



The CSU 'Tafe to University' Scholarship

2012 Guidelines

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1 PREAMBLE

The CSU 'TAFE to University' Scholarship Program is a TAFE specific scholarship program, open to students studying a Diploma or Advanced Diploma at one of the following CSU formal TAFE partners; Canberra Institute of Technology (CIT), TAFE NSW Western Institute, TAFE NSW Riverina Institute, TAFE NSW Northern Sydney Institute, TAFE NSW North Coast Institute, Wodonga Institute of TAFE, Sunraysia Institute of TAFE and Goulburn Ovens Institute of TAFE and from 2012 onwards also **available to all** TAFE NSW Institutes.

Charles Sturt University (CSU) has approved the allocation of \$80,000 to be distributed for the CSU 'TAFE to University' Scholarship Program in 2012. These are distributed across all CSU's Faculty's (Arts, Science, Education and Business) courses.

2 DEFINITION

- 2.1 The CSU 'TAFE to University' Scholarship Program is a cash scholarship for TAFE students from CSU's formal TAFE partners and NSW TAFE Institutes, who are interested in furthering their education through a CSU undergraduate degree.
- 2.2 The CSU 'TAFE to University' 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 2012 are First Session 23 March, Second Session 3 August and Third Session 30 November. The Census Date is the deadline students can automatically withdraw from their enrolment and not incur a HECS debt.

3 POLICY

- 3.1 To receive a CSU 'TAFE to University' Scholarship a student must complete the Application Form and meet the eligibility criteria.
- 3.2 CSU 'TAFE to University' Scholarship recipients deferring their course offer will have their scholarship cancelled and should reapply the following; or
- 3.3 If taking an Approved Leave of Absence from their course will forfeit their payment for that session.
- 3.4 A CSU 'TAFE to University' Scholarship recipient should be aware that the CSU 'TAFE to University' 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 QUOTA, VALUE AND DURATION

- 4.1 In 2012 there are up to thirty two (32) CSU 'TAFE to University' Scholarships available, with 24 scholarships disbursed evenly between the CSU TAFE formal partners and 8 scholarships amongst NSW TAFE Institutions.
- 4.2 Duration of the CSU 'TAFE to University' Scholarship for full-time students is 1 year and for part-time students is two years.
- 4.3 In 2012 the CSU 'TAFE to University' Scholarship is valued at \$2,500 per annum for a fulltime student and is paid in two (2) equal instalments of \$1,250 for 1 year.
- 4.4 For a part-time student in 2012 the CSU 'TAFE to University' Scholarship is valued at \$2,500 over two years. The Scholarship is paid in four (4) equal instalments of \$625 over the 2 years.

4.5 Payment is made within 3 weeks from the relevant session's Census Date.

5 ELIGIBILITY CRITERIA

To be eligible for a CSU 'TAFE to University' Scholarship in 2012 a student must:

Have completed within the last five years or be completing a TAFE Diploma or Advanced Diploma at one of the participating TAFE Institutes.

5.1.1 Articulation students are also eligible to apply for the CSU 'TAFE to University' Scholarship.

5.2 be a commencing student, entering their first session of study at CSU in 2012; and

5.3 provide a certified copy of transcripts, showing the completion of the Diploma or Advanced Diploma, if these were not provided with the application; and

5.4 have achieved one of the following:

5.4.1 graduated with Distinction or High Distinction with one of the participating TAFE Institutions; **OR**

5.4.2 have completed or be completing an diploma or advanced diplomawith one of the participating TAFE Institutions, **PLUS** be able to demonstrated a high level of **industry experience and expertise in the workplace**; **OR**

5.4.3 have completed or be completing an diploma or advanced diplomawith one of the participating TAFE Institutions, **PLUS must** also demonstrate **financial hardship** (low socio-economic circumstances) by being in receipt of a means tested Centrelink Benefit or if not in receipt of Centrelink Benefits complete the Financial Hardship section in the application form and be assessed as having low socio-economic circumstances or financial hardship by the CSU Scholarship Office.

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 \$5,000 per annum; and

5.8 by the Census Date in commencing session, be enrolled part-time or full-time in an undergraduate Commonwealth Supported (i.e. HECS or HECS-HELP) course at CSU.

5.8.1 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. At CSU this equates to being enrolled in three or more (8 point) subjects or 24 subject points per session.

6 ONGOING ELIGIBILITY CRITERIA

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

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

6.1 have maintained a Grade Point Average (GPA) of 3 or above in their CSU undergraduate course; and

6.2 citizenship and residency status remains eligible.

7 SCHOLARSHIP OFFER PROCESS

7.1 Application

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

7.2 Selection

7.2.1 Selection for CSU 'TAFE to University' Scholarships will be a competitive process based on information provided on the application form. Applicants will be assessed by the CSU Scholarship Office.

7.3 Notification

7.3.1 CSU will make CSU 'TAFE to University' Scholarship Offers in writing direct to the student; and

7.3.2 if a student accepts their CSU 'TAFE to University' Scholarship, CSU will notify them via email that the University has received their scholarship acceptance.

7.4 Scholarship Offer

7.4.1 A CSU 'TAFE to University' Scholarship offer is made on the condition that the student meets the CSU 'TAFE to University' Scholarship eligibility criteria as at the Census Date of session of scholarship offer.

7.4.2 The offer will include:

- a) CSU 'TAFE to University' Scholarship Acceptance Form; and
- b) 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 'TAFE to University' 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 'TAFE to University' 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 'TAFE to University' Scholarship 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 and go to Personal Details to enter or change bank details.

8.4 CSU 'TAFE to University' 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 'TAFE to University' 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 'TAFE to University' Scholarship will be spent on general costs associated with studying at University.

10 DEFERMENT

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

11 SCHOLARSHIP CANCELLATION

CSU will cancel a CSU 'TAFE to University' 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 'TAFE to University' Scholarship recipient has provided false or misleading information to CSU in relation to a CSU 'TAFE to University' 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 the acceptance of a CSU 'TAFE to University' Scholarship students agree to fulfil all requirements as set out in these Guidelines.
- 13.2 In the submission of a signed CSU 'TAFE to University' 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 'TAFE to University' Scholarship.

14 PRIVACY

The University recognises the importance of protecting personal information provided for the administration of the CSU 'TAFE to University' Scholarship 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 'TAFE to University' 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 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 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 at scholarships.officer@csu.edu.au.

Students dissatisfied with the way the CSU Scholarship Office has handled their personal 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
August 2011	1.0	C. Colombera	2012 Guidelines Review