

CSU Conference and Professional Membership Grant

2019 Guidelines

TABLE OF CONTENTS

- 1. GRANT DETAILS..... 2
- 2. DEFINITIONS 2
- 3. POLICY 4
- 4. ELIGIBILITY CRITERIA 5
- 5. GRANT OFFER PROCESS 6
- 6. PAYMENT 6
- 7. SPECIAL CIRCUMSTANCES 7
- 8. DEFERMENT / SUSPENSION 7
- 9. GRANT TERMINATION 7
- 10. TERMS AND CONDITIONS 7
- 11. RELEVANT LEGISLATION 8
- 12. AMENDMENTS 8
- 13. VERSION CONTROL 8
- 14. APPENDIX 9

1. GRANT DETAILS

- 1.1. The Charles Sturt University (CSU) Conference and Professional Student Membership Grant (CPMG) will provide financial assistance for participation at conferences and/or student membership to appropriate professional bodies, in the current year (2019).
- 1.2. International travel will only be considered if the travel is a requirement of the student's course of study and is supported by the CSU Faculty contact.
- 1.3. The grant is valued at up to \$5,000. The grant is payable in cash (EFT). Payments may vary depending on documentation supplied when submitting your grant. Please note you may not be awarded the full amount that you have applied for, as this grant is not intended to meet all of the costs associated with attending a conference.
- 1.4. As part of the application process you must provide **all** invoices/quotes of your actual/estimated costs for conference attendance and/or professional student membership.
- 1.5. You can only receive this grant once during your enrolment at CSU unless the grant you received was to the value of \$500 or under.
- 1.6. CSU receives a high volume of applications for scholarships; meeting the eligibility criteria may not guarantee applicants a grant offer.
- 1.7. Applications received after the closing date will not be considered.
- 1.8. The CSU Scholarships Office will be responsible for the assessment, allocation and administration of this grant.
- 1.9. Expectations of this Grant. All grant recipients **must** complete and submit the [CSU Conference and Professional Membership Grant Report](#) once they have attended their conference or purchased their professional student membership.

2. DEFINITIONS

- 2.1. **Active Student:** A student who is enrolled in subject/s in the current/commencing session. This excludes students on approved Leave of Absence.
- 2.2. **Census Date:** The date at which you can withdraw from a subject or course without financial penalty.
- 2.3. **Commencing Student:** A student enrolled in, and undertaking, subjects in their first year of study at CSU.

- 2.4. **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.
- 2.5. **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).
- 2.6. **Continuing Student:** A student enrolled in, and undertaking, subjects in their second and subsequent years of study at CSU.
- 2.7. **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.
- 2.8. **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.
- 2.9. **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 CSU, this equates to being enrolled in three or more (8 point) subjects, or 24 subject points or more per session.
- 2.10. **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.
- 2.11. **Indigenous:** for the purposes of these Guidelines, means a person who is of Australian Aboriginal or Torres Strait Islander descent; identifies as an Australian Aboriginal or Torres Strait Islander; and is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.
- 2.12. **Internal Student:** An *internal student* is a student that is studying the majority of subjects for any given session of the course as an on campus student. For example, if a student is enrolled in four subjects for a session, then three or more subjects must be studied internally (on campus). If a student is enrolled in three subjects for a session, then two or more subjects must be studied internally (on campus). The status as an *internal student* can change for each session of study.

- 2.13. **Leave of Absence:** Official approval to be absent from your study, whilst still maintaining the status of enrolled student.
- 2.14. **Low Socio-economic Status:** this is demonstrated by the applicant being in receipt of an eligible means-tested Centrelink benefit. Refer to Appendix A. If the applicant does not receive an eligible means-tested Centrelink benefit, a comprehensive assessment will be conducted by or on behalf of CSU to determine whether the student is of low socio-economic status.
- 2.15. **Online Student:** A student enrolled in 75% or more of subjects in a given session studying online.
- 2.16. **Part-time:** A *part-time* student is one who is enrolled in one or two (8 point) subjects per session, which equates to 8 or 16 subject points per session.
- 2.17. **Pro Rata** – a proportional distribution of the total amount to ensure equal allocation.
- 2.18. **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.
- 2.19. **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.

3. POLICY

- 3.1. To receive this grant, you must meet the eligibility criteria outlined in these guidelines and complete an online application form.
- 3.2. Applications with incorrect or no supporting documentation will be deemed ineligible.
- 3.3. A grant recipient who undertakes a program of study overseas or as a *Commonwealth supported student* with another University approved by CSU as a cross-institutional arrangement, will not be precluded from accessing the grant during this period. This is conditional upon the program of study counting towards the requirements for the course of study in which you are enrolled at CSU.
- 3.4. CSU will treat any information provided by the applicant within the terms of relevant privacy legislation. See [CSU's privacy policy](#) for further information.
- 3.5. Due to privacy laws, any discussion of a grant application or recipient will only take place with the grant applicant/recipient.

