



MONASH University

# Commonwealth Scholarships

2009 Terms and Conditions



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Bachelor of Arts/Bachelor of Business and Commerce

Commonwealth Education Costs Scholarship

Commonwealth Accommodation Scholarship)

[www.monash.edu.au/scholarships](http://www.monash.edu.au/scholarships)

# Commonwealth Scholarships: 2009 Terms and Conditions

## 1. Introduction

This document outlines the terms and conditions for Commonwealth Scholarships (CS). The Commonwealth Scholarships Program was introduced in 2004 to facilitate choice in higher education and to increase higher education participation by students from low socio-economic backgrounds, particularly indigenous students, and students from regional and remote areas.

There are five Commonwealth Scholarships available:

- Commonwealth Education Costs Scholarships (CECS – ordinary)
- Commonwealth Accommodation Scholarships (CAS – ordinary)
- Indigenous Access Scholarships (IAS)
- National Priority Scholarships (CECS – priority discipline)
- National Accommodation Scholarships (CAS – specialist)

There are separate Terms and Conditions for Monash Coursework Scholarships and Bursaries.

## 2. Accepting a Commonwealth Scholarship

You are expected to read these Terms and Conditions in their entirety before you accept your scholarship offer. When you accept your scholarship you are accepting these Terms and Conditions and you agree to make yourself familiar with the requirements of your scholarship and to comply with your obligations as a scholarship recipient as specified in this document.

By accepting your scholarship, you are agreeing that if the information provided by you for the purpose of this application, is deemed to be false or misleading in any way or at any stage, whether it be prior to the scholarship being awarded or after, Monash University will have the right to immediately terminate the scholarship/s. Where Monash University terminates the scholarship/s you will be liable to re-pay Monash University the total sum of any payments incorrectly made to you.

You will receive a scholarship offer letter which outlines how to accept or reject your scholarship. You are required to respond to your scholarship offer, in most cases, via the Monash Web Enrolment System (WES): <https://my.monash.edu.au/wes/>

If you do not complete the acceptance procedure as instructed in your offer letter, including meeting the acceptance date, your scholarship may be re-allocated.

## 2.1 Coursework Scholarships Unit (CSU)

The CSU is responsible for:

- making coursework scholarship offers;
- making coursework scholarship payments;
- maintaining records relating to coursework scholarships/bursaries;
- reviewing the academic progress and the continuing eligibility of scholarship recipients.

Information about scholarship related matters is available in ask.monash <https://my.monash.edu.au/askmonash/>, where you can search our FAQ's and submit your own questions.

Please contact your faculty for all matters relating to your course enrolment (eg. transferring courses, intermission etc).

## 2.2 Correspondence

All hardcopy correspondence sent by the CSU during the application process will be sent to the address you submitted in your scholarship application or any updated address information notified to CSU or entered in WES. Current Monash students should update their address details in WES. Prospective students who do not have access to WES must inform the CSU of any change in name or address details by submitting the information through ask.monash <https://my.monash.edu.au/askmonash/> or by sending hardcopy correspondence to the address listed on the back of this brochure.

All Monash students are issued with a Monash email account. Following your enrolment into an approved Monash course, this email account will be the means by which the CSU will communicate with you. It is essential that you check your Monash email account on a weekly basis.

## 3. Eligibility requirements for Commonwealth Scholarships

### 3.1 General

You are permitted to hold only one type of scholarship from each of the respective CECS and CAS categories, at any one time. For example, you may hold a CECS – ordinary and CAS – ordinary concurrently but you cannot hold a CECS – ordinary and a CECS – priority discipline. The exception is that you may hold an IAS concurrently with any other scholarship.

If you have received a CAS or CECS for the maximum duration (8 payment periods) you will not be eligible to receive a CECS – priority discipline or CAS – specialist

If you undertake a component of your course of study overseas, you will not be precluded from accessing the scholarship, provided the study is approved by Monash University and forms part of your current Monash undergraduate degree and you meet all the eligibility requirements of the scholarship.

