



Charles Sturt
University

Charles Sturt University Honours Scholarship & HECS-HELP Exemption Award

2020

Guidelines

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1. SCHOLARSHIP AND PAYMENT DETAILS

- 1.1. Charles Sturt University Honours scholarships are awarded to students based on academic merit, who wish to further their study through an Honours degree. Students must be studying their first honours degree.
- 1.2. Students enrolled in a Commonwealth supported place can either pay their student contribution upfront, or if eligible, access HECS-HELP to defer the payment of their student contribution amount. Charles Sturt University has elected to waive the HECS-HELP for successful Honours scholarship recipients.
- 1.3. The scholarship is valued at \$4,000. Duration and payments of the scholarship vary according to *full-time* or *part-time* enrolment. The scholarship is payable on the condition that the recipient continues to meet the ongoing eligibility criteria. The duration and value of payments are:
 - (a) full-time students receive: two equal instalments of \$2,000 for the first and second session, to a maximum of one year;
 - (b) part-time students receive: four equal instalments of \$1,000 each for the first and second sessions of each year, to a maximum of two years;
- 1.4. You can only receive this scholarship once during your enrolment at Charles Sturt.
- 1.5. The HECS-HELP Exemption Award will be applied to your enrolment for the duration of your honours degree. You must maintain enrolment to retain this exemption.
- 1.6. The scholarship is payable by EFT to the personal bank account that you have registered with Charles Sturt University. Payment is made within 1-2 weeks of Census date to successful recipients meeting the eligibility criteria.
- 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 scholarship 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 scholarship.
- 1.10. The University receives a high volume of applications for scholarships, meeting the eligibility criteria may not guarantee applicants a scholarship offer.
- 1.11. Scholarships are not intended to be your sole source of income support.
- 1.12. To be eligible for this scholarship, applicants must have met all of the eligibility criteria by the closing date. Applications received after the closing date will not be considered.

2. ELIGIBILITY CRITERIA

To be eligible for this scholarship you must be:

- 2.1. studying an Honours degree at Charles Sturt University as an active student;
- 2.2. enrolled in a Charles Sturt University course as a *Commonwealth supported student* in a Commonwealth supported place. Full fee paying students are **not** eligible;
- 2.3. an Australian citizen, a New Zealand citizen, a permanent Australian resident or a student with an Australian permanent visa;
- 2.4. able to demonstrate you have maintained a Grade Point Average (GPA) of 5.0 or above in your undergraduate or Honours course;

AND must **not** have been:

- 2.5. in receipt of this scholarship previously; you can only receive this scholarship once during your enrolment at Charles Sturt University.

To **continue to be eligible** for this Scholarship, you must, by the census date of each subsequent session:

- meet initial eligibility criteria and
- maintain a Grade point average (GPA) of 5.0 or higher

3. SCHOLARSHIP PROCESS

Assessment

- 3.1. Complete an online application form.

Selection

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

Conditional Offer

- 3.6. Eligible students will be made a conditional offer which is conditional on meeting the eligibility criteria at Census date.
- 3.7. Students who have not met the eligibility criteria at Census date will have their conditional offer withdrawn.

Outcome

3.8. All applicants will be informed in writing of the outcome of their application.

Acceptance

3.9. Successful applicants are required to accept their scholarship offer.

3.10. Offers not accepted by the offer expiry date will be withdrawn.

4. SPECIAL CIRCUMSTANCES

4.1. When considering eligibility of this scholarship, Charles Sturt University will take into account 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

5. LEAVE OF ABSENCE

5.1. If you take an Approved Leave of Absence, you will need to accept your ongoing scholarship offer. Payment will not be made whilst on Leave of Absence.

5.2. You are entitled to a maximum of two sessions of Approved Leave of Absence over the duration of the scholarship.

6. TERMINATION

Charles Sturt University will terminate the scholarship if:

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

7. TERMS AND CONDITIONS

By accepting the scholarship offer you agree to:

7.1. fulfil all requirements as set out in these guidelines;

- 7.2. consent to Charles Sturt University accessing your student records for the purposes of assessing and administering the scholarship;
- 7.3. provide any change of individual circumstances in writing to the Scholarships Office scholarships.officer@csu.edu.au;
- 7.4. provide information and participate in surveys for promotional purposes and review of this scholarship;
- 7.5. accept the terms and conditions of this scholarship.

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

8. POLICY

- 8.1. A scholarship recipient who undertakes a program of study overseas with another University as a cross-institutional student, will be considered for payment of this scholarship during this period. This is conditional on the cross-institutional study being a requirement of the course and all other eligibility criteria being met.
- 8.2. A scholarship 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 scholarship.
 - (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.

Please seek independent taxation advice regarding your personal circumstance where required or visit [Is your scholarship taxable?](#)

- 8.3. 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.
- 8.4. Due to privacy laws, any discussion of a scholarship application or recipient will only take place with the scholarship applicant/recipient.
- 8.5. 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.

- 8.6. 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. Scholarship recipients may be in receipt of a Centrelink Carer Allowance or Carer Payment.
- 10.3. **Census Date:** The date at which you can withdraw from a subject or course without financial penalty.
- 1.1. **Commencing Student:** A student enrolled in and undertaking, subjects in their first year of study.
- 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 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.
- 10.9. **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 Charles Sturt University, this equates to being enrolled in three or more (8 point) subjects, or 24 subject points or more per session.
- 10.10. **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.
- 10.11. **HECS-HELP:** HECS-HELP is a loan scheme for eligible students enrolled in Commonwealth supported places to pay their student contribution amounts. It cannot be used for additional study cost such as accommodation or text books.
- 10.12. **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.
- 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. **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.
- 10.16. **Pro Rata** – a proportional distribution of the total amount to ensure equal allocation.
- 10.17. **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.
- 10.18. **Student Contribution Amount (SCA) (Honours):** Even though the Australian Government subsidises commonwealth supported places, students still have to contribute towards the cost of their education. This is known as the student contribution amount. To work out the cost of your student contribution please refer to our [website](#).
- 10.19. **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.
- 10.20. **Work Place 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.