



THE UNIVERSITY OF
MELBOURNE

Undergraduate
and Graduate
Coursework
Scholarships

Melbourne Access and
Commonwealth Scholarships
Terms and Conditions 2008

Melbourne Scholarships Office



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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 Access 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.

The award of a **Commonwealth Scholarship to first year students** is subject to your being offered a Commonwealth Supported place at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) in 2008 and satisfying the eligibility requirements as set out in the Selection & Management Policy in this document.

The award of a **Commonwealth Scholarship to enrolled students** is subject to your satisfying the eligibility requirements as set out in the Selection & Management Policy in this document.

3.2 Commencement

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

3.3 Transfer of Scholarship

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

3.4 Deferring your Scholarship

Melbourne Access 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.

Commonwealth Scholarships and **Melbourne Access Scholarships** linked to a **Commonwealth Scholarship** cannot be deferred.

3.5 Full-time Study

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 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 New Generation Undergraduate Award.

4 Scholarship Benefits

4.1 Tuition fees

Melbourne Access Scholarships and Commonwealth Scholarships awarded in conjunction with a Melbourne Access Scholarship

Your scholarship is awarded for up to four years of an undergraduate degree. It provides \$4000 annually towards your semester 1 and 2 tuition fees provided that you remain enrolled as a full-time student.

Commonwealth Scholarships

Your scholarship does not contribute towards your tuition fees.

4.2 Allowance

You will receive an allowance payment shortly after the semester 1 and 2 census dates provided that you meet the eligibility criteria by the census dates of **31 March** and **31 August**.

Melbourne Access Scholarships

\$1,000 per semester for up to 4 years

Commonwealth Education Costs Scholarships

\$1,081 per semester *indexed* for up to 4 years

Commonwealth Accommodation Scholarships

\$2162 per semester *indexed* for up to 4 years

Commonwealth Associate Degree Scholarships – CECS

\$1,081 per semester *indexed* for up to 2 years

Commonwealth Associate Degree Scholarships – CAS

\$2,162 per semester *indexed* for up to 2 years

Commonwealth Indigenous Access Scholarships

Provide a once-only payment of **\$4,080** paid in two instalments of \$2,040 in your first semester of enrolment.

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.

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 are permitted to enrol in summer semester subjects provided that you do not exceed the maximum years of your scholarship. **NB: Melbourne Access Scholarship** recipients should note that they are responsible for their summer semester tuition fees.

5.4 Transferring to a New Course

You may apply to transfer your scholarship to a new 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.

5.5 Transferring to Honours

You may apply to transfer your scholarship to an Honours 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.

NB: Commonwealth Scholarship recipients should note that they are not eligible to transfer their scholarship to an Honours degree if they have already completed another degree which is not a prerequisite for the Honours degree.

5.6 Enrolling in a Concurrent Diploma

Your scholarship will not contribute to a concurrent diploma. You may enrol in the concurrent diploma and be responsible for the tuition fees.

The end date of your scholarship may be extended to accommodate the extra subjects provided that you do not exceed the maximum years of your scholarship.

5.7 Overloading Subjects

Your scholarship will continue if you overload for one or more semesters of your course with the approval of your faculty provided that you do not exceed the maximum years of your scholarship.

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** credit points per semester, you are considered to be enrolled part-time and you will be placed on a leave of absence from your scholarship. You can apply for your scholarship to continue if you have experienced exceptional extenuating circumstances. You must provide supporting documentation with your application.

If your application is approved, the end date of your scholarship may be extended to accommodate the extra time provided that you do not exceed the maximum years of your scholarship.

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 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).

6.2 Community Access Program (CAP) Subjects

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

7 Satisfactory Academic Progress

7.1 Requirements

Melbourne Access Scholarships and Commonwealth Scholarships awarded in conjunction with a Melbourne Access Scholarship

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

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.

NB: Commonwealth Scholarship recipients are not subject to the academic progress review unless they also receive a Melbourne Access Scholarship

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/>

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

13 The University of Melbourne Commonwealth Scholarships Selection and Management Policy for 2008

The Commonwealth Government, through the Department of Education, Science and Training (DEST), provides five types of Commonwealth Scholarships (CS) for students studying at the University of Melbourne.

They are:

- Commonwealth Education Costs Scholarships (CECS); Commonwealth Accommodation Scholarships (CAS);
- Commonwealth Associate Degree–CECS Scholarships (CAD-CECS);
- Commonwealth Associate Degree-CAS Scholarships (CAD-CAS); and
- Commonwealth Indigenous Access Scholarships (CIAS).

13.1 Eligibility

For all Commonwealth 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 enrol full-time in a Commonwealth supported place in an undergraduate, Honours (see 3) or an Associate Degree; or in an area of National Priority required for initial registration such as 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 level 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: CS 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 or Youth Allowance.

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, we can access this information directly from Centrelink on their behalf. A consent form can be downloaded from our web site at <http://www.services.unimelb.edu.au/scholarships/ugrad/>

- (e) A student may only receive a CAS or CECS for up to a maximum of four years or a CAD-CAS or CAD-CECS for up to a maximum of two years providing they remain eligible. A student may only receive one CIAS payment.

No extensions are possible.

13.2. Additional requirements for CAS applicants

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

- (a) within the four years immediately preceding the commencement of the current higher education course of study:
 - (i) they have lived in a regional or remote area of Australia for a total of at least three years; or
 - (ii) they have 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) they are enrolled as an internal student in units of study that form part of the course of study they are undertaking unless they 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 from our web site at:

www.services.unimelb.edu.au/scholarships/ugrad/current/commonwealth

13.3. 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.

As a guideline only, 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, **by the semester census dates of 31 March and 31 August.**
5. A student may NOT hold both a CECS and CAS unless they also hold a CIAS.
6. It is not possible to transfer a CS from one institution to another. Students who transfer from another tertiary institution can compete for a CS on the same basis as other students at the new institution. The period for which they held the CS at the first institution will be included when calculating the maximum duration of the scholarship.

7. A student may take Leave of Absence from the CS and resume the scholarship on return from leave, as long as they are still eligible and up to the maximum duration of the scholarship, including the time used before the leave.
8. If a recipient discontinues their enrolment or their enrolment is cancelled by the University, the CS 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 maximum duration of the scholarship.
9. Recipients of a Melbourne National or National Medicine Scholarship are not eligible to apply for a CS.

13.4. Offers

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

- (a) accept the conditions of the CS, and
- (b) agree to provide personal information relevant to assessing their ongoing eligibility for a CS 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 CS.

13.5. Allowance Payments

One payment totalling 50% of the annual value of the CS 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. CIAS will be paid in two instalments in the first semester of enrolment.

13.6. Grievance Procedures

If a student has a grievance about selection or other administrative decisions regarding the CS, 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 details

Undergraduate & Graduate Coursework
Scholarships

Melbourne Scholarships Office

3rd floor, John Smyth building

The University of Melbourne

Victoria 3010 Australia

W: [www.services.unimelb.edu.au/scholarships/
ugrad/](http://www.services.unimelb.edu.au/scholarships/ugrad/)

T: (+61 3) 8344 7467

F: (+61 3) 8344 3734



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CRICOS provider code: 00116K

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