



THE UNIVERSITY OF
MELBOURNE

Melbourne Undergraduate Scholarships

2004

Terms and Conditions
Booklet

Melbourne Scholarships Office

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1 Introduction

Following its successful introduction in 1996, the Melbourne Undergraduate Scholarships Program has continued to provide the University of Melbourne with outstanding local and international students. The purpose of this document is to state the terms and conditions for the scholarships that make up the Melbourne Undergraduate Scholarships Program. The Program comprises:

- Melbourne National Scholarships
- National Medicine Scholarships
- Melbourne Rural Scholarships
- Melbourne Access Scholarships
- Melbourne Indigenous Scholarships
- Faculty Access and Merit Scholarships
- Faculty Coursework Scholarships
- International Undergraduate Scholarships
- Melbourne Abroad Scholarships.

Named scholarships and bursaries are considered part of the Melbourne Undergraduate Scholarships Program for the purpose of this document unless otherwise stated in a Letter of Offer.

2 Accepting a Scholarship

Each student offered a scholarship receives an offer package containing:

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

It is expected that you have read and understood the Terms and Conditions Booklet in its entirety before you accept the scholarship. In order to accept the scholarship you are required to return the Undergraduate Scholarships Acceptance/Decline form to the Melbourne Scholarships Office by the date specified in your Letter of Offer. Completion of the Undergraduate Scholarships Recipient Survey is voluntary.

2.1 Obligations as a Melbourne Scholar

In accepting these Terms and Conditions you undertake to comply with your obligations as a scholar as specified in this booklet and ensure that other sponsors are aware of your obligations as a Melbourne Scholarship recipient.

2.2 Obligations of the Melbourne Scholarships Office

The Melbourne Scholarships Office is your first point of contact for all matters relating to your scholarship. We aim to provide a service that is efficient, friendly and responsive to your needs.

3 Criteria of Award

3.1 Specific Scholarship Criteria

The award of a **National, Medicine, Rural, Access, Indigenous, Faculty Access, Merit and Coursework Scholarship** is subject to you being offered a course place at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC).

In addition you must:

- be an Australian citizen or permanent resident
- not have undertaken any previous study at tertiary level in an award course except for TAFE Certificates I - IV or extension studies undertaken as part of a Year 12 program
- have completed Year 12 or the International Baccalaureate in the year prior to the date you intend to commence tertiary study. *TAP applicants are exempt from this requirement.*

National, Rural, Access, Indigenous, William Allan Stewart Scholarships and **Faculty Access, Merit and Coursework Scholarships** are subject to you enrolling in the fee based course place specified in your Letter of Offer.

National Medicine Scholarships and **William Allan Stewart Establishment Bursaries** are subject to you enrolling in the HECS based course place specified in your Letter of Offer.

Access and Faculty Access Scholarship recipients must also belong to at least one of the equity groups set out in the Undergraduate Scholarships Brochure.

Rural Scholarship recipients must have resided in and completed Year 12 at a secondary school in a rural area.

The award of an **International Undergraduate Scholarship** is subject to you being offered and enrolling in an undergraduate course place at the University of Melbourne.

In addition you must:

- not be a citizen of Australia or New Zealand
- not be a permanent resident of Australia
- be commencing study at the University of Melbourne for the first time
- not be in receipt of any other tuition scholarship at the University of Melbourne.

3.2 Commencement

All scholarships and bursaries are awarded on the basis that you will commence study in the course for which you are being offered a place and in the semester specified in your Letter of Offer.

3.3 Transfer of Scholarship

If you wish to enrol in a course that is different from the course on which your initial offer of scholarship is based you must apply to the Melbourne Scholarships Office for approval.

Transfers of all Faculty Scholarships are at the discretion of the awarding faculty and the faculty to which you are transferring.

National Medicine and William Allan Stewart Scholarships and William Allan Stewart Establishment Bursaries cannot be transferred.

3.4 Deferring a Scholarship

It is not possible to defer your scholarship. **If you are awarded a scholarship for study in 2004** and you decline it in order to undertake a formal 'gap' year, you may apply to be reconsidered again in 2005 on the proviso that you have **also been offered and deferred a course place** at the University of Melbourne in 2004. A number of scholarships have been allocated specifically for this purpose.

