



THE UNIVERSITY OF
MELBOURNE

Melbourne Undergraduate Scholarships 2005

Terms and Conditions

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Undergraduate Scholarships Office

Index	Page
1 Introduction	1
2 Accepting a Scholarship	1
2.1 Obligations of a Melbourne Scholar	1
2.2 Obligations of the Scholarships Office	2
3 Criteria of Award	2
3.1 Specific Scholarship Criteria	2
3.2 Commencement	3
3.3 Transfer of Scholarship at time of Offer	3
3.4 Deferring a Scholarship	3
3.5 Full-time Study	3
3.6 Holding other Scholarships	4
4 Scholarship Benefits	4
4.1 Tuition	4
4.2 Allowances	5
5 Honours Year	6
6 Concurrent Diploma	6
7 Variations to Enrolment	7
7.1 Overloading	8
7.2 Summer Enrolment	8
7.3 Part-time Enrolment	8
7.4 Leave of Absence	9
7.5 Return from Leave of Absence	9
7.6 Internal Course Transfer	9
7.7 Discontinuation of Studies	10
7.8 Studying Overseas	10
7.9 Disallowed Variations	10
8 Satisfactory Academic Progress	10
8.1 First Year Scholars	11
8.2 Second & Subsequent Year Scholars	11
8.3 Unsatisfactory Academic Progress	11
9 Termination of Scholarship	12
9.1 Grounds for Termination	12
9.2 Consequences of Termination	12
10 Misrepresentation	12
11 Review of Scholarship Decisions	12
11.1 Review Processes	12
11.2 Review Appeals	13
Frequently Asked Questions	13

1 Introduction

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 Access Scholarships
- Melbourne Honours Scholarships
- Commonwealth Learning Scholarships
 - Commonwealth Education Costs Scholarships
 - Commonwealth Accommodation Scholarships
- International Undergraduate Scholarships

2 Accepting a Scholarship

You will receive an offer package containing:

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

You are expected to read and understand the Terms and Conditions document in its entirety before you accept the scholarship.

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

2.1 Obligations as a Melbourne Scholar

In accepting these Terms and Conditions you undertake to be well informed about the requirements of your scholarship and to comply with your obligations as a scholar as specified in this document. You must ensure that other sponsors are aware of your obligations as a scholarship recipient.

2.2 Obligations of the Undergraduate Scholarships Office

The Undergraduate 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

First year students

The award of a **Melbourne National, National Medicine, Melbourne Access** or **Commonwealth Learning Scholarship** is subject to your being offered a course place at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) and enrolling in the course specified in your letter of offer.

In addition, **Melbourne Access** and **Commonwealth Learning Scholarship** recipients must satisfy the equity criteria set out in the Scholarships Brochure or at:
<http://www.services.unimelb.edu.au/scholarships/ugrad/>

The award of an **International Undergraduate Scholarship** is subject to your being offered and enrolling in the undergraduate course specified in your letter of offer.

In addition, you must not be a citizen of Australia or New Zealand; a permanent resident of Australia; or be in receipt of any other tuition scholarship.

Enrolled students

The award of a **Melbourne Honours, Commonwealth Learning** or **International Undergraduate Scholarship** is subject to your satisfying and maintaining the eligibility requirements set out in the Scholarships Brochure or at:
<http://www.services.unimelb.edu.au/scholarships/ugrad>

In addition, Commonwealth Learning Scholarship recipients must confirm their continued eligibility each year by presenting a current Centrelink document to the Undergraduate Scholarships Office prior to their first census date in each scholarship period. A scholarship period is generally first semester for Commonwealth Education Costs Scholarship recipients and both first and second semesters for Commonwealth Accommodation Scholarship recipients.

3.2 Commencement

All 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 Time of Offer

Please notify the **Manager, Undergraduate Scholarships** at time of offer if you have changed your course preference.

National Medicine Scholarships cannot be transferred to a course other than medicine.

Melbourne Access Scholarships

- Scholarships cannot be transferred to a course in another faculty.
- Transferring to a course within the same faculty is at the discretion of the faculty.

