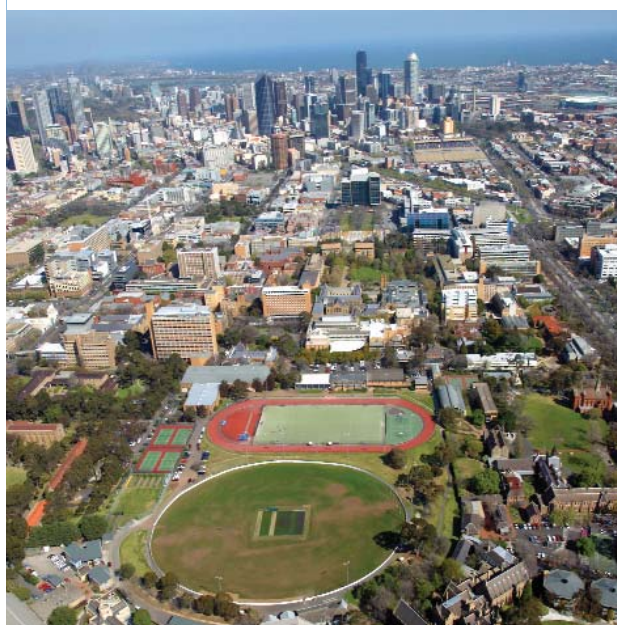




Melbourne Undergraduate Scholarships

**2007 Melbourne Access Scholarships
Terms and Conditions**
**Commonwealth Learning Scholarships
Terms and Conditions and Selection
and Management Policy**



Undergraduate Scholarships Office

Index	Page
1 Introduction	1
2 Accepting your Scholarship	1
2.1 Obligations of a Melbourne Scholar	1
2.2 Obligations of the Scholarships Office	1
3 Criteria of Award	2
3.1 Scholarship Criteria	2
3.2 Commencement	2
3.3 Transfer of Scholarship	2
3.4 Deferring	2
3.5 Full-time Study	3
3.6 Holding other Scholarships	3
4 Scholarship Benefits	3
4.1 Tuition fees	3
4.2 Allowance Payments	3
5 Changes to your Enrolment	4
5.1 Honours Degree & Graduate Diploma	4
5.2 Course Transfer	5
5.3 Concurrent Diploma	5
5.4 Summer Enrolment	5
5.5 Leave of Absence	5
5.6 Return from Leave of Absence	5
5.7 Studying Overseas	6
5.8 Part-time Enrolment	6
5.9 Discontinuation of Studies	6
6 Disallowed Variations	6
7 Satisfactory Academic Progress	6
7.1 Requirements	7
7.2 Unsatisfactory Academic Progress	7
8 Termination of Scholarship	7
8.1 Grounds for Termination	7
8.2 Appealing a Termination	7
8.3 Consequences of Termination	7
9 Review of Scholarship Decisions	8
9.1 Review Processes	8
9.2 Review Appeals	8
10 Misrepresentation	8
11 Centrelink and Taxation	8
12 Selection & Management Policy	8
12.1 Eligibility	9
12.2 Additional requirements for a CAS applicants	10
12.3 Selection and management	11
12.4 Offers	12
12.5 Allowance Payments	12
12.6 Grievance Procedures	12
Contact	14

1 Introduction

In 2007, the Undergraduate Scholarships Program comprises:

- Melbourne National Scholarships
- National Medicine Scholarships
- Melbourne Access Scholarships
- Commonwealth Learning Scholarships comprising Commonwealth Education Costs Scholarships and Commonwealth Accommodation Scholarships
- Melbourne Honours Scholarships
- International Undergraduate Scholarships
- Melbourne Abroad Scholarships

You are expected to read and understand this document in its entirety before you accept your scholarship offer.

You should refer to this document and your letter of offer for information regarding your scholarship benefits, terms and conditions, and retention requirements.

