

# CSU Honours Scholarship & SCF (HECS) Exemption Award

2012 Guidelines

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## 1 PREAMBLE

Charles Sturt University offers meritorious students the opportunity to further their study through an Honours degree. An Honours degree is an intense year that aims to enhance a student's independent thinking, communication skills and further specialisation of students in their field of interest.

Having an Honours degree can be a big advantage in the competitive job market showing employers that you have higher level critical writing and research skills. It is also the main pathway towards research degrees at the Master or Doctorate levels.

Charles Sturt University (CSU) has approved the allocation of \$280,000 to be distributed as CSU Honours Scholarships in 2012. From 2012, CSU Honours Scholarship recipients will automatically be eligible for a CSU Honours Student Contribution Fee (SCF) (HECS) Exempt Award. If eligible students are not granted a CSU Honours Scholarship due to quota restrictions, they may still be awarded a CSU Honours SCF Exempt Award if their Faculty is able to grant extra CSU Honours SCF Exempt Awards.

## 2 DEFINITION

- 2.1 The CSU Honours Scholarship is a cash scholarship for students studying selected Honours based courses.
- 2.2 The CSU Honours Scholarship is available to part-time or full-time students studying by either distance education (external) or on campus (internal) mode.
- 2.3 Students enrolled in a Commonwealth supported unit of study are required to pay a Student Contribution Fee (SCF) (HECS) to the Australian Government to contribute to the cost of their education.
- 2.4 Higher Education Providers can elect to waive this SCF under certain circumstances.
- 2.5 Charles Sturt University (CSU) has elected to waive the SCF for successful CSU Honours Scholarship recipients for 2012.
- 2.6 The 2012 Census Date for Session 1, is 23 March and for Session 2, is 3 August.

## 3 POLICY

- 3.1 To receive a CSU Honours Scholarship and a CSU Honours SCF Exemption Award a student must meet the eligibility criteria and complete the Application Form.
- 3.2 A CSU Honours Scholarship recipient taking an Approved Leave of Absence in any session will forfeit their payment for that session.
- 3.3 A CSU Honours Scholarship recipient should be aware that the Honours 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.
- 3.4 Once scholarships are fully allocated, Faculties may decide to award further CSU Honours SCF Exemptions.
  - 3.4.1 In 2012 the School of Communication and Creative Industries, in the Faculty of Arts, will make available an extra ten (10) SCF Exemptions to students enrolled in the following courses:
    - Bachelor of Arts (Communication) (Honours)
    - Bachelor of Arts (Visual and Performing Arts)
- 3.5 A CSU Honours SCF Exemption is applicable for the duration of a student's Honours course of study.

#### **4 SCHOLARSHIP NUMBER, VALUE AND DURATION**

- 4.1 In 2012 there are 70 CSU Honours Scholarships available and CSU Honours SCF Exempt Awards.
- 4.2 For a full-time student in 2012 the CSU Honours Scholarship is valued at \$4,000 per annum. The Scholarship is paid in two (2) equal payments of \$2,000 per session, over one (1) year.
- 4.3 For a part-time student in 2012 the CSU Honours Scholarship is valued at \$4,000. The Scholarship is paid in four (4) equal payments of \$1,000 per session, over two (2) years.
- 4.4 For a two (2) year Integrated Honours course commencing in 2012, the CSU Honours Scholarship is valued at \$4,000, paid in four (4) equal payments of \$1,000 over two (2) years.

#### **5 ELIGIBILITY CRITERIA**

To be eligible for a CSU Honours Scholarship and a CSU Honours SCF Exemption in 2012 a student must, by the Census Date:

- 5.1 be enrolled in an Honours Commonwealth Supported (i.e. HECS or HECS-HELP) course at CSU; and
- 5.2 be enrolled as a part-time or full-time student; and

Note: 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.

- 5.3 have maintained a Grade Point Average (GPA) of 5 or above in their undergraduate or honours course; and
- 5.4 be an Australian Citizen, Australian Permanent Resident or the holder of a Humanitarian Visa or a temporary protection visa.

#### **6 ONGOING ELIGIBILITY CRITERIA**

To continue to be eligible for a CSU Honours Scholarship and CSU Honours SCF Exempt Award, the recipient must, by the census date in Session 2 and following sessions, continue to:

- 6.1 be enrolled as a part-time or full-time student in an Honours course;

Note: 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.

- 6.2 have maintained a Grade Point Average (GPA) or 5 or above in their Honours course;

#### **7 SCHOLARSHIP OFFER PROCESS**

##### **7.1 Application**

- 7.1.1 To be selected for a CSU Honours Scholarship and CSU Honours SCF Exempt Award students are required to complete an application form.

##### **7.2 Selection**

- 7.2.1 Selection for CSU Honours Scholarships & CSU Honours SCF Exempt Award will be a competitive process based on information provided as part of the application form.