### 3.2 Eligibility for CAS – ordinary, CECS – ordinary, CAS – specialist and IAS

To be eligible you must be:

- an Australian citizen or holder of a permanent humanitarian visa, and
- a commencing or continuing undergraduate student, and
- enrolled or intending to enrol full-time in a Commonwealth-Supported Place undergraduate degree at a Monash campus in Australia, and
- able to demonstrate financial hardship, and
- have not previously completed the requirements of a degree which is equivalent or higher than a Bachelor's degree, unless such an award is a prerequisite to the current undergraduate course of study eg completing a Bachelor's degree and enrolling in an Honours degree. Note: CS are intended primarily for students undertaking an initial qualification.

### 3.3 Additional eligibility for CAS – ordinary

In addition to the above, to be eligible for the CAS – ordinary you must meet the following requirements:

- a) Within the four years prior to commencing your course at university, you must have either:
  - i) lived in a rural or regional area for at least three years, or

- ii) completed the final two years of schooling in a high school or college in a rural or regional area, or
  - iii) moved away from a rural or regional area to complete the final two years of schooling at a high school or to undertake vocational training eg. TAFE in a major city
- b) It must be necessary for you to move from the rural or regional area in order to undertake your university course, or, in the case of students who moved from a rural or regional area to complete their secondary schooling, it must be necessary for you to remain in a major city in order to undertake your university course.
- c) You will incur additional accommodation costs.
- d) You are enrolled as a predominately on-campus student.

To determine whether you have lived in a rural or regional area, Monash University uses the Australian Bureau of Statistics ASGC Remoteness Areas classification [www.adm.monash.edu.au/scholarships/applicants/rural.html](http://www.adm.monash.edu.au/scholarships/applicants/rural.html)

### 3.4 Additional eligibility for CAS – specialist

In addition to the requirements outlined in 3.2 you must

- be enrolled as an internal student in a specialist course as defined by Monash University, and
- have relocated a distance greater than 100kms from your home to undertake your studies in the specialist course, and
- have incurred additional accommodation costs.

### 3.5 Additional eligibility for IAS

In addition to the requirements outlined in 3.2, students in receipt of the Indigenous Access Scholarship must be of Australian Indigenous descent. If you are awarded an IAS you will also be awarded a CECS – ordinary and, where eligible, a CAS – ordinary.

### 3.6 Eligibility for CECS – priority disciplines

To be eligible you must be:

- an Australian citizen or holder of a permanent humanitarian visa, and
- enrolled or intending to enrol full-time in a Commonwealth-Supported Place at a Monash campus in Australia, in one of the identified priority disciplines\* in either
  - an undergraduate course of study, or
  - a postgraduate course of study required for initial registration for the purposes of practicing in the relevant profession
- able to demonstrate financial hardship, and

- have not previously completed the requirements of a degree which is equivalent or higher than a bachelors degree, unless the award
  - is a prerequisite to the current undergraduate course of study eg completing a Bachelor’s degree and enrolling in an Honours degree, or
  - was not in a identified priority area.

\*The following discipline areas will be accepted for the purposes of CECS – priority discipline scholarships.

- Natural and Physical Science
- Information Technology
- Engineering and Related Technologies
- Architecture
- Architecture and Urban Development
- Medical Studies
- Nursing
- Pharmacy
- Dental Studies
- Rehabilitation students
- Education
- Optical Science
- Indigenous Health
- Radiography
- Physiotherapy
- Occupational Therapy
- Chiropractic and Osteopathy
- Speech Pathology
- Audiology
- Podiatry
- Nutrition and Dietetics
- Paramedical Studies
- Accounting

## 4. Value and payments

### 4.1 Value

The values of the Commonwealth Scholarships in 2009 are:

- CECS – \$2207
- CAS – \$4415
- IAS – \$4166

These amounts will be indexed in subsequent years.

