



Charles Sturt
University

Three Rivers UDRH Health Student Support Grant.

2020 Guidelines

TABLE OF CONTENTS

1.	GRANT AND PAYMENT DETAILS.....	1
2.	ELIGIBILITY CRITERIA	2
3.	GRANT PROCESS.....	3
4.	SPECIAL CIRCUMSTANCES.....	3
5.	LEAVE OF ABSENCE	3
6.	TERMINATION.....	4
7.	TERMS AND CONDITIONS	4
8.	POLICY	4
9.	RELEVANT LEGISLATION	5
10.	DEFINITIONS	5
11.	AMENDMENTS	7

1. GRANT AND PAYMENT DETAILS

- 1.1. The Three Rivers University Department of Rural Health (UDRH) is a key initiative in the Commonwealth Rural Health Multidisciplinary Training Program. The objective of this program is to improve the recruitment and retention of nursing, midwifery, allied health and dentistry professionals and in rural and remote Australia. Three Rivers UDRH aims to support more health student to live, study and work in regional Australia.
- 1.2. The purpose of this grant is to assist eligible health students with costs for additional course related expenses. The grant is valued at \$500.
- 1.3. Items eligible for purchase with this grant can be, but are not limited to, textbooks, uniforms. Travel and accommodation for residential school costs.
- 1.4. Students are eligible for 1 grant per calendar year.
- 1.5. The grant is payable in cash (EFT) to the personal bank account that you have registered with Charles Sturt University. Payment will be processed within 10 days of offer acceptance.
- 1.6. Receipts must be provided within 14 days of the offer acceptance date. If we have not received your receipt by this date, your student account will be charged for the full amount of your awarded grant. This may cause a hold to be placed on your student record, preventing graduation from your course.
- 1.7. You can register bank details with Charles Sturt University on the Student Administration website by going to Personal Details to enter or change bank details.
- 1.8. The University reserves the right to recoup grant payments if your circumstances change and you no longer meet the eligibility criteria.
- 1.9. The Scholarships Office will be responsible for the assessment, allocation and administration of this grant.
- 1.10. The University receives a high volume of applications for grants; meeting the eligibility criteria may not guarantee applicants a grant offer.
- 1.11. To be eligible for this grant, applicants must have met all of the eligibility criteria by the closing date. Applications received after the closing date will not be considered. **Grants cannot be deferred.**

2. ELIGIBILITY CRITERIA

To be eligible for this grant you must be:

- 2.1. studying as an active student;
- 2.2. enrolled at Charles Sturt University in one of the following courses as a Commonwealth supported student in a Commonwealth supported place; full fee paying students are not eligible:
 - Bachelor of Dental Science
 - Bachelor of Health Science (Mental Health)
 - Bachelor of Medical Radiation Science (with specialisations)
 - Bachelor of Medical Science (Pathology)
 - Bachelor of Nursing
 - Bachelor of Occupational Therapy
 - Bachelor of Oral Health (Therapy and Hygiene)
 - Bachelor of Pharmacy
 - Bachelor of Physiotherapy
 - Bachelor of Podiatric Medicine
 - Bachelor of Social Work
 - Bachelor of Speech and Language Pathology
 - Graduate Diploma of Midwifery
 - Master of Clinical Psychology
 - Master of Professional Psychology
 - Master of Speech Pathology
 - Master of Social Work (Professional Qualifying)
- 2.3. an Australian citizen, a New Zealand citizen, a permanent Australian resident or a student with an Australian permanent visa;
- 2.4. be a member of the [Rural Health Positive Rural Health Club](#)
- 2.5. Due to the nature of the funding of Three Rivers UDRH, this grant is only available for students who are:
 - 2.5.1. Aboriginal and/or Torres Strait Islander living in any rural or metropolitan area of Australia, or
 - 2.5.2. Non-Indigenous rural origin students, which is defined as five consecutive or eight accumulative years of living in a rural area (defined as Australian Statistical Geographic Standard RA2-RA5), Check your address [here](#).
- 2.6. If attending residential school, it must be at the Wagga, Albury-Wodonga, Orange or Dubbo campuses.

If you are receiving any other scholarships or grants for the purpose of attending residential school or course equipment you may not be eligible to receive this grant.

3. GRANT PROCESS

Application

- 3.1. Complete an online application form.
- 3.2. Provide quotes, and/or receipts of expected expenses.

