

# 2010 Equity Scholarships

to help you with the money  
you need to go to or stay at uni

**2nd Round  
Applications  
January 2010**

# Contacting UAC



## **post**

UAC  
Locked Bag 112  
Silverwater NSW 2128



## **in person**

Quad 2, 8 Parkview Drive  
Homebush Bay NSW



## **office hours**

8.30am – 4.30pm  
Monday – Friday



## **telephone**

(02) 9752 0200



## **website**

[www.uac.edu.au](http://www.uac.edu.au)

---

© Universities Admissions Centre  
(NSW & ACT) Pty Ltd 2010  
ACN 070 055 935  
ABN 19 070 055 935

January 2010

UAC and individual contributing institutions are the owners of the Copyright in this publication.

Apart from any fair dealing for the purpose of private study, criticism or review, or otherwise as permitted under the Copyright Act, no part may be reproduced by any process without UAC's written permission. Enquiries should be addressed to the Managing Director, UAC.

UAC has no objection to schools and tertiary institutions reproducing the publication provided it is for use only within their own institution and this Copyright statement is included. If the document is not reproduced in full, sections should not be copied out of context where information could be incomplete and/or misleading. Schools and tertiary institutions must ensure that this information is not transmitted to any other person or body without prior permission from UAC.

This publication is available on UAC's website and in electronic format upon request.

## IMPORTANT INFORMATION

### ***UAC disclaimer and the right of participating institutions to amend or vary***

Certain information in this booklet is provided to UAC by the participating institutions. These institutions, not UAC, take responsibility for the accuracy of the material relating to their information. While the participating institutions attempt to ensure that the information contained in the booklet is up to date at the time of printing, they may amend details without notice and for any reason, in response to changing circumstances.

### **Times**

Times indicated in this booklet are based on Sydney local time.

### **UAC Privacy Policy**

The Universities Admissions Centre (NSW & ACT) Pty Ltd (UAC) recognises the importance of protecting personal information and is bound by the NSW State Information Protection Principles<sup>1</sup>, the National Privacy Principles<sup>2</sup> and the NSW Health Privacy Principles<sup>3</sup>.

Details of the UAC Privacy Policy are available at [www.uac.edu.au/general/privacy.shtml](http://www.uac.edu.au/general/privacy.shtml).

UAC collects personal information and, in some circumstances, information regarding your health or a family member's health, or information about someone other than yourself, for the purpose of processing your Equity Scholarships application. UAC will only collect information for lawful purposes related to its function. You may seek access to personal information about you collected by UAC.

The type of personal documentation UAC holds includes your contact details (name, address, telephone number, email address), date of birth, gender, citizenship and, where relevant to your application for Equity Scholarships, information relating to your health or the health of a family member, Centrelink benefits, parenting status, carer responsibilities, financial disadvantage, English language difficulties and residential history.

If you are providing personal information about someone other than yourself, you should tell them about UAC's Privacy Policy, which can be found on UAC's website at [www.uac.edu.au/general/privacy.shtml](http://www.uac.edu.au/general/privacy.shtml).

If you are a current NSW Higher School Certificate student, your Year 12 results will be held, along with Year 12 results from other states and territories in Australia, in an archive database at UAC. If you are eligible for a Australian Tertiary Admission Rank (ATAR) or a Limited ATAR, these will also be held in the database. Your results, including your ATAR if you are eligible, will also be held on similar archives at tertiary admissions centres in other states in Australia. Results held on these archives will only be accessed by the relevant tertiary admission centre if you initiate an application for tertiary study through that centre, or if you submit an application for tertiary study directly with an institution participating in that centre.

Any questions regarding privacy at UAC should be forwarded in writing to: The Managing Director, UAC, Locked Bag 112, SILVERWATER NSW 2128.

