



## Commonwealth Scholarships (CS):

**Commonwealth Education Costs Scholarships – Indigenous Enabling (CECS – Indigenous Enabling),**

**Commonwealth Accommodation Scholarships – Indigenous Enabling (CAS – Indigenous Enabling)**

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

Note: These terms and conditions are subject to final drafting and approval by University Committees

## 2009 Conditions of Award

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

1. Commonwealth of Australia Higher Education Support Act 2003—Guidelines for Commonwealth Scholarships 3 December 2008 (*the Guidelines*).
2. The University's conditions for the Commonwealth Education Costs Scholarships – Ordinary (CECS) and the Commonwealth Accommodation Scholarships – Ordinary (CAS)

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

The awards are administered in accordance with the following conditions:

### 1. Purpose

The objectives of the CECS-Indigenous Enabling, the CAS-Indigenous Enabling and the Indigenous Access Scholarship are to facilitate choice in higher education and to increase higher education participation by Indigenous students from low socio-economic backgrounds and those who need to relocate from regional and remote areas.

### 2. Description of Scholarships

- (1) *CECS-Indigenous Enabling*, with funding for up to two *scholarship periods*, to assist Indigenous students to undertake an eligible enabling course.
- (2) *CAS-Indigenous Enabling*, with funding for up to two *scholarship periods*, available, to assist Indigenous students with accommodation costs to undertake an eligible enabling course.
- (3) *CAS-Indigenous Payment*, a one-off scholarship payment to assist Indigenous students to undertake either an eligible enabling course or an undergraduate degree course. This scholarship category is commonly referred to as *Indigenous Access Scholarship (IAS)*.

### 3. Basic Eligibility Requirements

- (1) A student is not eligible for a CAS-Indigenous Enabling or a CECS-Indigenous Enabling if they have already received a CAS-Indigenous Enabling and/or a CECS-Indigenous Enabling for the maximum duration of a CAS-Indigenous Enabling or CECS Indigenous Enabling.
- (2) A student is not eligible for a CAS-Indigenous Enabling if they have already received a CAS-Indigenous Enabling for the maximum duration of a CAS-Indigenous Enabling.
- (3) A student is not eligible for an Indigenous Access Scholarship if they have already received an Indigenous Access Scholarship for the maximum duration of an Indigenous Access Scholarship.
- (4) To be eligible for a *CECS-Indigenous Enabling* or a *CAS-Indigenous Enabling*, a student must, by the first census date (as determined in accordance with section 169-25 of *the Act*) of the *scholarship period*.

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- (a)** be an Australian citizen; and
- (b)** be enrolled in or undertaking an enabling course; and
- (c)** be an Indigenous person

A person will be considered to be an Indigenous person for the purpose of a CS (Commonwealth Scholarship) 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.

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

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

- (d)** meet the low socio-economic status requirements specified in section 4 below; and
- (e)** meet the full-time student requirements specified in section 5 below; and
- (f)** in the case of CAS-Indigenous Enabling meet the additional CAS eligibility requirements specified in section 6 below; and
- (g)** 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 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.

**(5)** Students who have had a CECS-Indigenous Enabling or a CAS-Indigenous Enabling scholarship at another institution and wish to move to a CECS – Ordinary or a CAS – Ordinary at the University of WA will be required to apply in the normal manner for a CECS – Ordinary and a CAS – Ordinary at UWA.

**(6)** To be eligible for an Indigenous Access Scholarship a student must:

- (a)** be an Australian citizen; and
- (b)** be an Indigenous person as defined in 3 (4)(c) above; and
- (c)** be a commencing student and:
  - (i)** have accepted the offer of a place in; or
  - (ii)** be enrolled in; or
  - (iii)** undertaking an eligible enabling course or an undergraduate course of study;
- (d)** meet the low socio-economic status requirements specified in section 4 below; and
- (e)** meet or intend to meet the full-time student requirements specified in section 5 below; and

(f) 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 and

(g) in exceptional circumstances, if a continuing student is required, as part of their course, to undertake study in a location distant from their previous place of study, the University may give consideration to the student when awarding an Indigenous Access Scholarship.