### 4.2 Payments

Payments will be made in half-yearly amounts each semester, following confirmation of enrolment at the census date.

Payments are made in late April and September each year, upon confirmation of your eligibility for the scholarship/s and after all documentation has been received.

Special arrangements exist outside of these guidelines for IAS payments and recipients of these awards will be contacted accordingly.

## 5. Conditions and criteria of scholarships

### 5.1 Specific criteria for enrolment

The offer of a CS is conditional upon you enrolling in either an approved enabling course, undergraduate degree, or a postgraduate degree at a Monash University campus in Australia and maintaining all eligibility requirements as set out in this document.

### 5.2 Duration

The maximum duration you can have access to one or more CS is for a total of eight scholarship periods. You may hold a CECS and CAS concurrently but not sequentially.

The IAS is payable for a maximum of one year, or two payments.

You must not be in receipt of a CS from more than one university at any one time.

### 5.3 Honours year

It may be possible to extend your CAS or CECS to an honours year if you have not already received the scholarship/s for the maximum eight scholarship periods and you meet the requirements of the scholarship/s.

The honours year must be undertaken immediately following completion of your bachelor's degree.

## 5.4 Deferment

Commonwealth Scholarships cannot be deferred.

## 5.5 Intermission/Leave of Absence

Subject to faculty permission for intermission of a course, you may also take a period of intermission from your scholarship.

Note: your CS can not be intermitted in the first semester you receive the scholarship.

You are not required to contact the CSU to advise of your intermission, this will be automatically processed once your course intermission is processed. You will not receive scholarship payments whilst you are on intermission. When you recommence your studies, your scholarship payments will resume according to the terms and conditions outlined herein.

You can only intermit your scholarship if you are also intermitting the course your scholarship is awarded against.

You must seek faculty permission to intermit your degree. Refer to the Intermission page of the Enrolments website [www.adm.monash.edu/enrolments/variations/intermission.html](http://www.adm.monash.edu/enrolments/variations/intermission.html)

## 5.6 Transfer

If you are given permission from your faculty to transfer to a new course you may also be able to transfer your CS. You are not required to contact the CSU to advise of your transfer. Each semester, the CSU will identify and transfer eligible CS for those recipients who have transferred to approved courses.

Scholarship payments are still only payable for the maximum duration of eight scholarship periods if you transfer your course.

## 5.7 Full-time study

All CS are awarded on the basis that you will maintain full-time study. To maintain a full-time enrolment you must be enrolled in a minimum of 18 credit points per semester (equivalent to 0.375 EFTSL) at the time of payment. Summer and winter semester enrolment will be included in the calculation of your semester 1 and semester 2 enrolment respectively. If you are enrolled in less than 18 credit points a semester, you are enrolled part-time and your scholarship/s will be terminated.

If you are unable to study full-time due to significant factors such as disability and considerable carer responsibilities, you should contact the Coursework Scholarships Unit.

## 5.8 Academic performance

Your CS will continue as long as you meet the academic requirements as defined by your faculty, maintain full-time enrolment in your course, and meet the eligibility requirements of the scholarship/s.

## 5.9 Continued eligibility

You are required to demonstrate that you continue to meet the eligibility criteria each semester as outlined earlier in this document.

You will be contacted by the Coursework Scholarships Unit by email at the beginning of each semester and asked to complete an on-line Verification of Continued Eligibility Form. You should advise the Coursework Scholarships unit of any changes which may affect receipt of your CS. You must complete this form each semester and continue to meet the requirements of the scholarship/s to continue receiving payments. Failure to complete this form will result in your CS being terminated.

## 5.10 Encumbrances

If at the census date you have an encumbrance against your student record (eg for unpaid fees), you will not receive your scholarship/bursary payment until the encumbrance is lifted.