3.4 Deferring a Scholarship

It is not possible to defer a scholarship before you commence study. It is not possible to accept a scholarship and take a Leave of Absence in the first year of study. If you are awarded a scholarship in 2005 and you decline it in order to undertake a formal 'gap' year, you may apply to be reconsidered for a scholarship in 2006 on the proviso that you have also been offered and officially deferred a course place at the University in 2005.

3.5 Full-time Study

All scholarships are awarded on the basis that you will maintain a full-time enrolment in the course for which you receive the scholarship. Your enrolment load appears on your enrolment record.

- 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.

3.6 Holding Other Scholarships

As a scholarship recipient you may be permitted to hold other awards which enhance your studies at the University 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.

International Undergraduate Scholarship recipients are not permitted to hold any other tuition scholarship.

4 Scholarship Benefits

4.1 Tuition

Melbourne National, National Medicine, Melbourne Access and Melbourne Honours Scholarships

- 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 in the sponsored course.
- Prior to the commencement of each academic year you will be invoiced and required to pay the Amenities and Services Fee. This fee helps finance the use and development of facilities and services of a non-academic nature such as student insurance, student associations and Melbourne University Sport.

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.
- Each semester, you will be invoiced and required to pay the balance of your tuition fees.
- Prior to the commencement of each academic year you will be invoiced and required to pay the Amenities and Services Fee. This fee finances the use and development of facilities and services of a non-academic nature.
- If you become a permanent resident of Australia during the tenure of your scholarship your International Undergraduate Scholarship will cease and you may continue as a local full fee-paying student.

4.2 Allowances

Melbourne National Scholarships

An allowance is paid for the normal duration of your degree for up to five years as long as you remain enrolled as a full-time student in the course for which you hold the scholarship.

Melbourne National Scholarships (Victorian)

\$5,000 allowance per annum paid per semester

Melbourne National Scholarships (Interstate)

\$10,000 allowance per annum paid per semester

National Medicine Scholarships

An allowance is paid for up to six years of your degree as long as you remain enrolled as a full-time student.

National Medicine Scholarships (Victorian)

\$5,000 allowance per annum paid per semester

National Medicine Scholarships (Interstate)

\$10,000 allowance per annum paid per semester

Melbourne Access Scholarships

An allowance is paid for up to 4 years of your degree as long as you remain enrolled as a full-time student in the course for which you hold the scholarship.

\$2,000 allowance per annum paid per semester

Melbourne Honours Scholarships

An allowance is paid for one year as long as you continue to satisfy the eligibility requirements. It is not possible to extend the scholarship beyond one year.

\$2,000 allowance per annum paid per semester

Commonwealth Learning Scholarships

An allowance is paid for up to 4 years of your degree as long as you continue to satisfy the eligibility requirements. The allowance is indexed each year.

In 2005 the allowance will be:

Commonwealth Education Costs Scholarships

\$2,042 allowance per annum paid annually

Commonwealth Accommodation Scholarships

\$4,084 allowance per annum paid per semester

International Undergraduate Scholarships

No allowance is provided.

5 Honours Year

If you have not reached the maximum points allowed under your scholarship and the conditions of your scholarship permit, you may apply to extend your scholarship to an Honours year. Application forms are available from:

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

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

Melbourne National Scholarships

- Approval is at the discretion of the Undergraduate Scholarships Office.
- If you reach 500 points before completing your course, you will be required to fund the remaining subjects.

Melbourne Access

- Approval is at faculty discretion.

International Undergraduate Scholarships

- Approval is at faculty discretion.
- The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) will not permit international students to extend the length of their course by more than one third of the original duration of the course.

Commonwealth Learning Scholarships

- Scholarships may be extended as long as you remain within the 4 year duration of your scholarship and you continue to satisfy the eligibility requirements.

National Medicine Scholarships

- Scholarships cannot be extended to an Honours year.