2 Accepting a Scholarship

You will receive an offer package containing:

- Letter of Offer
- Acceptance/Decline form
- Recipient Survey and
- Terms and Conditions Booklet (this document)

To accept your scholarship, return the Acceptance form to the Undergraduate Scholarships Office by the date specified in your offer letter. Completion of the Recipient Survey is voluntary.

2.1 Your obligations as a Melbourne Scholar

In accepting these terms and conditions you undertake to comply with all your obligations as a scholar as specified in this document. You must ensure that your faculty and others are aware of your obligations as a scholarship recipient.

2.2 Obligations of the Undergraduate Scholarships Office

We are your first point of contact for all matters relating to your scholarship. We are responsible for the day-to-day administration of the undergraduate scholarship program. We aim to provide a service that is efficient, friendly, and responsive.

3 Criteria of Award

3.1 Specific Scholarship Criteria

Melbourne Access Scholarships

The award of a **Melbourne Access Scholarship** is subject to your being offered and enrolling in a course at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) in 2007.

Commonwealth Learning Scholarships

First year students

The award of a **Commonwealth Learning Scholarship** is subject to your being offered and enrolling in a course at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) in 2007 and is subject to you satisfying and maintaining the eligibility requirements as set out in this document.

Commonwealth Learning Scholarships

Enrolled students

The award of a **Commonwealth Learning Scholarship** is subject to your satisfying and maintaining the eligibility requirements as set out in this document.

3.2 Commencement

Melbourne undergraduate scholarships are awarded on the basis that you will commence full-time study in the course and in the semester specified in your letter of offer.

3.3 Transfer of Scholarship at Commencement

You may transfer your scholarship to another course, excluding medical courses, with the agreement of the Manager, Undergraduate Scholarships.

3.4 Deferring your Scholarship

Melbourne Access Scholarships

You will only be permitted to defer your scholarship if your faculty permits you to defer your course place.

When you are approved to defer your course place, you must first accept the scholarship offer, and then submit a request to defer the start date of your scholarship for one year only.

Commonwealth Learning Scholarships

It is not possible to defer your scholarship.

Melbourne Access Scholarships linked to a Commonwealth Learning Scholarships

It is not possible to defer your scholarship.

3.5 Full-time Study

Melbourne undergraduate scholarships are awarded on the basis that you will enrol in and maintain a full-time enrolment. The normal workload for each year of a course is 100 points, 50 points per semester. A course load below **37.5** points per semester is considered **part-time**.

If you are unable to remain enrolled full-time due to extenuating circumstances, you must apply to the Manager, Undergraduate Scholarships, for approval to retain your scholarship.

3.6 Holding Other Awards

You may be permitted to hold other awards which enhance your studies at the University of Melbourne provided that you obtain written approval from the Manager, Undergraduate Scholarships, and there is no conflict with the conditions pertaining to your Melbourne undergraduate scholarship.

4 Scholarship Benefits

4.1 Tuition fees

Melbourne Access Scholarships

Your scholarship will contribute up to \$4000 towards your tuition fees (excluding summer semester) each year for up to four years.

Commonwealth Learning Scholarships

Your scholarship does not contribute towards your tuition fees.

4.2 Allowance

You will receive an allowance payment following the semester census dates of 31 March and 31 August.

Melbourne Access Scholarships

\$1,000 per semester for up to four years

Commonwealth Education Costs Scholarships

\$1,060.50 per semester for up to four years

Commonwealth Accommodation Scholarships

\$2,115.50 per semester for up to four years

5 Changes to your Enrolment

A change to your enrolment will affect your scholarship. If you vary your enrolment at any time during the period of your scholarship you should inform the Scholarships Office. Failure to submit the appropriate form in due time may lead to the suspension of your scholarship.

Changes to your enrolment include:

- Transferring to an Honours degree
- Transferring to a new course
- Enrolling in a concurrent diploma
- Enrolling in a summer subject
- Taking a Leave of Absence
- Returning from a Leave of Absence
- Overloading
- Studying Overseas
- Enrolling part-time
- Discontinuing

You should be aware of the correct procedures detailed below so that your scholarship is not adversely affected. If your application is not approved you may be required to pay back any allowance payments paid by the University to you or for your benefit for that semester.

