



Commonwealth Scholarships * [F7838]

An asterisk (*) indicates that this scholarship is governed by conditions. This scholarship is governed by the General Conditions for Scholarships for Coursework Students except as set out in the conditions that follow.

Commonwealth Education Costs Scholarships – Ordinary (CECS),

Commonwealth Accommodation Scholarships – Ordinary (CAS)

Conditions

These conditions should be read in conjunction with the following documents:

(a) Commonwealth of Australia Higher Education Support Act 2003—Guidelines for Commonwealth Scholarships 3 December 2008 (the Guidelines).

(b) The Conditions of Award for the following Commonwealth Scholarships:

Commonwealth Education Costs Scholarships – Indigenous Enabling (CECS-Indigenous Enabling)

Commonwealth Accommodation Costs Scholarships – Indigenous Enabling (CAS-Indigenous Enabling)

Indigenous Access Scholarships (IAS) (referred to in the Guidelines as CAS-Indigenous Payment)

Commonwealth Education Costs Scholarships – Priority Discipline (National Priority Scholarships (NPS))

Commonwealth Accommodation Scholarships – Specialist (National Accommodation Scholarships (NAS))

The Act referred to is The Higher Education Support Act 2003 (the Act)

The awards are administered in accordance with the following conditions:

Purpose

1. The objectives of the Commonwealth Scholarships (CS) Programme are 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 and remote areas.

Description of Scholarships

2. The CS Programme consists of two main types:

(a) Commonwealth Education Costs Scholarships (CECS) which are generally to assist with education costs: and

(b) Commonwealth Accommodation Scholarships (CAS) which are generally to assist with accommodation costs.

2. (1) The Commonwealth Education Costs Scholarships (CECS) comprise four categories:

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

- (a) *CECS – Ordinary*, with funding for up to eight *scholarship periods* to assist students enrolled in undergraduate courses;
- (b) *CECS – Priority Discipline*, with funding for up to eight *scholarship periods*, to assist students enrolled in *National Priority* disciplines as defined in Schedule 1 of the CS Guidelines. This is commonly referred to as *National Priority Scholarships (NPS)*;
- (c) *CECS – Associate Degree*, with funding for up to four *scholarship periods*, to assist with general education costs for *Associate Degrees* (not offered at UWA); and
- (d) *CEC – Indigenous Enabling*, with funding for up to two *scholarship periods*, to assist *Indigenous* students to undertake and *eligible enabling course*.

2. (2) The Commonwealth Accommodation Scholarships (CAS) comprise five categories:

- (a) *CAS – Ordinary*, with funding for up to eight *scholarship periods*;
- (b) *CAS – Specialist*, with funding for up to eight *scholarship periods*, to assist students who have to relocate to undertake a specialist course not available near their home. This scholarship category is commonly referred to as *National Accommodation Scholarships (NAS)*;
- (c) *CAS – Associate Degree*, with funding for up to four *scholarship periods*, to assist with general accommodation costs for and *Associate Degrees* (not offered at UWA); and
- (d) *CAS – Indigenous Enabling*, with funding for up to two *scholarship periods*, to assist *Indigenous* students with accommodation costs to undertake an *eligible enabling course*; and
- (e) *CAS – Indigenous Payment*, a one-off scholarship payment, to assist *Indigenous* students to undertake either an *eligible enabling course* or an undergraduate course. This scholarship category is commonly referred to as *Indigenous Access Scholarship (IAS)*.

Annual Value

3. (1) The annual value of the CS is determined by the Australian Government and scholarship values are indexed annually in accordance with Part 5-6 of the Act.

Method of Payment

- 4. (1) The scholarship is paid in two equal instalments.
- (2) One instalment is normally paid on or following the census date in each of first and second semesters.
- (3) Payment of the second instalment is subject to the recipient making satisfactory progress in accordance with the rules of the course in relation to which the scholarship is awarded.