3.5 Full-time Study

All Melbourne Undergraduate Scholarships are awarded on the basis that you will maintain a full-time enrolment in the course for which you receive the scholarship.

3.6 Holding Concurrent Scholarships

As a Melbourne Scholarship holder you may be permitted to hold other awards which enhance your studies at the University provided that you obtain written approval from the Melbourne Scholarships Office and there is no conflict with the conditions pertaining to your Melbourne Undergraduate Scholarship.

International Undergraduate Scholarship recipients are **not** permitted to hold concurrent scholarships.

4 Scholarship Benefits

4.1 Tuition

National, Rural, Access, Indigenous, Faculty Access and Merit, and William Allan Stewart Scholarships

- will meet the full cost of tuition and amenities and services fees payable for the minimum points required to complete the course for which you hold the scholarship provided that you remain a full-time student in the sponsored course.

National Medicine and William Allan Stewart Establishment Bursaries do not provide any fee remission.

Faculty Coursework Scholarships

- provide a partial fee remission of 25% or the percentage specified in your Letter of Offer for the normal duration of your course.

Prior to the commencement of each semester you will be invoiced and required to pay the balance of the tuition fee payable for your course.

International Undergraduate Scholarships

- provide a partial fee remission of 25% or the percentage specified in your Letter of Offer for the normal duration of your course.

You should note that:

- your scholarship does not cover an additional Honours year unless otherwise specified in your Letter of Offer
- if you become a permanent resident of Australia during the tenure of your scholarship you may continue as a local full fee-paying student and receive the fee remission as specified in your Letter of Offer subject to faculty approval.

Prior to the commencement of each semester you will be invoiced and required to pay the balance of the tuition fee payable for your course

4.2 Allowances

Allowances are paid for the first three years of a three-year degree and for up to four years for a degree longer than three years as long as you remain a full-time student in the course for which you hold the scholarship.

National (Victorian) Scholarships provide a \$5,000 allowance per annum paid on a semester basis.

National (Interstate) Scholarships provide a \$10,000 allowance per annum paid on a semester basis.

Melbourne Rural Scholarships provide a \$5,000 allowance per annum paid on a semester basis.

Melbourne Access Scholarships provide a \$1,000 allowance per annum paid on a semester basis.

Melbourne Indigenous Scholarships provide a \$1,000 allowance per annum paid on a semester basis.

National Medicine Scholarships provide an \$8,000 allowance per annum paid on a semester basis for each of the six years in which you remain enrolled in your course.

William Allan Stewart Establishment Bursaries provide a one off payment of \$3,000 at the commencement of your course.

Faculty Access, Merit, Coursework, International Undergraduate and William Allan Stewart Scholarships do not provide an allowance.

5 Scholarship Extensions

Your faculty and the Melbourne Scholarships Office must approve all extensions to your scholarship.

5.1 Honours Year

National, Rural, Access, Indigenous and William Allan Stewart Scholarships

If approved to transfer your scholarship to an Honours year you will be funded up to the minimum points required to complete the course(s) for which you hold the scholarship to a maximum of 500 points as long as you remain enrolled as a full time student.

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

You should note that:

You may be required to transfer to a HECS place for the remaining subjects if you reach 500 points before completing your course(s).

Faculty Access and Merit Scholarships

Approval to transfer a faculty scholarship to an Honours year is at the faculty's discretion. If approved you will be funded up to the minimum points required to complete the course(s) for which you hold the scholarship to a maximum of 500 points as long as you remain enrolled as a full time student.

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

You should note that:

You may be required to transfer to a HECS place for the remaining subjects if you reach 500 points before completing your course(s).

National Medicine, International Undergraduate and Faculty Coursework Scholarships

You are not able to transfer your scholarship to an Honours year unless otherwise specified in your Letter of Offer.

5.2 Concurrent Diplomas

National, Rural, Access, Indigenous and William Allan Stewart Scholarships

If approval is given for your scholarship to cover a concurrent diploma, you will be funded up to the minimum points required to complete the course(s) for which you hold the scholarship to a maximum of 500 points.