#### **4. Low Socio Economic Status Requirements**

(1) A student is eligible for a CECS-Indigenous Enabling, a CAS-Indigenous Enabling and/or an Indigenous Access Scholarship only if the University is satisfied that the student is able to demonstrate low socio-economic 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).

(3) For a CECS-Indigenous Enabling, a CAS-Indigenous Enabling and/or the Indigenous Access Scholarship in assessing low socio-economic status factors which may affect the immediate financial status of Indigenous students accessing higher education will be considered. Such factors may include geographical isolation, stability of financial status and family circumstances such as illness or bereavement which affect the level of family financial support.

#### **5. Full-time Student Requirements**

(1) A student undertaking (or intending to undertake) less than a full-time student load is not eligible for a CAS-Indigenous Enabling or an Indigenous Access Scholarship 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 4(2) above.

(3) Educational disadvantage factors such as disability, chronic medical conditions, significant carer responsibilities, Indigenous community responsibilities and course constraints outside a student's control will be considered by the working party described in 4(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 will have their eligibility status reviewed by the working party described in 4(2) and will be ineligible to retain their CAS-Indigenous Enabling unless the University determines that there are exceptional circumstances which prevent the student from continuing to study on a full-time basis.

(5) A student is eligible to receive a CECS-Indigenous Enabling if they undertake the course on a part-time basis. However, to be eligible for another category of CS upon completion of the enabling course, the student must enrol in the further course of study as a full-time student.

#### **6. Additional CAS-Indigenous Enabling Eligibility Requirements**

(1) In addition to the eligibility requirements defined in 3, 4 and 5 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-Indigenous Enabling, the University must be satisfied that—

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(a) within the four years immediately preceding the commencement of the current higher education course of study (including study within another program or at another provider, where the student has transferred), 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 TAFE) for a maximum of two years 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 or, in the case of (a)(iii) and (iv), it was necessary for the student to remain in a major city 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

(2) In determining the student's eligibility for a CAS-Indigenous Enabling, 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-Indigenous Enabling 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-Indigenous Enabling a student who has come from a locality belonging to the *Major Cities of Australia Classification*<sup>1</sup>.

(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-Indigenous Enabling 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-Indigenous Enabling provided their home address is from a regional or remote area as defined above and they meet the eligibility criteria defined in (1).

<sup>1</sup> Students wishing to check their eligibility can do so via [http://www.scholarships.uwa.edu.au/home/undergrad/cmmnwth\\_schols](http://www.scholarships.uwa.edu.au/home/undergrad/cmmnwth_schols)

### 7. Ongoing Eligibility Requirements

(1) The Scholarships Office is responsible for monitoring a recipient's ongoing eligibility in accordance with clause 2.25.1 of the *Guidelines*.

### 8. Body Responsible for Selection

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(1) The Undergraduate Scholarships Sub-Committee is responsible for selecting CECS-Indigenous Enabling, CAS-Indigenous Enabling and Indigenous Access Scholarship awardees.

(2) The Undergraduate Scholarships Sub-Committee comprises:

(a) the Pro Vice-Chancellor (Teaching and Learning) (Chair);

(b) the Director of Student Services;

(c) the Manager Graduate Research and Scholarships Office;

(d) the Co-ordinator, UniSkills/UniDiscovery (Equity representative);

(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).

### 9. Application, Selection and Offer Processes and Policies

(1) UWA is responsible for the CS application, selection and offer processes and will make information about the processes, policies and conditions of scholarships readily and publicly available in accordance with the *Guidelines*.

### 10. Application Processes

(1) The University will:

(a) provide detailed information on its website including providing an opportunity to apply on-line;

(b) promote the scholarship programme to new Indigenous students via the School of Indigenous Studies and the Prospective Students Office marketing endeavours; and

(c) inform relevant areas on campus when applications are open.

### 11. Selection Policies

(1) The Undergraduate Scholarships Sub-Committee is responsible for the selection of scholarship awardees in accordance with the following selection policy:

#### (a) Ranking

Applicants who meet the eligibility criteria for a CECS-Indigenous Enabling and/or CAS-Indigenous Enabling and/or Indigenous Access Scholarship and who are or intend to enrol in an *enabling course* will be ranked on the basis of past educational disadvantage and academic merit. Academic merit 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.