Eligibility Requirements

Basic Eligibility Requirements

5. (1) To be eligible for a CS, a student must, by the first census date of the scholarship period (as determined in accordance with section 169-25 of the Act)—

- (a) be an Australian citizen or the holder of a permanent humanitarian visa;
- (b) be undertaking an undergraduate course of study, or a graduate diploma in an area of National Priority as a Commonwealth supported student at the University, as defined in the Act;
(*These areas are primarily teaching and nursing*)
- (c) meet the low socioeconomic status criterion specified in 6
- (d) meet the full-time student requirements specified in 7; and
- (e) not already have completed the requirements of a course of study regarded by the University to be equivalent to or higher than an Australian bachelor's award, unless each such award is a prerequisite to their current undergraduate course of study or graduate diploma in

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

an area of National Priority and there is no alternative pathway into that course of study at the University. Note: a CS is intended primarily for students undertaking an initial qualification.

(2) A student is not eligible for a CAS-Ordinary or CECS-Ordinary if they have already received a CAS-Ordinary, CAS-Specialist, CECS-Ordinary or a CECS-Priority Discipline for the maximum duration as defined in 17.

Low Socioeconomic Status

6.(1) A student is eligible for a CS only if the University is satisfied that the student is able to demonstrate low socioeconomic status either—

(a) through being in receipt of a means-tested Commonwealth income support payment (such as Austudy, ABSTUDY, Youth Allowance etc); or

(b) on the basis of a comprehensive assessment conducted by the University.

(2) Applications from students who do not receive a means-tested Commonwealth income support payment but have submitted a comprehensive statement of financial hardship are reviewed by a working party comprising—

the Chair of the Undergraduate Scholarships Sub-Committee, or nominee;

the Manager, Graduate Research and Scholarships, or nominee; and

the Undergraduate Scholarships Officer (as a member and Executive Officer).

Full-time Student Requirements

7.(1) A student undertaking less than a full-time student load (defined as at least 75% of an equivalent full time student load in the scholarship period for which a scholarship is being paid) is not eligible for a CS unless there are exceptional circumstances which prevent the student from studying full-time.

(2) Applications stating that a student cannot study full-time due to exceptional circumstances are reviewed by the working party described in 6(2).

(3) Educational disadvantage factors as described in 13(c) and course constraints outside a student's control, are considered by the working party described in 6(2) in determining whether there are exceptional circumstances which prevent full-time study.

(4) A scholarship recipient whose study load falls below a full-time student load has their eligibility status reviewed by the working party described in 6(2) and is ineligible to retain their CS unless the University determines that there are exceptional circumstances which prevent the student from continuing to study on a full-time basis.

Additional CAS Eligibility Requirements

8.(1) In addition to the eligibility requirements defined in 5, 6 and 7 and, where applicable, any further criteria specified by the University under paragraph 2.15.5(4) of the Guidelines, for a student to be eligible for a CAS, the University must be satisfied that—

(a) within the four years immediately preceding the commencement of the current higher education course of study, the student has—

(i) lived in a regional or remote area of Australia for a total of at least three years; or

(ii) completed their final two years of schooling in a high school or college in a regional or remote area; or

(iii) moved away from a regional or remote area to complete the whole or the majority of their secondary schooling at a high school or college in a major city; or

(iv) lived in a regional or remote area of Australia for a total of at least two years, and moved away from a regional or remote area to undertake vocational education and training (eg

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

TAFE) for a maximum of two years duration immediately preceding the commencement of their undergraduate course; and

(b) it was necessary for the student to move from the regional or remote area in order to undertake their higher education study; and

(c) as a result of (b), the student will incur additional accommodation costs; and

(d) the student is enrolled as an internal student in units of study that form part of the course of study the student is undertaking provided that students who undertake a component of overseas study are not precluded from accessing the scholarship, even whilst undertaking study overseas, if it is approved by the University and counts towards the course requirements in which the student is enrolled.

(2) In determining the student's eligibility for a CAS, the University must determine whether the student has lived in a regional or remote area consistent with (1)(a)(i), (ii), (iii) and (iv).

(3) The University will deem students eligible for a CAS if they have relocated from a locality which belongs to one of the following ASGC Remoteness Areas Classification:

Inner Regional Australia (IR)

Outer Regional Australia (OR)

Remote Australia (R)

Very Remote Australia (VR)

(4) The University will deem ineligible for a CAS a student who has come from a locality belonging to the Major Cities of Australia Classification.