You should note that:

You may be required to transfer to a HECS place for the remaining subjects if you reach 500 points before completing your course(s).

Faculty Access and Merit Scholarships

In general, Faculty scholarships do not cover a concurrent diploma. You may be permitted to enrol in a concurrent diploma on a HECS basis; approval is at faculty discretion.

You should note that:

- you must remain enrolled as a full-time student in the course sponsored by your scholarship.

International Undergraduate and Faculty Coursework Scholarships do not cover a concurrent diploma.

6 Variations to Enrolment

The University recognises that there may be a valid academic or personal reason why you may wish to vary your course enrolment during the period of your scholarship.

Your faculty and the Melbourne Scholarships Office must approve all variations to your scholarship.

6.1 Summer Enrolment

If approval is given for your scholarship to cover an enrolment in a Summer Semester subject, you will be funded up to the minimum points required to complete the course for which you hold the scholarship to a maximum of 500 points.

6.2 Overloading Subjects

If approval is given for your scholarship to cover enrolment in more subjects or credit points than the recommended full-time load for your course, you will be funded up to the minimum points required to complete the course for which you hold the scholarship to a maximum of 500 points.

6.3 Part-time Enrolment

All Melbourne undergraduate scholarships are awarded on the basis that you will maintain a full-time enrolment during the period of your scholarship in the course for which you receive the scholarship.

- If your enrolment status changes to part-time (less than 37.5 credit points per semester) approval for the scholarship to continue will only be granted in exceptional circumstances.
- Failure to inform the Melbourne Scholarships Office may lead to the suspension of your scholarship.

6.4 Leave of Absence

If you take Leave of Absence from your course you must also take Leave of Absence from your scholarship.

It is not possible to take a Leave of Absence from your scholarship before you have enrolled or commenced study in a course or during your first year of study.

You should note that:

- If you submit an application for Leave of Absence after the HECS census date and it is not approved, the points of the withdrawn subjects are still included in the 500 points calculation.

6.5 Return from Leave of Absence

You must notify the Melbourne Scholarships Office in writing when you return from Leave of Absence in order for your scholarship benefits to recommence.

6.6 Internal Course Transfer

An internal course transfer comprises:

- transferring to an Honours course
- transferring to a course within the same faculty
- transferring to a course from another faculty.

Approval to transfer your scholarship is subject to the specific conditions applicable to the scholarship that you hold and is at the discretion of your faculty and the Melbourne Scholarships Office.

National Medicine and **William Allan Stewart Scholarships** cannot be transferred.

6.7 Discontinuation of Studies

If you discontinue your enrolment while holding a Melbourne Scholarship you will be ineligible to continue your scholarship.

You should note that:

- you may be required to pay back any amounts paid by the University to you, or for your benefit, in respect of your scholarship for that semester.

6.8 Studying Overseas

Changes to your enrolment status due to overseas study may impact on your eligibility to hold your scholarship.

If you are accepted into the Melbourne Abroad Exchange Program you must notify the Melbourne Scholarships Office in writing if you wish your scholarship to sponsor your tuition fees.

If you intend to undertake independent study overseas (Study Abroad) you must take a Leave of Absence from your scholarship because your scholarship will not cover study at a non-partner institution.

6.9 Notification of Variation to Course Enrolment

Failure to notify the Melbourne Scholarships Office **immediately** of a variation to your enrolment may lead to the suspension of your scholarship.

The Melbourne Scholarships Office must receive applications no later than one week prior to the following HECS Census Dates:

Semester 1 - 31 March 2004

Semester 2 - 31 August 2004.

All applications are considered on an individual basis taking into account:

- the terms and conditions of your particular scholarship
- any academic progress issues
- advice from your administering faculty.

You should note that:

- if you submit an application and it is not approved you may be asked to repay your allowance (not tuition fees).
- Approval for the scholarship to continue will only be granted in exceptional circumstances.