#### (b) 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.

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.)

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Students with carer responsibilities. (An applicant with carer responsibilities who cannot study full-time must provide suitable documentation in support of their application.)

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.

### (c) Other Selection Policy Matters

(i) The Scholarships Office will liaise with the School of Indigenous Studies in relation to the allocation of Indigenous Access Scholarships as detailed in clause 2.15.5 (7) of the *Guidelines*.

(A) Priority will be given to eligible students who have needed to relocate from regional or remote areas to undertake their studies and who meet the CAS requirements as detailed in section 6 above.

(B) Indigenous Access Scholarships may be offered to students who do not meet the additional CAS requirements only if there are a sufficient number of Indigenous Access Scholarships but the provisions of clauses (ii), (iii) and (iv) below apply.

(ii) Students offered an Indigenous Access Scholarship who relocate to undertake their studies and who meet the additional CAS requirements as detailed in section 6 above, must be offered both a CAS and a CECS scholarship as outlined in clause 2.15.5.(10) of the *Guidelines*.

(iii) Students offered an Indigenous Access Scholarship who relocate to undertake their studies but who do not meet the additional CAS requirements under clause 2.10.15 of the *Guidelines*, must be offered a CECS scholarship as outlined in clause 2.15.5.(11) of the *Guidelines*.

(iv) Students offered an Indigenous Access Scholarship who do not relocate to undertake their studies must be offered a CECS scholarship as outlined in clause 2.15.5.(12) of the *Guidelines*.

(v) Student offered an Indigenous Access Scholarship who are in receipt of the ABSTUDY Residential Costs Option, or assistance under ABSTUDY Away-From-Base mixed-mode delivery allowance must be offered a CECS scholarship as outlined in clause 2.15.5 (14) of the *Guidelines*.

### 12. Offer Process

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

(2) 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.

### 13. Administering Body

(1) The Scholarships Office is responsible for the management and administration of the CS programme.

### 14. Letters and Certificates to Students

(1) In line with the provisions of Clause 2.15.15 (2) of *the Guidelines* the Scholarships Office is responsible for providing the necessary information to DEEWR to facilitate the issuing of a commemorative certificates and letters to new CS recipients.

### 15. Method of Payment

(1) The scholarship is paid in the following manner:

(a) CECS-Indigenous Enabling and CAS-Indigenous Enabling Scholarship - one payment totalling 50% of the annual value of the scholarship as soon as possible after the commencement of the Aboriginal Orientation Course. The remaining 50% of the annual value of the scholarship will be paid as soon as possible following the

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commencement of second semester. Students may receive CECS – Indigenous Enabling Scholarship and CAS-Indigenous Enabling payments for a period of up to two half years.

(b) Indigenous Access Scholarship - one payment totalling 50% of the value of the scholarship as soon as practicable after the scholarship offer has been accepted. The remaining 50% of the value of the scholarship will be paid as soon as practicable after the recipient's first census date or within 6 weeks of the recipient's first census date provided the recipient maintains enrolment and meets the scholarship eligibility criteria as at the student's first census date.

### 16. Duration

(1) The maximum duration of a CECS-Indigenous Enabling, a CAS-Indigenous Enabling and an Indigenous Access Scholarship is two scholarship periods (i.e. two periods of six calendar months).

### 17. Suspension of a CS

(1) Students awarded a CECS -Indigenous Enabling scholarship or a CAS-Indigenous Enabling scholarship who defer 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) In accordance with clause 2.25.5 (2) of the *Guidelines* for students progressing from a CECS-Indigenous Enabling or CAS – Indigenous Enabling scholarship to a CECS or CAS, the maximum period of scholarship suspension between courses is one year.

### 18. Termination of a CS

(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 3 above, where applicable, any criteria specified by the University under paragraph 2.15.5(4) of *the Guidelines* other than during a period of suspension; 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.

(3) The Scholarships Office will inform a student in writing if his or her CS is terminated.

### 19. Provision of False or Misleading Information

(1) 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 where possible, the original copies of any other relevant information requested by DEEWR.