



THE UNIVERSITY OF
MELBOURNE

Undergraduate
and Graduate
Coursework
Scholarships

Melbourne National and National
Medicine Scholarships
Terms and Conditions 2008

Melbourne Scholarships Office



Index	Page
1 Introduction	1
2 Accepting your Scholarship	1
2.1 Your Obligations as a Melbourne Scholar	1
2.2 The Undergraduate & Graduate Coursework Scholarships Office	1
3 Criteria of Award	1
3.1 Scholarship Criteria	1
3.2 Commencement	1
3.3 Transfer of Scholarship	2
3.4 Deferring your Scholarship	2
3.5 Full-time Study	2
3.6 Holding other Awards	2
4 Scholarship Benefits	3
4.1 Tuition fees	3
4.2 Allowance Payments	3
4.3 Airfares	3
5. Changes to your Enrolment	4
5.1 A Leave of Absence	4
5.2 Returning from a Leave of Absence	5
5.3 Enrolling in a Summer Semester Subject	5
5.4 Transferring to a New Course	5
5.5 Transferring to Honours	5
5.6 Enrolling in a Concurrent Diploma	5
5.7 Overloading Subjects	6
5.8 Discontinuing your Enrolment	6
5.9 Studying Overseas	6
5.10 Enrolling Part-Time	6
6 What your Scholarship will not cover	7
6.1 Repeating Failed Subjects	7
6.2 Cross-Institutional Studies	7
6.3 Community Access Program (CAP) Subjects	7
7 Satisfactory Academic Progress	7
7.1 Academic Progress Requirements	7
7.2 Unsatisfactory Academic Progress	7
8 Review of Scholarship Decisions	8
8.1 Review Processes	8
8.2 Review Appeals	8
9 Misrepresentation	8
10 Termination of Scholarship	8
10.1 Grounds for Termination	8
10.2 Appealing a Termination	8
10.3 Consequences of Termination	8
11 Taxation	9
12 Centrelink	9
Contact Details	10

1 Introduction

This booklet, together with your letter of offer, contains comprehensive information regarding your scholarship offer, benefits, terms and conditions and retention requirements.

2 Accepting your Scholarship

You will receive an offer package containing:

- An offer letter
- An information sheet with instructions about how to accept your scholarship
- An Accept./Decline form
- A Bank Details Form
- A Terms and Conditions Booklet (this document)

Read all of the information carefully before accepting your scholarship.

2.1 Your obligations as a Melbourne Scholar

In accepting these terms and conditions you undertake to comply with your obligations as a scholar as set out in your offer letter and this document.

2.2 The Undergraduate & Graduate Coursework Scholarships Office

We are responsible for the administration of the scholarships offered by the Undergraduate & Graduate Coursework Scholarships Program. In addition to information available at your student centre, we can answer any questions relating to your scholarship.

3 Criteria of Award

3.1 Scholarship Criteria

The award of a **Melbourne National** or **National Medicine Scholarship** is subject to your being offered a Commonwealth Supported place at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) in 2008.

3.2 Commencement

Melbourne National and **National Medicine Scholarships** are awarded on the basis that you commence full-time study in semester 1, 2008 in the course specified in your letter of offer.

3.3 Transfer of Scholarship

Melbourne National Scholarships may be transferred to any other course, except medicine, with the approval of the Manager, Undergraduate & Graduate Coursework

Scholarships.

National Medicine Scholarships cannot be transferred.

3.4 Deferring your Scholarship

Melbourne National Scholarships can be deferred for up to one year if you are permitted to defer your course.

To defer your scholarship you must first **accept** the scholarship offer AND then submit a written request to defer the scholarship, together with evidence that your faculty has approved your course deferral, to the Manager, Undergraduate & Graduate Coursework Scholarships.

National Medicine Scholarships cannot be deferred.

3.5 Full-time Study

Melbourne National and **National Medicine Scholarships** are awarded on the basis that you enrol full-time in semester 1 2008 and maintain a full-time enrolment for the duration of your scholarship.

A standard full-time enrolment is 50 points per semester and 100 points per year. An enrolment below 37.5 points per semester is considered part-time.

3.6 Holding Other Awards

You may hold other awards which enhance your studies at the University of Melbourne with the permission of the Manager, Undergraduate & Graduate Coursework Scholarships provided that there is no conflict with the conditions pertaining to your **Melbourne National** or **National Medicine Scholarship**.

If you are offered another award, you must notify the Manager, Undergraduate & Graduate Coursework Scholarships in writing, setting out the details of the other award.

You are not eligible to receive a Commonwealth Scholarship or a new Generation Undergraduate Award.