(5) Applications from students in Albany or Geraldton enrolling or enrolled at the local UWA campus are individually reviewed but, as a general rule, these students are not viewed as eligible for a CAS unless—

(a) their home address is beyond a 75km radius of the town centre of Albany or Geraldton or their one way trip to the Albany Centre or Geraldton Universities Centre exceeds 90 minutes by public transport; and

(b) they have incurred additional accommodation costs as a result of relocating.

(6) Albany and Geraldton students relocating to Perth to continue their study/course can apply for a CAS provided their home address is from a rural area as defined above and they meet the eligibility criteria defined in 8(1).

Students wishing to check their eligibility can do so via

http://www.scholarships.uwa.edu.au/home/undergrad/cmmnwth_lrn_schols

Ongoing Eligibility Requirements

9.(1) The Scholarships Office is responsible for monitoring CS recipients' ongoing eligibility.

(2) The Scholarships Office will contact CS recipients twice annually asking them to confirm and return an acknowledgement of their ongoing eligibility for a CS on the basis that their personal circumstances have not changed from those detailed in their original scholarship application.

(3) CS recipients who inform the Scholarships Office of a change in circumstances will have their scholarship eligibility reviewed by the working party referred to in 6(2).

Body Responsible for Selection

10.(1) The Undergraduate Scholarships Sub-Committee is responsible for selecting CS awardees.

(2) The Undergraduate Scholarships Sub-Committee comprises:

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

- (a) the Pro Vice-Chancellor (Teaching and Learning) (Chair);
- (b) the Director of Student Services;
- (c) the Manager Graduate Research and Scholarships;
- (d) the Manager Student Support Services (and Equity and Diversity Adviser)
- (e) the Dean of the School of Indigenous Studies, or nominee;
- (f) one or more nominees of the Scholarships Committee; and
- (g) the Undergraduate Scholarships Officer (as a member and Executive Officer).

Application, Selection and Offer Processes and Policies

11. UWA is responsible for the CS application, selection and offer processes and must make information about the processes, policies and conditions of scholarships readily and publicly available.

Application Processes

12. In respect of Clause 2.15 of the Guidelines relating to the University ensuring information about the CS application, selection and offer processes are readily and publicly available, UWA will—

- (a) provide detailed information on its website including providing an opportunity to apply on-line;
- (b) promote the scholarship programme to new students via the Prospective Students Office marketing endeavours; and
- (c) promote the scholarship programme to current students via normal communication channels.

Selection Policies

13. The Undergraduate Scholarships Sub-Committee is responsible for the selection of scholarship awardees in accordance with the following selection policies:

(a) *Indigenous Students*

(1) Special consideration will be given to Indigenous students applying directly for a CECS or a CAS and who have not been awarded an Indigenous Access Scholarship to ensure a fair proportion of CECS and CAS scholarships are awarded to Indigenous students in line with the “fair proportion” provisions of clause 2.15.5 (3) of the Guidelines. If there are Indigenous students who cannot be awarded a CS from within the “fair proportion” allocation for Indigenous students, their application will then be ranked on merit within the non-Indigenous applicant pool.

(2) A person will be considered to be an Indigenous person for the purpose of a CS where the person;

- (i) is of Australian Aboriginal or Torres Strait Islander descent; and
- (ii) identifies as an Australian Aboriginal or Torres Strait Islander; and
- (iii) is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

(3) The following documentation is acceptable in confirming a student’s status as an Indigenous person:

- an affirmation signed by the student, declaring that he/she identifies as an Australian Aboriginal or Torres Strait Islander; and

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

- a letter signed by the Chairperson of an Aboriginal and Torres Strait Islander incorporated organisation in a community in which the student lives or has previously lived; or
- a letter from the UWA School of Indigenous Studies confirming the student's Indigenous status.

Queries re verification of Indigenous applicants will be referred to the Head of the School of Indigenous Studies (or nominee) for consideration. The unique circumstances of Indigenous students will also be taken into account when assessing whether an Indigenous applicant is able to meet the requirement to study full-time as detailed in 7.