- 3.6. 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.
- (a) Full time students - scholarships are considered to be tax exempt income for students who are studying full time at university.
 - (b) 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.
- 3.7. Please seek independent taxation advice regarding your personal circumstances where required or visit [Is your scholarship taxable?](#)

4. ELIGIBILITY CRITERIA

To be eligible for this grant in 2019 you must be:

- 4.1. studying an undergraduate degree as an active student;
- 4.2. enrolled in a CSU course as a Commonwealth supported student; full fee paying students are not eligible;
- 4.3. enrolled as a full-time or part-time student;
- 4.4. a commencing or continuing student. Continuing students must have a Grade Point Average (GPA) of 3.0 or higher (pass grade average);
- 4.5. enrolled as an internal or online student;
- 4.6. an Australian citizen, a New Zealand citizen, a permanent Australian resident or a student with an Australian permanent visa;
- 4.7. of low socio-economic status:
 - in receipt of an eligible means tested Centrelink Benefit; or
 - must be able to demonstrate financial hardship (refer to definitions) and provide supporting documentation to substantiate your claim.
- 4.8. able to prove that the membership or conference is beneficial to your degree and is supported by your CSU Faculty Contact;
- 4.9. able to provide either:
 - a quote, invoice or receipt of your estimated/actual costs for conference attendance in 2019;or

- a quote, invoice or receipt of the professional student membership (only student memberships will be accepted) for 2019.

PLEASE NOTE: To be eligible for this grant you must be enrolled in subjects and have met all eligibility criteria by the closing date of this grant.

5. GRANT OFFER PROCESS

Application

5.1. You are required to complete an online application form and provide current supporting documentation.

Selection

- 5.2. Applications will be assessed in accordance with the eligibility criteria and information provided.
- 5.3. You may be assessed as eligible but not receive an offer due to quota restrictions.
- 5.4. There are no interviews required.

Outcome

5.5. All applicants, both successful and unsuccessful, will be informed in writing of the outcome of their application.

Grant Acceptance

- 5.6. The successful applicant is required to accept the offer as instructed on the offer. You will then receive confirmation of your acceptance.
- 5.7. If you have not accepted the offer by the expiry date, the offer will be withdrawn and no payment will be received.

6. PAYMENT

- 6.1. Grant payments can be made to your CSU Student Account, personal bank account or E-voucher. EFT payments will be made to the bank account registered by you with CSU.
- 6.2. Students can register bank details with CSU on the [Student Administration](#) website by going to Personal Details to enter or change bank details.
- 6.3. CSU reserves the right to recoup the funds if your circumstances change and your eligibility criteria is no longer met.
- 6.4. Grant payments are made within ten days after receiving a successful grant outcome

- 6.5. CSU reserves the right to recoup the funds if you do not provide receipts for costs associated with conference attendance or professional student membership (only student memberships will be accepted) within fourteen days of the notification of the successful grant application.

7. SPECIAL CIRCUMSTANCES

- 7.1. When considering the eligibility criteria of this grant, CSU 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 your control.
- 7.2. In all instances if you are unable to meet the eligibility requirements and wish to be given special consideration, a special circumstances form must be completed.

8. DEFERMENT / SUSPENSION

- 8.1. Grants cannot be deferred. Grant recipients who defer their studies 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 initial eligibility criteria.

9. GRANT TERMINATION

CSU will terminate the grant if:

- 9.1. you cease to meet the eligibility criteria as specified in these guidelines;
- 9.2. CSU determines that you are guilty of academic misconduct;
- 9.3. CSU determines that the grant was awarded on the basis of false or misleading information. You will be provided with the opportunity to explain and CSU will re-assess your entitlement to the grant.
- 9.4. you cease to be enrolled at CSU.

10. TERMS AND CONDITIONS

- 10.1. Upon receipt of a grant, you agree to fulfil all requirements as set out in these guidelines.
- 10.2. In accepting a grant offer you consent to CSU accessing your student records for the purposes of assessing and administering the grant.

- 10.3. If your circumstances change you must provide the details in writing to the CSU Scholarships Office at scholarships.officer@csu.edu.au. CSU will re-assess your eligibility.
- 10.4. CSU reserves the right to undertake audits of individual student's records to ensure adherence to these guidelines.
- 10.5. In accepting payment of this grant, you agree to provide information for promotional purposes.
- 10.6. You will be asked to acknowledge and agree to the terms and conditions of this grant.

11. RELEVANT LEGISLATION

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).

12. AMENDMENTS

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

13. VERSION CONTROL

Date	Version	Author	Description / Amendments
27 Sept 2018	1	Belinda Hindle	First version for 2019
16 Jan 2019	2	N Merrilees	Second version for 2019

14. APPENDIX

The following Benefits are not considered as eligible means tested Centrelink benefits.	The following are considered as eligible means tested Centrelink Benefits
<ul style="list-style-type: none"> ▪ ABSTUDY Incidentals Allowance ▪ Australian Government Disaster Recovery Payment (AGDRP) ▪ Assistance for Isolated Children Scheme ▪ Baby Bonus ▪ Carer Allowance (adult) ▪ Carer Allowance (child) ▪ Carer Supplement ▪ Child Care Benefit ▪ Child Care Rebate ▪ Dad and Partner Pay ▪ Family Tax Benefit Part A ▪ Family Tax Benefit Part B ▪ Jobs Education and Training Child Care Fee Assistance ▪ Maternity Immunisation Allowance ▪ Mobility Allowance ▪ Paid Parental Leave Scheme ▪ Parental Leave Pay ▪ Pensioner Education Supplement ▪ Remote Area Allowance ▪ Seniors Concession Allowance ▪ Schoolkids Bonus 	<ul style="list-style-type: none"> ▪ ABSTUDY ▪ Age Pension ▪ Austudy ▪ Bereavement Allowance ▪ Carer Payment (adult) ▪ Carer Payment (child) ▪ Disability Support Pension ▪ Health Care Card ▪ Newstart Allowance ▪ Parenting Payment ▪ Partner Allowance ▪ Sickness Allowance ▪ Special Benefit ▪ Widow Allowance ▪ Widow B Pension ▪ Wife Pension ▪ Youth Allowance