Variation to enrolment forms may be downloaded from <http://www.services.unimelb.edu.au/scholarships/ugrad/current/variation.html>

6.10 Disallowed Variations

Community Access Program (CAP) and Complementary Studies

Your scholarship will not cover fees payable for any additional subjects including complementary studies or Community Access Program (CAP) subjects regardless of whether they have been approved by your faculty for credit towards your degree.

Failed subjects

Your scholarship will not cover fees payable for repeating failed subjects.

National, Rural, Access, Indigenous and Faculty Access and Merit Scholarships

If the variation or transfer of your scholarship is not approved you will be entitled to continue your studies as a HECS based student from the date of effect of your variation of enrolment, subject to the University's Statutes and Regulations outlined in your student diary, providing that all HECS criteria have been met. Contact your faculty for advice on how to enrol as a HECS student.

International Undergraduate and Faculty Coursework Scholarships

If the variation or transfer of your scholarship is not approved you will be entitled to continue your studies as a full fee based student, subject to the University's Statutes and Regulations outlined in your student diary, from the date of effect of your variation of enrolment.

7 Satisfactory Academic Progress

You are expected to maintain satisfactory academic progress in your studies over each year of your scholarship. The Melbourne Scholarships Office reviews the academic progress of all scholars each semester. If you do not meet the minimum progress requirements of your scholarship you may make a written submission to the Undergraduate Scholarships Sub-Committee (UGSSC) setting out any special circumstances which have affected your progress.

7.1 First Year Scholars (All Categories)

You must progress through your course in the minimum time and according to the rules of the faculty administering your scholarship. This usually requires a pass grade in all subjects.

7.2 Second & Subsequent Years

National and National Medicine Scholarship recipients must achieve a weighted average of at least H2B (70%) during each of the second and subsequent years of their course. Continuation of the scholarship is at the discretion of the Academic Board.

Rural, Access, Indigenous, and William Allan Stewart Scholarship recipients are required to pass all subjects. Continuation of the scholarship is at the discretion of the Academic Board.

Faculty Merit and Access and International Undergraduate and Coursework Scholarship recipients are required to pass all subjects. Continuation of the scholarship is at the discretion of the UGSSC based on a recommendation from your faculty.

7.3 Unsatisfactory Progress

If you do not maintain satisfactory academic progress the UGSSC will review your results, taking into account any special circumstances, to determine whether your scholarship should continue.

8 Termination of Scholarship

8.1 Grounds for Termination

Your scholarship may be withdrawn if after proper inquiry the University finds that:

- you are not making satisfactory progress
- you have not complied with the conditions of your scholarship
- you have not conformed to the obligations placed on students under the University's Statutes and Regulations outlined in your student diary.

8.2 Consequences of Termination

- If your scholarship is withdrawn you will normally be entitled to continue your studies as a HECS based student, subject to the University's Statutes and Regulations, provided that you have maintained satisfactory academic progress and all HECS criteria have been met.
- You may be required to pay back any amounts paid by the University to you or for your benefit for that semester.
- For International Undergraduate and Coursework Scholarship recipients, you will normally be entitled to continue your studies as a full fee based student, subject to the University's Statutes and Regulations, provided that you have maintained satisfactory academic progress.

8.3 Discontinuation of Studies

- If you discontinue your enrolment while holding a Melbourne Scholarship you will be ineligible to continue your scholarship and you may be required to pay back any amounts paid by the University to you, or for your benefit, in respect of your scholarship for that semester.

8.4 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 withhold relevant information or provide incorrect information.

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 recommendation from the UGSSC, apply in writing to the Manager, Melbourne Undergraduate Scholarships, for a review.

9.2 Review Appeals

If the matter cannot be adequately resolved you may appeal in writing to the Academic Board. Notice of an intention to appeal should be lodged with the Melbourne Scholarships Office.

10 Melbourne Abroad Scholarships

10.1 Criteria of Award

The award of a Melbourne Abroad Scholarship is subject to a confirmed program of study at an overseas institution approved by the University of Melbourne. To be eligible you must:

- be an enrolled and confirmed student of the University of Melbourne
- have completed or be about to complete at least one year of study and 75 points by the due date of Melbourne Abroad Scholarship applications
- have achieved a weighted average of at least 70% (H2B) across the degree for which you are applying for credit while on exchange
- study the equivalent of a full-time load while overseas

You may not hold a Melbourne Abroad Scholarship concurrently with a School of Languages Scholarship for an overseas study program.