6 Concurrent Diploma

If you wish to enrol in a concurrent diploma you must apply to your faculty and notify the Undergraduate Scholarships Office. Application forms are available from:

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

Melbourne National Scholarships

- Approval for your scholarship to fund a concurrent diploma is at the discretion of the Undergraduate Scholarships Office.

- If approved, you are only funded up to a maximum of 500 points.
- If you reach 500 points before completing your degree/diploma, you will be required to fund the remaining subjects.

Alternatively, you may be permitted to enrol in and fund the diploma yourself.

- You must remain enrolled full-time, at least 37.5 points each semester, in your sponsored course.

Melbourne Access, Commonwealth Learning and International Undergraduate Scholarships

- Your scholarship will not fund a concurrent degree.
- You may be permitted to enrol in and fund the diploma yourself.
- Approval is at faculty discretion.
- You must remain enrolled full-time, at least 37.5 points each semester, in your sponsored course.

7 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. You must inform the Undergraduate Scholarships Office of your enrolment variation because it may affect your scholarship. Application forms are available from:

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

- Failure to notify the Undergraduate Scholarships Office in due time may lead to the suspension of your scholarship.
- Some variations require faculty approval before being submitted to the Undergraduate Scholarships Office.
- You should be aware of the time limits and the correct procedures for changing your enrolment so that your scholarship is not adversely affected.
- Withdrawing from a subject after the census date incurs full financial liability.
- The enrolment load and census dates for each of your subjects appears on your enrolment record.
- Further information about enrolment dates is available from: <http://www.unimelb.edu.au/HB/>

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

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

If your application is not approved:

- you may be required to pay back any amounts paid by the University to you or for your benefit for that semester
- you will be entitled to continue your studies subject to the University's Statutes and Regulations outlined in your student diary.

The following are considered to be variations to enrolment:

7.1 Overloading

The normal workload for each year of a course is 100 points; 50 points per semester. If approval is given for your scholarship to fund enrolment in more subjects or credit points in a semester than the recommended full-time load for your course, your scholarship will only fund up to the minimum points required to complete your course. Once you reach the maximum points allowable, your scholarship will end and you will be required to fund the remaining subjects yourself.

7.2 Summer Enrolment

If approval is given for your scholarship to fund an enrolment in Summer semester, you will only be funded up to the minimum points required to complete your course.

7.3 Part-time Enrolment

If your course load falls below 37.5 credit points per semester in your sponsored course, your eligibility to retain the scholarship will be reviewed.

- You must apply to the Manager, Undergraduate Scholarships Office, for approval for your scholarship to continue.
- Approval will only be granted in exceptional circumstances.
- Failure to apply in due time will result in the suspension of your scholarship.

7.4 Leave of Absence

If you take a Leave of Absence from your course you will also be placed on a 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.
- It is not possible to take a Leave of Absence from your scholarship in your first year of study.
- Taking a Leave of Absence after a census date has a financial consequence.
- The points of withdrawn/failed subjects are included in your total sponsored points calculation.
- You will normally be granted up to 12 months leave.
- International Undergraduate Scholarship recipients may only obtain Leave of Absence for a maximum of 6 months in exceptional circumstances.

7.5 Return from Leave of Absence

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

7.6 Internal Course Transfer

An internal course transfer includes:

- transferring to a course within the same faculty
- transferring to a course from another faculty within the university

Melbourne National Scholarships

- Approval is at the discretion of the Undergraduate Scholarships Office.

National Medicine and Honours Scholarships

- Scholarships cannot be transferred.

Melbourne Access and International Undergraduate Scholarships

- Scholarships cannot be transferred to a course in another faculty.
- Transferring to a course within the same faculty is at the discretion of the faculty.

Commonwealth Learning Scholarships

- The scholarship cannot be extended beyond the 4 year limit.

7.7 Discontinuation of Studies

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

7.8 Studying Overseas

- If you are accepted into the Melbourne Abroad Exchange Program you must notify the Undergraduate Scholarships Office.
- If you intend to undertake independent study overseas through Study Abroad, you must take a Leave of Absence from your scholarship.