Selection

- 3.3. Applications will be assessed in accordance with the eligibility criteria and supporting documentation.
- 3.4. Applications with incorrect or no supporting documentation will be deemed ineligible.
- 3.5. You may be assessed as eligible but not receive an offer due to quota restrictions.
- 3.6. There are no interviews required.

Outcome

- 3.7. All applicants will be informed in writing of the outcome of their application.
- 3.8. Acceptance
- 3.9. Successful applicants are required to accept their grant offer.
- 3.10. Offers not accepted by the offer expiry date will be withdrawn.

After Acceptance

- 3.11. Students must reconcile grant funds received with a copy of relevant invoices within 14 days if receipts were not provided in the online application.

All receipts must be emailed to scholarships.officer@csu.edu.au after payment has been received.

4. SPECIAL CIRCUMSTANCES

- 4.1. When considering the eligibility criteria of this grant, Charles Sturt University will take into account factors such as long term illness, disability, ongoing effects of trauma or abuse, indigenous community responsibilities, significant carer responsibilities and course constraints outside a student's control.
- 4.2. If you do not meet the eligibility criteria due to special circumstances below you will need to complete a special circumstances form and attach it to your application.
 - GPA (Continuing Students)
 - Other

Where special circumstances have been discussed with and considered by the Course Director and there is a valid reason for the GPA being less than

5. LEAVE OF ABSENCE

Grants cannot be deferred. Grant recipients who defer their studies or take a Leave of absence will have their grant withdrawn and the grant will not be paid. These students are eligible to apply in a future session providing they still meet the eligibility criteria.

6. TERMINATION

Charles Sturt University will terminate the grant if:

- 6.1. you cease to meet the eligibility criteria;
- 6.2. you are guilty of academic misconduct;
- 6.3. the grant was awarded on the basis of false or misleading information.

7. TERMS AND CONDITIONS

By accepting the grant offer you agree to:

- 7.1. fulfil all requirements as set out in these guidelines;
- 7.2. purchases must be made from a certified retailer. If purchases are made after the receipt of the grant, receipts must be emailed to scholarships.officer@csu.edu.au within 14 days of the offer acceptance date.
- 7.3. consent to Charles Sturt University accessing your student records for the purposes of assessing and administering the grant;
- 7.4. provide any change of individual circumstances in writing to the Scholarships Office scholarships.officer@csu.edu.au;
- 7.5. provide information and participate in surveys for promotional purposes and review of this grant;
- 7.6. undertaking placements within the Three Rivers UDRH [footprint](#), where possible
- 7.7. accept the terms and conditions of this grant

The University reserves the right to undertake audits of individual student's records to ensure adherence to these guidelines.

8. POLICY

- 8.1. A grant recipient should be aware that payments may be regarded as income by Centrelink and/or ATO it is the responsibility of the recipient to seek independent advice with respect to implications resulting from receiving this grant.
- 8.2. Full-time students - scholarships are considered to be tax exempt income for students who are studying full time at university.
- 8.3. Part-time students - generally, scholarship funding provided to part time students, regardless of their employment status, is not considered to be tax exempt income. However, as long as the scholarship funding is used for non-tax deductible expenses it may be classified as exempt income.
- 8.4. Please seek independent taxation advice regarding your personal circumstances where required or visit: [Is your scholarship taxable?](#)
- 8.5. Charles Sturt University will treat any information provided by the applicant within the terms of relevant privacy legislation. See [CSU's privacy policy](#) for further information.

- 8.6. Due to privacy laws, any discussion of a grant application or recipient will only take place with the grant applicant/recipient.
- 8.7. The information collected will be used by authorised University staff to assess eligibility and administer the scholarship program. The information may also be used for assessment purposes for other scholarships, grants and equity programs across the University. Recipient names and email addresses may be made available to departments within the University for marketing and research purposes. No details will be used externally for any reason without the recipient's consent. Students should be aware that they provide information of their own free will.
- 8.8. Personal and health information provided by the applicant will not be made available to any person within the University or external organisation for any other purpose without the applicant's consent, except where it may be a legal requirement of the University to provide information.

9. RELEVANT LEGISLATION

- 9.1. The following legislation, as amended from time to time, is directly relevant to this policy:
- (a) Higher Education Support Act 2003;
 - (b) Freedom of Information Act 1982;
 - (c) Privacy Act 1988 (Cwlth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cwlth);
 - (d) Privacy and Personal Information Protection Act 1998 (NSW); and
 - (e) Health Records and Information Privacy Act 2002 (NSW).