### 7.3 Notification

- 7.3.1 CSU will make CSU Honours Scholarship Offers & CSU Honours SCF Exempt Award offers in writing direct to the student.
- 7.3.2 If a student accepts their Offer, CSU will notify them via e-mail that the University has received their scholarship acceptance.
- 7.3.3 The Scholarship Office, on acceptance of Offer for the CSU Honours SCF Exempt Award, will request the Student Administration Office to enter a SCF (HECS) exempt rate code on the recipient's student record. Therefore with an exempt rate code on their student record, they will not incur the HECS charge for enrolment on a session basis.

### 7.4 Scholarship Offer

- 7.4.1 A CSU Honours Scholarship and CSU Honours SCF Exempt Award offer is made on the condition that the student meets the CSU Honours Scholarship eligibility criteria as at the Census Date of session of scholarship offer.
- 7.4.2 The offer will include:
  - a) CSU Honours Scholarship and SCF Exempt Award Acceptance Form; and
  - b) Instructions for bank account details required for payment as set out in paragraph 8.3 of these Guidelines; and
  - c) the terms and conditions of the scholarship as set out paragraph 13 of these Guidelines.
- 7.4.3 Immediately following Census Date, CSU will run a final eligibility check.
- 7.4.4 If a student has been made an offer, they have accepted it and are still eligible, payment will then proceed.
- 7.4.5 If a student has been made an 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 an offer, but they have not accepted it, the offer will be withdrawn and the scholarship will not be paid.

## 8 PAYMENT

- 8.1 Scholarship payments will occur via electronic funds transfer (EFT) to the bank account scholarship recipients have registered with CSU.
- 8.2 If a scholarship recipient does not register bank details with CSU a cheque for the scholarship payment will be printed and mailed.
- 8.3 To register bank details with CSU, students can do this on the Student Administration website: [www.csu.edu.au/division/student-admin/new-students](http://www.csu.edu.au/division/student-admin/new-students) and go to Personal Details to enter or change bank details.
- 8.4 CSU Honours Scholarship payments are made within 3 weeks after the census date of enrolled sessions.
- 8.5 Recipients should be aware that money received resulting from and to the value of a CSU Honours Scholarship is counted as income for the purposes of Taxation and the Social Security Act; and
- 8.6 Recipients will be asked to acknowledge in their Application and Acceptance of their Scholarship that it is their responsibility to seek independent advice with respect to any Centrelink and Taxation implications from 8.3.

## **9 EXPENDITURE**

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

## **10 DEFERMENT / SUSPENSION**

- 10.1 CSU Honours Scholarships cannot be deferred.
- 10.2 CSU Honours Scholarship recipients who defer their studies will have their scholarship withdrawn and the scholarship will not be paid.
- 10.3 CSU Honours SCF Exemption recipients who defer their studies will have their exemption withdrawn and the student will need to reapply for the exemption when they resume their studies.

## **11 SCHOLARSHIP TERMINATION**

CSU will terminate a CSU Honours Scholarship and CSU Honours SCF Exemption:

- 11.1 if the student ceases to meet the eligibility criteria or ongoing eligibility as specified in paragraphs 5 or 7 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 Honours Scholarship and CSU Honours SCF Exemption recipient has provided false or misleading information to CSU in relation to a CSU Honours Scholarship and CSU Honours SCF Exemption, CSU will immediately:

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

## **13 TERMS AND CONDITIONS**

- 13.1 Upon receipt of a CSU Honours Scholarship students agree to fulfil all requirements as set out in these Guidelines.
- 13.2 In the submission of a signed CSU Honours Scholarship Acceptance Form students consent to the University accessing the student's records for the purposes of assessing and administering the CSU Honours Scholarships.
- 13.3 Upon receipt of a CSU Honours SCF Exemption students agree to fulfil all requirements as set out in these Guidelines.
- 13.4 In submitting a signed CSU Honours SCF Exemption Application Form students consent to the University accessing the student's records for the purposes of assessing and administering the CSU Honours SCF Exemptions.

## **14 PRIVACY**

The University recognises the importance of protecting personal information provided for the administration of the CSU Honours Scholarship and CSU Honours SCF Exempt Award Program. And is bound by the Privacy and Personal Information Protection Act 1998 (NSW), the Privacy Act

1988 (Cwlth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cwlth) 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 Honours Scholarships and CSU Honours SCF Exemptions. 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 the CSU Scholarship Office 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 the CSU Scholarship Office.

Students dissatisfied with the way the CSU Scholarship Office 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 Scholarship Office.

## 16 VERSION CONTROL

Date	Version	Author	Description / Amendments
19 Sep 2011	1.5	Carol Colombera	Guidelines updated for 2012.