Application forms are available from our web site at www.services.unimelb.edu.au/scholarships/ugrad/

5.1 Honours Degree & Graduate Diploma (transfer)

You may apply to transfer your scholarship to an Honours degree or a Graduate Diploma in an area of National Priority required for initial registration ie Education or Nursing provided that your scholarship will not exceed four years.

The Honours year must be undertaken **during or in the year immediately following** completion of your Bachelor degree.

Commonwealth Learning Scholarships

You **may not apply** if you have completed another undergraduate degree which is not required for the Honours course.

5.2 Course Transfer (including Honours)

You may apply to transfer your scholarship to a new course excluding medical courses. Approval is at the discretion of the Manager, Undergraduate Scholarships.

You should note that your scholarship cannot be extended beyond four years.

If you transfer your course and you are not approved to transfer your scholarship, you may be required to pay back any allowance payments paid by the University to you, or for your benefit, for that semester.

5.3 Concurrent Diplomas

Melbourne Access Scholarships

You should note that your scholarship **will not** contribute to a concurrent diploma. The end date of your scholarship may be extended by one year to accommodate the extra subjects provided that your scholarship does not exceed four years.

Commonwealth Learning Scholarships

Enrolling in a concurrent diploma will not affect your scholarship. The end date of your scholarship may be extended by one year to accommodate the extra subjects provided that your scholarship does not exceed four years.

5.4 Summer Enrolment

Melbourne Access Scholarships

You should note that your scholarship will not contribute to a summer enrolment.

Commonwealth Learning Scholarships

Your scholarship is unaffected by a summer semester enrolment.

5.5 Leave of Absence

You are not permitted to take a leave of absence from your scholarship in your first year of study. If you wish to take leave in your first year, you must decline the scholarship offer.

You are entitled to take 12 months leave during your course.

5.6 Return from Leave of Absence

You must notify the Scholarships Office when you return from leave so that your scholarship can recommence.

5.7 Studying Overseas

Exchange

If you are accepted into the Melbourne Abroad Exchange Program, you should notify this office so that your scholarship benefits can continue.

Study Abroad

If you intend to undertake independent study overseas, you must take a Leave of Absence from your scholarship.

5.8 Part-time Enrolment

If your course load falls below **37.5** credit points in semester 1 and/or 2, you are considered part-time and your scholarship may be withdrawn.

You may only apply to continue your scholarship if you have been affected by exceptional extenuating circumstances. You must submit an application addressed to the Manager, Undergraduate Scholarships and provide supporting documentation.

If your application is not approved, you may be required to pay back any allowance payments paid by the University to you or for your benefit for that semester.

5.9 Discontinuation of Studies

If you discontinue your course, your scholarship will be withdrawn and you may be required to pay back any amounts paid by the University to you, or for your benefit, for that semester.

6 Disallowed Variations

Melbourne Access Scholarships

Your scholarship **will not** contribute to tuition fees for complementary studies undertaken at another university or Community Access Program (CAP) subjects.

7 Satisfactory Academic Progress

Each semester, we undertake an academic progress review of scholars following the release of results. Normally, your scholarship will continue as long as your faculty allows you to continue your course.

You will only be contacted by us if you appear 'at risk'. You are not required to do anything unless requested to by this office.

7.1 Requirements

You are expected to maintain satisfactory academic progress each year and to progress through your course in minimum time. This normally requires a pass in all subjects in each year of your course.

7.2 Unsatisfactory Academic Progress

Melbourne Access Scholarships

You may make a written submission to the Chair, Undergraduate Scholarships Sub-Committee (UGSSC), setting out the circumstances which have affected your progress.

The Chair will determine the outcome, taking into consideration your submission and advice from your faculty. You will be advised of the outcome via mail.