7.9 Disallowed Variations

- Your scholarship will not cover fees payable for the following subjects regardless of whether they have been approved for credit towards your degree by the faculty:
 - Complementary Studies at another university;
 - Community Access Program (CAP) subjects;
 - repeating failed subjects;
 - undertaking additional subjects in lieu of failed subjects.

8 Satisfactory Academic Progress

The Undergraduate Scholarships Office reviews the academic progress of all scholars each semester.

If you do not meet the progress requirements of your scholarship you are invited to make a written submission setting out the circumstances which have affected your progress. Continuation of the scholarship is at the discretion of the Chair, UGSSC, based on your submission and a recommendation from your faculty.

All submissions must be addressed to the Chair of the Undergraduate Scholarships Sub-Committee (UGSSC) c/o The Manager, Undergraduate Scholarships, Undergraduate Scholarships Office.

8.1 First Year Scholars

All Scholarships

- You must progress through your course in minimum time which usually requires a pass grade in all subjects.

8.2 Second & Subsequent Year Scholars

National and National Medicine Scholarship recipients

- You must achieve a weighted average of at least H2B (70%).

All other scholarship recipients

- You must pass all subjects each semester.

International Undergraduate Scholarships

- If you fail more than 50% of subjects in two successive semesters, the university is required to report this to the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA)

8.3 Unsatisfactory Academic Progress

If you do not maintain satisfactory academic progress the UGSSC will determine whether your scholarship should continue, taking into account any special circumstances which may have affected your progress.

- You will be notified of the outcome of the review.
- If termination of your scholarship is recommended you will be given the opportunity to appeal against the decision.

9 Termination of Scholarship

9.1 Grounds for Termination

Your scholarship may be terminated if, after proper inquiry, the University determines 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.

9.2 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.

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 Review of Scholarship Decisions

11.1 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, Undergraduate Scholarships Office, for a review.

11.2 Review Appeals

If you 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, Undergraduate Scholarships Office.

Frequently Asked Questions

Can I defer my scholarship?

It is not possible to defer your scholarship or to take a Leave of Absence from your scholarship in your first year.

What is the difference between Access Melbourne and Melbourne Access Scholarships?

Access Melbourne 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.

Melbourne Access Scholarships are part of the Melbourne Scholarships Program and are awarded to outstanding students who entered the university through the Access Melbourne admissions program.

What are Commonwealth Learning Scholarships (CLS)?

CLS are funded by the Commonwealth government and are available to undergraduate students who have experienced hardship caused by socio-economic circumstances to assist them with higher education.

Information is available from the Department of Education, Science and Training at: www.dest.gov.au/highered/scholarships.htm and our web site at: <http://www.services.unimelb.edu.au/scholarships/ugrad>

What is the difference between Course Code Types?

Type 1 are Commonwealth Supported Place (CSP) courses subsidised by the Government through HECS-HELP; the student pays a contribution and the Government pays the remainder.

Type 2 courses are fee-paying, no discount courses. Students are eligible for the FEE-HELP loan scheme.

Type 3 courses are for fee paying international students.

Is Youth Allowance affected by receipt of a scholarship?

If you are a student receiving full-time education at a university and you receive full exemption from tuition fees/HECS charges then the cost of those fees will be excluded from the Social Security Act income tests.

Commonwealth Learning Scholarships payments are not considered as income.

Other scholarship payments made directly to students may be considered as income. Further information is available from Centrelink at <http://www.centrelink.gov.au/>

Is my scholarship exempt from tax?

If you are a full-time university student your scholarship will be exempt from tax subject to certain exceptions.

Further information is available from the Australian Tax Office at <http://www.ato.gov.au/> under: Is your scholarship taxable?

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

Most Undergraduate scholarships are intended for commencing students. Enrolled students can apply for Melbourne Abroad Scholarships, Commonwealth Learning Scholarships or other scholarships, awards and prizes sponsored by faculties.

Further information is available from <http://www.services.unimelb.edu.au/scholarships/ugrad/>

What is the difference between Exchange and Study Abroad?

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 their tuition fees. The Melbourne Abroad Unit assists you with your arrangements for Exchange.

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.

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