notification

- 7.3.1 CSU will make CSU University Pathway Scholarship Offers in writing direct to the student; and
- 7.3.2 if a student accepts their CSU University Pathway Scholarship, CSU will notify them via email that the University has received their scholarship acceptance.

7.4 Scholarship Offer

- 7.4.1 A CSU University Pathway Scholarship offer is made on the condition that the student meets the CSU University Pathway Scholarship eligibility criteria as at the Census Date of session of scholarship offer.
- 7.4.2 The offer will include:
 - a) CSU University Pathway 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 13 of these Guidelines.
- 7.4.3 Following census date CSU will run a final eligibility check.
- 7.4.4 If a student has been made a CSU University Pathway Scholarship offer, they have accepted it and are still eligible, payment will then proceed.
- 7.4.5 If a student has been made a CSU University Pathway 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.
- 7.4.6 If a student has been made a CSU University Pathway Scholarship offer, but they have not accepted it, the offer will be withdrawn and the scholarship will not be paid.

8 PAYMENT

- 8.1 Recipients will be required to select their method of payment in accordance with paragraphs 8.2 and 8.3 of these guidelines.
- 8.2 Payments will occur via electronic funds transfer (EFT) payable at half the annual scholarship value in each of the selected sessions.
- 8.3 CSU University Pathway Scholarship payments in 2010 will be made within six weeks after the census date in selected sessions.
- 8.4 Recipients upon selecting their payment method via EFT will be required to provide banking details for scholarship payments to occur.
- 8.5 Recipients should be aware that money received resulting from and to the value of a CSU University Pathway Scholarship is counted as income for the purposes of the Social Security Act; and
- 8.6 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 from 8.5.

9 EXPENDITURE

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

10 DEFERMENT / SUSPENSION

- 10.1 CSU University Pathway Scholarship cannot be deferred.
- 10.2 CSU University Pathway Scholarship recipients who defer their studies will have their scholarship withdrawn and the scholarship will not be paid.

11 SCHOLARSHIP TERMINATION

CSU will terminate a CSU University Pathway Scholarship:

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

12 PROVISION OF FALSE INFORMATION

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

- a) provide the student with an opportunity to explain; and
- b) re-assess the student's entitlement to a CSU University Pathway Scholarship.

13 TERMS AND CONDITIONS

- 13.1 Upon receipt of a CSU University Pathway Scholarship students agree to fulfil all requirements as set out in these Guidelines.

13.2 In the submission of a signed CSU University Pathway 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 University Pathway Scholarship.

14 PRIVACY

Personal and health information provided for the administration of the CSU University Pathway Scholarship program 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 and administer the CSU University Pathway Scholarship. 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 and health 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 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 or health information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

15 AMENDMENTS

Amendments may be made to these guidelines from time to time, by the CSU University Pathway Scholarship Program Management Committee.

16 VERSION CONTROL

Date	Version	Author	Description / Amendments
29 June 2009	1.0	Carol Colombera	DRAFT version of guidelines for introduction of CSU University Pathway Scholarship Program with Canberra Institute of Technology
27 July 2009	2.0	Angela Hampton	Edits to DRAFT version of guidelines
28 July 2009	3.0	Angela Hampton	Edits to DRAFT version of guidelines
3 August 2009	4.0	Carol Colombera	Edits to DRAFT version of guidelines
6 August 2009	5.0	Angela Hampton	Edits to DRAFT version of guidelines
21 August 2009	6.0	Angela Hampton	Edits to DRAFT version of guidelines
4 September 2009	7.0	Angela Hampton	Edits to Eligibility Criteria
9 September 2009	8.0	Carol Colombera	Edits to Eligibility Criteria and Ongoing Criteria
30 September 2009	9.0	Carol Colombera	Added to Payment Financial Information/implications

Approved	Deputy Vice-Chancellor (Academic)	Assigned review period	Yearly
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