# 6. Other scholarships

You may be permitted to hold more than one scholarship/ bursary. A summary of Monash University scholarships/ bursaries which can be held concurrently is available at: [www.adm.monash.edu/scholarships/holders/concurrent-scholarships.html](http://www.adm.monash.edu/scholarships/holders/concurrent-scholarships.html)

Generally, you may only hold one merit and one equity scholarship/bursary at a time. In addition, you may also hold an accommodation scholarship. You can also hold a one-off scholarship/bursary or a travel or placement scholarship/ bursary.

# 7. Centrelink and Taxation

## 7.1 Centrelink

Under the Social Security Act 1991 (SSA) scholarships or similar payments are income unless otherwise excluded. Note: All Commonwealth Scholarships are not considered Income for Centrelink purposes. Further information can be found via the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au)

You should keep your letter of offer as details of the scholarship may be required by Centrelink.

## 7.2 Taxation

As a general rule, if you are enrolled in a full-time study load, ie. at least 18 credit points per semester, your scholarship/bursary is tax exempt.

If you are approved to study part-time for a semester, your scholarship payment will be taxed. You may need to declare this as assessable income and where appropriate include this in your tax return.

Further information can be obtained from the Australian Tax Office website [www.ato.gov.au/individuals/content.asp?doc=/content/26619.htm](http://www.ato.gov.au/individuals/content.asp?doc=/content/26619.htm)

## 8. Termination

### 8.1 Grounds for termination

The CSU may terminate a scholarship if it is determined that you have:

- discontinued from your course or you have an 'inactive' enrolment,
- failed to meet the eligibility criteria and conditions of your scholarship,
- failed to comply with the Commonwealth Scholarships terms and conditions,
- been suspended or excluded from Monash University for any reason,
- reached the maximum duration of your CS (eight scholarship periods),
- provided false or misleading information.

### 8.2 Provision of false information

If Monash University knows or has reason to believe that you have provided false or misleading information, the university will reassess your entitlement to the CS and notify the Department of Education, Employment and Workplace Relations (DEEWR) of the suspected offence and provide a copy of your application and any other relevant information requested by DEEWR.

Where Monash University terminates the scholarship you will be liable to re-pay Monash University the total sum of any payments incorrectly made to you.

### 8.3 Consequences of termination

Your scholarship will be cancelled for that semester (if termination occurs during the semester) and for all subsequent semesters.

## 9. Privacy and confidentiality

The information supplied to the university by applicants is collected for the primary purpose of assessing your eligibility to receive a scholarship. Other purposes of collection include dealing with administrative matters relating to your application, corresponding with you and the compilation of statistics. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation.

If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer by email at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au).

## 10. Grievances and appeals

### 10.1 Grievances relating to university policies and procedures

Prospective and enrolled students may lodge complaints about academic and or administrative matters under The Monash University Grievance Policy and Procedure available via the website: [www.adm.monash.edu/execserv/student-grievances/index.html](http://www.adm.monash.edu/execserv/student-grievances/index.html)

### 10.2 Appeals

If you believe that your inquiry relating to a coursework scholarship has not been addressed in a satisfactory manner you may write, in the first instance, to the:

Manager, Coursework Scholarships  
Coursework Scholarships Unit  
Student Administration and Systems  
Building 3C, Monash University, VIC 3800

If the matter remains unresolved, you should write to the:

Director, Student Administration and Systems  
Building 3C, Monash University, VIC 3800



## Contact details

### Mailing address

#### Coursework Scholarships Unit

Monash University

Building 3C

Clayton campus

VIC, 3800

Telephone: (03) 9902 6001

Fax: (03) 9905 5004

Email: [ask.monash](mailto:ask.monash) your online help service

<https://my.monash.edu.au/askmonash/>

The information in these terms and conditions was correct at time of printing (Nov 08). Please visit the coursework scholarships website for news and updates during the year [www.monash.edu/scholarships](http://www.monash.edu/scholarships)