10. DEFINITIONS

- 10.1. **Active Student:** A student who is enrolled in subject/s in the current/commencing session. This excludes students on approved Leave of Absence.
- 10.2. **Carer:** A *carer* is defined as a person of any age, who without being paid (excluding Centrelink), cares for another person who needs ongoing support because of a long-term medical condition, a mental illness, a disability, frailty or the need for palliative care. A *carer* may or may not be a family member and may or may not live with the person. Volunteers under the auspices of a voluntary organisation are not included. Grant recipients may be in receipt of a Centrelink Carer Allowance or Carer Payment.
- 10.3. **Commencing Student:** A student enrolled in, and undertaking, subjects in their first year of study at Charles Sturt University.
- 10.4. **Commonwealth Supported Place:** A Commonwealth Supported Place (CSP) is a subsidised higher education enrolment. The Australian Government subsidises a CSP by paying part of the fees for the place directly to the University.
- 10.5. **Commonwealth Supported Student:** A student enrolled in a CSP is referred to as a 'Commonwealth supported student'. Students only pay the

'student contribution' amount, set by the university, for their units of study. (As defined in the [Higher Education Support Act 2003](#)).

- 10.6. **Continuing Student:** A student enrolled in, and undertaking, subjects in their second and subsequent years of study at Charles Sturt University.
- 10.7. **Domestic Student (Student):** Means a student with a permanent home address in Australia who is:
- An Australian citizen
 - A New Zealand citizen
 - A diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative; or
 - A student with an Australian permanent visa.
- 10.8. **Financial Need:** A person is considered to be in financial need if they are in receipt of an eligible means-tested Centrelink benefit or in financial Hardship. Refer to Eligible benefits in these guidelines.
- 10.9. **Financial Hardship:** A person is considered to be in financial hardship when they find it difficult to provide for themselves, their family or dependents basic necessities such as food, accommodation, clothing, medical treatment and education.
- 10.10. **Full-Fee Paying:** If you're a domestic student in a full-fee-paying place, it means your place receives no financial contribution from the government and you are required to pay the full cost of the course.
- 10.11. **Full-time:** A *full-time* student is one who is enrolled to undertake an amount of study of at least three quarters (or 75%) of an equivalent full-time study load (EFTSL). At Charles Sturt University, this equates to being enrolled in three or more (8 point) subjects, or 24 subject points or more per session.
- 10.12. **Grade Point Average:** A grade point is the numerical value assigned to a final grade to allow calculation of a *Grade Point Average* (GPA). GPA is the average of all final grades obtained by a student for courses within an academic program
- 10.13. **Leave of Absence:** Official approval to be absent from your study, whilst still maintaining the status of enrolled student.
- 10.14. **Online Student:** A student enrolled in 75% or more of subjects in a given session studying online.
- 10.15. **Postgraduate:** A person who has obtained a degree from a university and is pursuing studies for a more advanced qualification.
- 10.16. **Professional Placement:** encompasses all terms that infer authorised professional experience and development for the subject in which the student is enrolled. These terms include 'practicum', 'placement', 'clinical placement', 'fieldwork placement', 'internship' and 'professional experience'.
- 10.17. **Financial Hardship:** A person is considered to be in financial hardship when they find it difficult to provide for themselves, their family or dependents basic necessities such as food, accommodation, clothing, medical treatment and education.

- 10.18. **Full-Fee Paying:** If you're a domestic student in a full-fee-paying place, it means your place receives no financial contribution from the government and you are required to pay the full cost of the course.
- 10.19. **Full-time:** A *full-time* student is one who is enrolled to undertake an amount of study of at least three quarters (or 75%) of an equivalent full-time study load (EFTSL). At Charles Sturt University, this equates to being enrolled in three or more (8 point) subjects, or 24 subject points or more per session.
- 10.20. **Special Circumstances:** Circumstances which are beyond the student's control and which a reasonable person would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. This situation must be unusual, uncommon or abnormal.
- 10.21. **Undergraduate:** Undergraduate students who are enrolled and are studying for approved undergraduate qualifications at eligible higher education providers. Approved undergraduate qualifications include Bachelor Degree, Associate Degree, Advanced Diploma and Diploma courses of study. Enabling courses do not qualify.
- 10.22. **Workplace Learning (WPL)** – Structured workplace learning is on-the-job training during which a student is expected to learn a set of skills or competencies related to a course being undertaken as part of their university qualifications.

11. AMENDMENTS

- 11.1. Amendments may be made to these guidelines from time to time by the Scholarships Office.