(b) **Academic Achievement**

Applicants who meet the eligibility criteria for a CS will then be ranked based on academic achievement. Academic achievement is defined by universal measures such as Tertiary Entrance Rank (TER), weighted average mark, grade point average etc. but not including school references, school awards etc. Past educational disadvantage, as defined in 13(c) will be taken into consideration when comparing grade point averages, TER etc.

(c) **Past Educational Disadvantage**

When assessing applications, the Undergraduate Scholarships Sub-Committee will take into account educational disadvantage, under the following categories:

- Recent school leavers (under 20 years of age) from low SES schools.
- Students from a regional or remote background (for both a CECS and a CAS).
- Holders of an Australian Permanent Humanitarian Visa.
- Students with a disability or chronic medical conditions. (Documentation from a medical practitioner or other suitably qualified health provider must be submitted with their application.)
- Students with carer responsibilities. (An applicant with carer responsibilities who cannot study full-time must provide suitable documentation in support of their application.)
- Indigenous Australians (please refer to the comments detailed in 13(a) above).
- Students in any other category that the Undergraduate Scholarships Sub-Committee adds to this list from time to time.

The Undergraduate Scholarships Sub-Committee will determine how the above educational disadvantage factors will be scored or rated.

(d) **Concurrent Awards**

(1) Applicants can apply for both the Commonwealth Educational Costs Scholarship (CECS) and the Commonwealth Accommodation Scholarship (CAS), if they meet the respective eligibility requirements. (However as a general principle the Undergraduate Scholarships Sub-Committee will attempt to provide assistance to as many students as possible unless individual students present a compelling case warranting receipt of both a CECS and a CAS.)

(2) Scholarships will not be offered to students where the scholarship offer would result in the student receiving in excess of twice the value of a CAS – Ordinary Scholarship p.a. in total from either Commonwealth Scholarships, UWA scholarships or scholarships approved by outside donors/corporations unless there are exceptional circumstances. This limit does not include one-off awards, HECS or other fee scholarships which are not paid directly to the student, or the Indigenous Scholarships which are subject to the special provisions in the CS Guidelines.

(e) **Priority for Students Progressing from Indigenous Enabling and Access Scholarships**

(1) Students who have been awarded a CECS-Indigenous Enabling and/or a CAS-Indigenous Enabling scholarship and who successfully complete an enabling course and then progress to an undergraduate course at the University must be awarded a CECS or a CAS in line with the provisions of 2.15.5 (5) of the CS guidelines.

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

(2) Students who have been awarded a CECS-Indigenous Enabling and/or a CAS-Indigenous Enabling scholarship by another institution and who successfully completed an enabling course and then choose to progress to an undergraduate course at UWA must be given priority when allocating "ordinary" CECS and CAS scholarships in line with the provisions of 2.15.5 (6) of the CS guidelines.

(3) Students offered an Indigenous Access Scholarship who relocate to undertake their studies and who meet the additional CAS requirements outlined in clause 8 must also be offered a CAS and a CECS scholarship relevant to their level of study.

(4) Students offered an Indigenous Access Scholarship who relocate to undertake their studies but who do not meet the additional CAS requirements outlined in clause 8 must be offered a CECS scholarship relevant to their level of study.

(5) Students offered an Indigenous Access Scholarship who do not relocate to undertake their studies but who do not meet the additional CAS requirements outlined in clause 8 must be offered a CECS scholarship relevant to their level of study.

(f) ***Awards to students enrolled in courses of more than four years duration***
Recipients of Commonwealth Scholarships who are enrolled in courses which are longer than four years (ie: MBBS, BSc, and combined degrees) may, at the end of the four year period of the CS, apply for an extension of scholarship support for the remainder of their course through the UWA SWANS Scholarships Scheme.

Offer Process

14.(1) Offers of a CS may be made prior to a student's confirmation of enrolment with the University but such offers must be made on the condition that the student is eligible to receive a CS on the student's first census date (as determined in accordance with section 169-25 of the Act) for the scholarship period.

(2) The Scholarships Office makes offers of scholarships in writing to applicants and advises them of the conditions associated with the scholarship.

(3) Students are required to sign and return an acceptance form confirming that the student will, when requested, provide any information relevant to assessing their ongoing eligibility for a CS.