4 Scholarship Benefits

4.1 Tuition fees

Melbourne National Scholarships will meet the full cost of tuition fees payable for the minimum points required to complete the course for which you hold the scholarship, provided that you remain enrolled as a full-time student.

National Medicine Scholarships will meet the full cost of tuition fees payable for the minimum points required to complete the medicine course for which you hold the scholarship, provided that you remain enrolled as a full-time student.

4.2 Allowance Payments

Melbourne National Scholarships

You will receive an allowance payment at the beginning of each semester, provided that you remain enrolled as a full-time student.

Melbourne National (Victorian)

\$2,500 per semester

Melbourne National (Interstate)

\$5,000 per semester

National Medicine Scholarships

You will receive an allowance payment at the beginning of each semester, provided that you remain enrolled as a full-time student.

National Medicine (Victorian)

\$2,500 per semester

National Medicine (Interstate)

\$5,000 per semester

4.3 Airfares

Melbourne National (Interstate) and **National Medicine (Interstate) Scholarships** provide one return economy airfare between your home state and Melbourne to be used during your enrolment. You must complete an Airfare Arrangement form to receive this benefit.

Bookings are processed through the Undergraduate & Graduate Coursework Scholarships Office. We are unable to reimburse payment of an airfare. You are responsible for any changes to arrangements once the initial booking has been confirmed.

The ticket can be booked from 1 February 2008.

5 Changes to your Enrolment

A change to your enrolment may adversely affect your eligibility to retain your scholarship. It is your responsibility to notify the Undergraduate & Graduate Coursework Scholarships Office of any changes you make to your enrolment by completing an enrolment change form. Failure to submit the form in due time could result in the suspension of your scholarship.

Forms are available from our web site at www.services.unimelb.edu.au/scholarships/ugrad/holders/enrolment/index.html

Changes to your enrolment include:

- A Leave of Absence
- Returning from a Leave of Absence

- Enrolling in a Summer Semester Subject
- Transferring to a New Course
- Transferring to Honours
- Enrolling in a Concurrent Diploma
- Overloading Subjects
- Discontinuing your Enrolment
- Studying Overseas
- Enrolling Part-Time

If the change is not permitted under the terms of 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.

5.1 A Leave of Absence

In your first year of study, you cannot take a leave of absence from your scholarship. You must either defer or decline your scholarship offer.

In second and subsequent years, you are entitled to 12 months leave in total.

NB: If you take a leave of absence from your scholarship after the census date, we will include the withdrawn subjects in the points calculation of your course.

5.2 Returning from Leave of Absence

You must notify the Undergraduate & Graduate Coursework Scholarships Office when you return from leave so that your scholarship benefits can recommence.

5.3 Enrolling in a Summer Semester Subject

You may apply to extend your scholarship to sponsor a summer subject provided that your scholarship will not exceed the minimum points required for your course.

Approval is at the discretion of the Manager, Undergraduate & Graduate Coursework Scholarships.

Alternatively, you may choose to enrol in a summer semester subject and you will be responsible for the fees.

5.4 Transferring to a New Course

Melbourne National Scholarships

You may apply to transfer your scholarship to a new course, excluding medicine, provided that your scholarship will not exceed the minimum points required for your course.

Approval is at the discretion of the Manager, Undergraduate & Graduate Coursework Scholarships.

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.

National Medicine Scholarships cannot be transferred.

5.5 Transferring to Honours

Melbourne National Scholarships

You may apply to transfer your scholarship to an Honours course, provided that your scholarship will not exceed the minimum points required for your course. The Honours year must be undertaken during or in the year immediately following completion of your Bachelor degree. Approval is at the discretion of the Manager, Undergraduate & Graduate Coursework Scholarships.

National Medicine Scholarships cannot be transferred.

5.6 Enrolling in a Concurrent Diploma

Melbourne National Scholarships

You may apply to extend your scholarship to a concurrent diploma. Approval is at the discretion of the Manager, Undergraduate & Graduate Coursework Scholarships. The end date of your scholarship may be extended by one year to accommodate the extra subjects.

Alternatively, you may choose to enrol in the concurrent diploma and be responsible for the fees.

National Medicine Scholarships will not cover a concurrent diploma.

5.7 Overloading Subjects

Melbourne National Scholarships

You may apply to extend your scholarship to an overload. The overload will only be approved for one semester and not for the degree. Approval is at the discretion of the Manager, Undergraduate & Graduate Coursework Scholarships.

Should you reach the minimum points required to complete your course before completing your degree you will be responsible for the remaining fees.