10.2 Commencement

A Melbourne Abroad Scholarship is awarded on the basis that you will commence study in the overseas study program for which approval has been given and in the semester specified in your Letter of Acceptance from the host institution.

10.3 Allowance

A Melbourne Abroad Scholarship provides for the payment of a travelling allowance as specified in the Letter of Offer to be paid as a lump sum on confirmation of your overseas study program. Successful recipients are eligible to apply for Further Financial Assistance during the same round to assist with their overseas study program.

10.4 Termination of Scholarship

Your Melbourne Abroad Scholarship will be cancelled if your enrolment for which the scholarship was awarded is cancelled. You will be required to pay back any amounts paid by the University to you or for your benefit.

Appendix A: Frequently Asked Questions

I am a currently enrolled student. What scholarships can I apply for?

Melbourne Undergraduate Scholarships are mainly intended for commencing students. Contact your faculty for further information about faculty sponsored scholarships. You may be eligible in the later years of your course for a Melbourne Coursework Scholarship or a Melbourne Abroad Scholarship. Information on other University Scholarships and Awards is available from <http://www.unimelb.edu.au/unisec/awards/>

What is the difference between Exchange and Study Abroad?

Exchange

An Exchange arrangement allows a student from an overseas university to enrol in a course at the University of Melbourne while you enrol in a course at their university. You remain an enrolled student of the University of Melbourne and continue to pay your normal tuition fees. You enrol as a full-time student at the host institution but do not pay tuition fees. The Melbourne Abroad Unit assists you with your arrangements for Exchange.

Study Abroad

Study Abroad is an independently organised study program. You are required to take a Leave of Absence from your University of Melbourne course and pay full tuition fees to the overseas institution. If you are a scholar you must also take Leave Of Absence from your scholarship. You are responsible for your own arrangements for Study Abroad.

What is the definition of a HECS based and a full fee based place?

Course places are funded according to Course Types (defined on pages 1 - 2 of the VTAC Guide 2004).

Type 1 courses are Higher Education Contribution Scheme (**HECS**) courses subsidised by the Commonwealth Government. Type 1 course codes end in 1.

Type 2 courses are fee based no discount university (and other provider) courses. Type 2 course codes end in 2.

Fees and payment schedules for these courses will vary from institution to institution and from course to course. The approximate costs associated with fee based courses range from \$7,000 to \$28,350 per year. These fees must be paid prior to the commencement of the course. Currently the number of fee based places in any course is limited to 25% of the total number of HECS places in a course. Institutions have clear guidelines as to whether or not it is possible to transfer from a fee based place into a HECS based place. It is important to check with each institution to be clear about their guidelines

Type 3 (international fee) courses are full fee university (and other provider) courses for international VCE and international IB students currently studying Year 12 in Victoria. Type 3 course codes end in 3.

Australian and New Zealand citizens and Australian permanent residents will jeopardise their application by applying for 'Type 3' courses.

What is the difference between the Targeted Access Program (TAP) and Access/Faculty Access Scholarships?

TAP is an Admissions Program which gives you the opportunity to explain the ongoing difficulties which have impacted on your study to date and have affected your chances of gaining a place under the University Principles of Selection. Access and Faculty Access Scholarships are part of the Melbourne Scholarships Program and are awarded to high achieving students who satisfy one or more of the University's published equity criteria. Students eligible under TAP need to make a separate scholarship application in order to be considered.

Is your scholarship exempt from tax?

If you are a student receiving full-time education at a university, your scholarship will be exempt from tax subject to certain exceptions. Information is available from the Australian Tax Office web site at <http://www.ato.gov.au/> under type of individual\students & graduates\scholarships.

Is Youth Allowance affected by receipt of a scholarship?

Your scholarship may be considered as income for the purposes of Youth Allowance. Information is available from Centrelink at <http://www.centrelink.gov.au/>

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<http://www.services.unimelb.edu.au/scholarships/ugrad/index.html>

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