Address your submission to:

The Chair
UGSSC
c/o Undergraduate Scholarships Office
3rd floor, John Smyth building
The University of Melbourne
Victoria 3010

8 Termination of Scholarship

8.1 Grounds for Termination

Your scholarship may be terminated if, after proper inquiry, the University determines that you have not complied with the conditions of your scholarship; or you have not conformed to the obligations placed on students under the University's Statutes and Regulations outlined in your student diary.

8.2 Appealing a Termination

If termination is recommended, you may appeal to the Academic Board. Notice of intention to appeal should be lodged with the Manager, Undergraduate Scholarships.

8.3 Consequences of Termination

If your scholarship is terminated you will normally be entitled to continue your studies provided that you have maintained satisfactory academic progress in your course and subject to the University's Statutes and Regulations.

You may be required to pay back any amounts paid by the University to you or for your benefit for that semester.

9 Review of Scholarship Decisions

9.1 Review Processes

The University has established processes which enable you to apply for a review of any decision affecting your scholarship. If you are dissatisfied with a decision, you may apply in writing to the Manager, Undergraduate Scholarships, for a review.

9.2 Review Appeals

If you still feel that a matter is not adequately resolved you may appeal in writing to the Academic Board. Notice of an intention to appeal an academic progress recommendation should be lodged with the Manager, Undergraduate Scholarships.

10 Misrepresentation

The award of your scholarship is based on the information that you provide to the University. Your scholarship may be withdrawn at any stage if you provide incorrect information or withhold relevant information.

11 Centrelink and Taxation

Refer to this document and your letter of offer for information about your scholarship benefits. For general information on how your scholarship is treated go to our web site and click on Centrelink or Taxation at:
www.services.unimelb.edu.au/scholarships/ugrad/

Commonwealth Learning Scholarships

Centrelink does not consider Commonwealth Learning Scholarships as income when assessing payments for Youth Allowance, Austudy or Abstudy.

12 The University of Melbourne Commonwealth Learning Scholarships Selection and Management Policy for 2007

The Commonwealth Government, through the Department of Education, Science and Training (DEST), provides two types of Commonwealth Learning Scholarships (CLS): Commonwealth Education Costs Scholarships (CECS) and Commonwealth Accommodation Scholarships (CAS).

12.1 Eligibility

For both CLS scholarships:

- a) Applicants must be an Australian citizen or the holder of an Australian permanent humanitarian visa. Australian Permanent Residents or New Zealand citizens are not eligible.
- b) They must be a Commonwealth supported (ie. HECS) student enrolled on a full-time basis in an undergraduate, Honours (see 3) course or in an area of National Priority required for initial registration ie Education or Nursing.
- c) A student is not eligible for a CECS or CAS if they have already received a CECS or CAS for the maximum duration.
 1. They may be in any year of the course.
 2. They must not already have a bachelor degree or higher-level award unless that award is a prerequisite to their current undergraduate course of study or graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration and there is no alternative pathway into that course of study at that eligible scholarship provider.
Note: CLS are intended primarily for students undertaking an initial qualification.
 3. A student undertaking an Honours degree that follows on from the relevant undergraduate degree is eligible **UNLESS** they have also completed another undergraduate degree which is not required for the Honours course.
 4. If exceptional circumstances, such as a disability, prevent a student from studying full-time, it may be possible for that student to be considered for a scholarship. Eligibility will be determined by the University based on documentary evidence provided by the applicant.
- d) Applicants must be able to demonstrate financial need and be in receipt of, or eligible to receive by the application closing date, a means tested Commonwealth income support payment such as Austudy, Abstudy Youth Allowance, etc.

A current document from Centrelink verifying this must be submitted with the original application and thereafter each semester, to show continuing eligibility. The document must include the recipient's name and title of benefit and be

dated no earlier than February for semester one and no earlier than July for semester two.

Alternatively, with the applicant's permission, this information can be accessed directly from Centrelink.

- e) A student may receive a CLS for up to a maximum of four years providing they remain eligible. No extensions are possible.

