



Charles Sturt
University

Charles Sturt University Student Emergency Equity Grant

2020 Guidelines

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1. GRANT AND PAYMENT DETAILS

- 1.1. The Charles Sturt University Student Emergency Equity Grant (SEEG) will provide financial assistance to students who have experienced an *adverse* or *emergency* event.
- 1.2. The grant is to support those who are affected by individual disasters outside their personal control. Excludes emergency payments **that are covered by Centrelink**.
- 1.3. An initial emergency situation or incident, or diagnosis of a medical condition may be considered as an emergency adverse event. An ongoing medical condition, elective surgery or an emergency situation or incident may only be considered if you have not previously received the grant for the same purpose.
- 1.4. Laptop/computer crashes, unforeseen living expenses such as bills, car registration, insurance etc., relationship breakdown resulting in unforeseen financial expenses and medical expenses associated with elective surgery, resulting in difficulty managing personal finances, are not considered an emergency.
- 1.5. Where possible, supporting documentation must be in the applicant's name.
- 1.6. The grant is valued up to \$500.
- 1.7. The grant is payable by EFT to the personal bank account that you have registered with Charles Sturt University. Payments will be processed within 2 business days of offer acceptance.
- 1.8. 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.
- 1.9. The Scholarships Office will be responsible for the assessment, allocation and administration of this grant.

2. ELIGIBILITY CRITERIA

To be eligible for this grant you must be:

- 2.1. studying an undergraduate degree 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. a *commencing* or *continuing* student. *Continuing students* must have a Grade Point Average (GPA) of 3.0 or higher (pass grade average)
- 2.4. an Australian citizen, a New Zealand citizen, a permanent Australian resident or a student with an Australian permanent visa;
- 2.5. in financial need:

- in receipt of an eligible means tested Centrelink Benefit (refer guidelines) or
 - must be able to demonstrate financial hardship;
- 2.6. able to demonstrate that you have suffered a recent (within the last 30 calendar days), personal *adverse* event that has impacted current studies and requires emergency financial assistance;

3. GRANT PROCESS

Application

- 3.1. Complete an online application form.

Selection

- 3.2. Applications will be assessed in accordance with the eligibility criteria and supporting documentation.
- 3.3. Applications with incorrect or no supporting documentation will be deemed ineligible.
- 3.4. There are no interviews required.

Outcome

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

Acceptance

- 3.6. Successful applicants are required to accept their grant offer.
- 3.7. Offers not accepted by the offer expiry date will be withdrawn.

4. LEAVE OF ABSENCE

- 4.1. 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.

5. ELIGIBLE BENEFITS

The following are considered as eligible means tested Centrelink Benefits	
<ul style="list-style-type: none">▪ ABSTUDY – Secondary/Tertiary▪ Age Pension▪ AUSTUDY▪ Carer Payment▪ Disability Support Pension▪ Farm Household Allowance▪ Low Income Health Care Card▪ Newstart Allowance	<ul style="list-style-type: none">▪ Parenting Payment▪ Partner Allowance▪ Sickness Allowance▪ Special Benefit▪ Widow Allowance▪ Widow B Pension▪ Wife Pension▪ Youth Allowance

6. TERMS AND CONDITIONS

By accepting the grant offer you agree:

- 6.1. you are ineligible for financial assistance from state or federal funding, for any adverse event you are applying for.
- 6.2. to fulfil all requirements as set out in these guidelines;
- 6.3. consent to Charles Sturt University accessing your student records for the purposes of assessing and administering the grant;
- 6.4. provide any change of individual circumstances in writing to the Scholarships Office scholarships.officer@csu.edu.au;
- 6.5. provide information and participate in surveys for promotional purposes and review of this grant;
- 6.6. 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.

7. POLICY

- 7.1. 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.
 - (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.
- 7.2. Please seek independent taxation advice regarding your personal circumstances where required or visit [Is your scholarship taxable?](#)
- 7.3. 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.
- 7.4. Due to privacy laws, any discussion of a grant application or recipient will only take place with the grant applicant/recipient.
- 7.5. 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.
- 7.6. 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 disclose information.

8. RELEVANT LEGISLATION

- 8.1. 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).

9. DEFINITIONS

- 9.1. **Active Student:** A student who is enrolled in subject/s in the current/commencing session. This excludes students on approved Leave of Absence.
- 9.2. **Adverse Event:** An unforeseen emergency event that is beyond the control of the student, which *directly* affects the student's ability to study.
- 9.3. **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.
- 9.4. **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.
- 9.5. **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](#)).
- 9.6. **Continuing Student:** A student enrolled in, and undertaking, subjects in their second and subsequent years of study at Charles Sturt University.
- 9.7. **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.
- 9.8. **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
- 9.9. **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.

- 9.10. **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.
- 9.11. **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.
- 9.12. **Leave of Absence:** Official approval to be absent from your study, whilst still maintaining the status of enrolled student.
- 9.13. **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.
- 9.14. **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. AMENDMENTS

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