(4) In line with the provisions of Clause 2.15.15 (1) of the Guidelines DEEWR will issue a commemorative certificate and letter from the Minister of Education, Employment and Workplace Relations to new CS recipients.

Administering Body

15. The Scholarships Office is responsible for the management and administration of the CS programme.

Method of Payment

16. The scholarship is paid in the following manner:

(a) CECS—one payment totalling 50 per cent of the annual value of a CECS is made in each six month period as soon as practicable after the student's first census date, as determined in accordance with section 169-25 of the Act for study being undertaken in the scholarship period (i.e. six month period).

(b) CAS—one payment totalling 50 per cent of the annual value of a CAS is made in each six month period as soon as practicable after the student's first census date, as determined in accordance with section 169-25 of the Act for study being undertaken in the scholarship period (i.e. six month period).

Duration

17.(1) The maximum duration of a CECS is eight scholarship periods (i.e. eight periods of six calendar months) and the maximum duration of a CAS is eight scholarships periods (i.e. eight periods of six calendar months).

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

(2) Recipients of Commonwealth scholarships who are enrolled in courses which are longer than four years (e.g. MB BS, BDSc and combined courses) may, at the end of the four year period of the CS, apply for an extension of scholarship support for the remainder of their course through the UWA SWANS Scholarships Scheme.

(3) The maximum duration a student can have access to one or more CS scholarships is for a total of four years (eight scholarship periods). However, students accessing CECS-Indigenous Enabling or CAS-Indigenous Enabling scholarships who progress to an undergraduate course can have access to one or more scholarships for up to a total of five years (ten scholarship periods).

Deferment of a CS

18. The University may approve requests to defer a scholarship subject to the following provisions:

(1) Students awarded a CS who defer commencement of their studies or withdraw from their course prior to their first census date will forfeit their CS but may reapply for a scholarship in a subsequent period should they commence studies at a later date.

(2) Continuing students who are recipients of a CS and who wish to suspend or interrupt their studies for a period of up to 12 months after their first census date, will be permitted to retain their CS subject to written notification to the Undergraduate Scholarships Officer.

(3) Requests to interrupt or suspend studies for a period longer than 12 months will be considered by the Chair of the Undergraduate Scholarships Sub-committee (or delegate) where there are exceptional circumstances and where the request is supported in writing by the student's Faculty Sub-Dean, Associate Dean or Student Advisor.

(4) The Scholarships Office will monitor CS recipients who have suspended or interrupted their studies to ensure that they re-enrol after the period has expired.

(5) For students progressing from a CECS-Indigenous Enabling or CAS-Indigenous Enabling to an Ordinary-CECS or Ordinary-CAS, the maximum suspension between courses is 12 months.

Transfer of a CS

19. (1) Students who wish to change their course of study at UWA must advise the Scholarships Office in writing of their study plans. This is to ensure their scholarship is continued. UWA will support continuation of the CS in respect of a change of course at UWA but there will be no extension of payment beyond the maximum payment period of eight scholarship periods.

(2) CS recipients transferring to UWA from another university cannot automatically receive a CS from UWA. Such students may apply for a CS in the normal manner.

Termination of a CS

20.(1) The University must terminate a CS in accordance with DEEWR Guidelines—

(a) if a student ceases to meet the eligibility criteria specified in section 2.10 or, where applicable, any criteria specified by the University under paragraph 2.15.5(4) of the Guidelines other than during a period of deferment; or

(b) once the maximum duration of the CS has been reached; or

(c) if the University determines that the student—

(i) has failed to maintain satisfactory academic progress; or

(ii) has committed serious misconduct, including but not limited to the provision of false or misleading information in terms of section 2.25.20 of the Guidelines.

(2) The University is not permitted to terminate a student's CS for any other reason.

COMMONWEALTH SCHOLARSHIP CONDITIONS 2009 (CAS & CECS)

Provision of False Information

21. If the University knows or has reason to believe that a student in receipt of a CS has provided false or misleading information to the University in relation to the CS, the University must immediately—

- (a) re-assess the student's entitlement to the CS; and
- (b) notify DEEWR of the suspected offence and provide a copy of the student's application and any other relevant information requested by DEEWR.