12.2. Additional requirements for CAS applicants

In addition to the eligibility requirements above, CAS applicants must:

- (a) within the four years immediately preceding the commencement of the current higher education course of study:
 - (i) the student has lived in a regional or remote area of Australia for a total of at least three years; or
 - (ii) the student completed the final two years of schooling in a high school or college in a regional or remote area; or
 - (iii) it was necessary for the student to live away from their regional or remote home to complete the whole or the majority of their secondary schooling at a high school or college in a major city; and
- (b) it was necessary for the student to move from the regional or remote area in order to undertake higher education study; and
- (c) as a result of (b), the student will incur additional accommodation costs; and
- (d) the student is enrolled as an internal student in units of study that form part of the course of study the student is undertaking unless the student can demonstrate the need to move, in accordance with the paragraph below.

For the purpose of determining the necessity for the student to move, a student should normally be enrolled as an internal student to be deemed eligible for CAS unless the student can demonstrate that there are exceptional circumstances preventing them from doing so, including, but not limited to the following:

- (a) the need for the student to attend classes or access other study related facilities on the campus at which the student is enrolled with the eligible scholarship provider or a host provider approved by the eligible scholarship provider through a cross-institutional arrangement;
- (b) the distance from the student's home to the relevant campus;
- (c) the availability and quality of transport infrastructure between the student's home and the relevant campus; and
- (d) limitations on the student's mobility due to disability and/or carer responsibilities."

In determining a rural or regional area, the University is guided by the ASGC Remoteness Areas 2001 classification. A student who has come from a locality classed as a Major City of Australia is deemed ineligible. Classification are available on our web site at: www.services.unimelb.edu.au/scholarships/ugrad/prospect/CLS.html

12.3. Selection and management

1. Applicants will be assessed for eligibility and only eligible students will be considered for selection.
2. Scholarships will be awarded to eligible students based on academic merit, as demonstrated by applicants' academic achievement in tertiary studies and, if applicable their ENTER or equivalent.

In previous years a weighted average of at least H2B or, for first year students, an ENTER of at least 85 was required in order to be considered.
3. Special consideration is given to eligible indigenous students.
4. Recipients are required to demonstrate that they continue to meet the eligibility criteria as specified above, before the semester census dates of 31 March and 31 August.
5. A student may NOT hold both a CECS and CAS.
6. It is not possible to transfer a CLS from one institution to another. Students who transfer from another tertiary institution can compete for a CLS on the same basis as other students at the new institution. The period for which they held the CLS at the first institution will be included when calculating the four years maximum.

7. A student may take Leave of Absence from the CLS and resume the scholarship on return from leave, as long as they are still eligible and up to the maximum of four years, including the time used before the leave.
8. If a recipient discontinues their enrolment or their enrolment is cancelled by the University, the CLS will cease. If the student subsequently resumes study they must reapply to resume the scholarship. Their application will be reconsidered with other applications and according to the selection guidelines above. If their application is successful the scholarship time used before the interruption will be included in calculating the four years maximum.
9. A student who is in receipt of another University scholarship which provides an allowance is not eligible to apply for a CLS.

12.4. Offers

At the time of accepting an offer of a CLS, the recipient must:

- a) accept the conditions of the CLS, and
- b) agree to provide personal information relevant to assessing their ongoing eligibility for a CLS to the University on request, and
- c) be given the option of having their contact details submitted to DEST, if requested, for purposes related to the student's receipt of a CLS.

12.5. Allowance Payments

One payment totalling 50% of the annual value of the CLS will be made directly to the student in each six-month period as soon as practicable on or within six weeks after the first census date.

12.6. Grievance Procedures

If a student has a grievance about selection or other administrative decisions regarding the CLS, they should consult the University of Melbourne Student Grievances policy and follow those procedures to resolve the grievance. The policy is available at www.services.unimelb.edu.au/grievances/

Contact

Undergraduate Scholarships Team
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3rd floor, John Smyth building
The University of Melbourne
Victoria 3010 Australia
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MELBOURNE