5.8 Discontinuing your Enrolment

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

5.9 Studying Overseas

Exchange

If you are accepted into the University's Exchange Program, and you continue to satisfy the eligibility criteria, your scholarship benefits will continue.

Study Abroad

If you undertake independent study overseas, you must take a Leave of Absence from your scholarship and pay your own fees overseas.

5.10 Enrolling Part-Time

If your enrolment falls below **37.5** points per semester, you are considered to be enrolled part-time. You will be placed on a leave of absence from your scholarship unless you apply for your scholarship to continue due to exceptional extenuating circumstances. You must provide supporting documentation with your application.

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.

6 What your Scholarship will not cover

6.1 Repeating Failed subjects

Your scholarship will not cover fees for repeating failed subjects or subjects which are taken in lieu of failed subjects.

6.2 Cross-Institutional Studies

Your scholarship will not cover fees for subjects offered by other institutions regardless of whether they are credited to your University of Melbourne course. The only exception to this is for studies completed as part of a University approved Exchange program (see 5.9).

6.3 Community Access Program (CAP) Subjects

Your scholarship will not cover fees for Community Access Program (CAP) subjects.

7 Satisfactory Academic Progress

7.1 Academic Progress Requirements

The Melbourne Scholarship Office undertakes an academic progress review of scholars each semester following the release of results. **Melbourne National** and **National Medicine Scholarship** recipients are expected to pass all subjects in the first year of their course and achieve at least a 70% weighted average in the second and subsequent years.

You are not required to contact us in relation to your academic progress. We will contact you only if you appear 'at risk' of not meeting the academic requirements of your scholarship and we will advise you on how to proceed.

7.2 Unsatisfactory Academic Progress

Should you appear 'at risk' of not meeting your scholarship

requirements, we will invite you to make a written submission. In your submission, you can explain the circumstances which have affected your progress and how you plan to proceed in the future.

Address your submission to The Chair of the Undergraduate & Graduate Coursework Scholarships Sub-Committee (UGGCSSC).

Forward your submission to The Manager, Undergraduate & Graduate Coursework Scholarships.

The Chair will take into consideration your submission and advice from your faculty to determine the outcome. Following the review, we will advise you of the outcome via mail.

8 Review of Scholarship Decisions

8.1 Review Processes

If you are dissatisfied with a decision, you may apply in writing to the Manager, Undergraduate & Graduate Coursework Scholarships, for a review.

8.2 Review Appeals

If you feel that the matter is not adequately resolved, you may appeal in writing to the Academic Board.

You must lodge your intention to appeal to the Academic Board with the Manager, Undergraduate & Graduate Coursework Scholarships.

9 Misrepresentation

The award of your scholarship is based on the information that you provide to the University. Students may be required to repay to the University of Melbourne any scholarship benefits they have received on the basis of false or misleading information included in their application. Scholarship benefits may include living allowances, fee remission and travel allowances.

10 Termination of Scholarship

10.1 Grounds for Termination

Your scholarship will only 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.

10.2 Appealing a Termination

If termination is recommended, you may appeal to the Academic Board.

You must lodge your intention to appeal to the Academic

Board with the Manager, Undergraduate & Graduate Coursework Scholarships.

10.3 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 allowance amounts paid by the University to you or for your benefit for that semester.

11 Taxation

The Australian Taxation Office provides information about taxation and scholarships. It is the responsibility of individual students to obtain independent tax advice to ensure that their individual circumstances are covered.

As a general guide, payment of a scholarship allowance is exempt from income tax when all of the following conditions are fulfilled:

- the payment is to a student enrolled in a full time course
- the student is not required to be or become an employee of the University or a scholarship sponsor as a condition of the scholarship
- the terms of the scholarship do not amount to a contract for labour with the scholarship sponsor or the university, and
- the scholarship is provided principally for educational purposes.

The scholarship sponsor is the organisation providing funds to the University for scholarship payments.

Scholarships held by students who are enrolled on a part-time basis are not tax exempt. For payments subject to income tax, the University is required to withhold PAYG tax from the scholarship payment at the student's marginal tax rate or as required by the tax declaration form. Scholarships may only be held on a part-time basis because of exceptional extenuating circumstances.

12 Centrelink

Generally, scholarships that provide remission or exemption from fees and/or HECS are not regarded as income for Centrelink purposes. However, an allowance of any kind paid directly to the student is likely to be regarded as income. Students who are applying to Centrelink for income support should seek further advice from the University financial aid service at <http://www.services.unimelb.edu.au/finaid/> or from Centrelink at <http://www.centrelink.gov.au/>

Contact details

Undergraduate & Graduate Coursework
Scholarships

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