- 1 *In the Privacy and Personal Information Protection Act 1998 (NSW).*
- 2 *In the Privacy Act 1998 (Cth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cth).*
- 3 *In the Health Records and Information Privacy Act 2002 (NSW).*

# Contents

<b>Contacting UAC</b>	<b>i</b>
<b>Equity Scholarships via UAC</b>	<b>2</b>
<b>What are Equity Scholarships?</b>	<b>3</b>
<b>Important dates</b>	<b>3</b>
<b>Proposed changes to Commonwealth Scholarships (CS) and student income support for 2010</b>	<b>4</b>
<b>Institution Equity Scholarships (IES)</b>	<b>5</b>
What are IES?	5
Value and duration of IES	5
IES and income support payments	5
IES and taxation	5
Eligibility	5
Application process	5
Selection process	5
Offer process	5
Payments	5
Ongoing eligibility requirements	5
Termination of an IES	6
Provision of false information	6
Grievance procedures	6
<b>Table 1 Main eligibility requirements for IES - at a glance</b>	<b>7</b>
<b>Table 2 Descriptions of educational disadvantage</b>	<b>8</b>
<b>Institution Equity Scholarships</b>	<b>10</b>
University of Technology, Sydney	10
University of Western Sydney	11
<b>Commonwealth Scholarships (CS) for Indigenous applicants</b>	<b>12</b>
What are Commonwealth Scholarships?	12
Value and duration of CS	12
CS and income support payments	12
CS and taxation	12
<b>Table 3 Basic eligibility requirements for CS for Indigenous applicants</b>	<b>13</b>
<b>Additional requirements for a Commonwealth Accommodation Scholarship (CAS) for Indigenous applicants</b>	<b>14</b>
Components of study undertaken overseas or through cross-institutional arrangements	14
Application process	15
Selection process	15
Offer process	15
Payments	15
Ongoing eligibility requirements	15
Termination of a CS	16
Provision of false information	16
Grievance procedures	16
<b>Table 4 Commonwealth Scholarships (CS) for Indigenous applicants – institution policies</b>	<b>17</b>
<b>CS for Indigenous students FAQs</b>	<b>18</b>
<b>Providing documents to support your Equity Scholarships application</b>	<b>19</b>
<b>Declaration and authority</b>	<b>21</b>
Confidentiality	21
<b>Table 5 Full-time study definitions</b>	<b>22</b>
<b>Common terms and abbreviations</b>	<b>23</b>
<b>Merit-based scholarships</b>	<b>24</b>
<b>Institution contact details</b>	<b>back page</b>

# Equity Scholarships via UAC

UAC is providing an additional Equity Scholarship application process for three institutions from 13 January - 19 February 2010.

By submitting just one application through UAC you will be considered for Institution Equity Scholarships at the University of Technology, Sydney and the University of Western Sydney, and for Commonwealth Scholarships (if you are an Indigenous student) at:

- Australian National University
- University of Technology, Sydney
- University of Western Sydney

You can only receive an Equity Scholarship offer from an institution at which you are currently enrolled and/or to which you have received an offer of admission.

## ***If you have already applied for 2010 Equity Scholarships***

If you have already applied for 2010 Equity Scholarships, you do not need to re-apply to be considered for an Equity Scholarship at the three institutions participating in this additional ES application process.

## ***Previously unsuccessful Equity Scholarships applicants***

- You are welcome to re-apply, but you must submit a new application and new supporting documentation where required.
- UAC will not use your previous application material for your 2010 Equity Scholarships application.

### **Apply through UAC for Equity Scholarships**

***if you're a continuing student at, or if you've applied for admission\* to:***

- Australian National University
- University of Technology, Sydney
- University of Western Sydney

*\*either through UAC or direct to the institution*

# What are Equity Scholarships?

Equity Scholarships assist students from low socio-economic backgrounds with costs associated with higher education.

Equity Scholarships through UAC are comprised of:

- Institution Equity Scholarships (IES) funded by individual institutions. Some IES are funded by donations or sponsorship.
- Commonwealth Scholarships (CS) for Indigenous applicants established and funded by the Australian Government.

## ***Institution Equity Scholarships (IES)***

IES are funded by participating institutions and are awarded to students experiencing financial disadvantage and/or other educational disadvantages.

IES are awarded to students in receipt of a wider range of means-tested allowances than the proposed new Commonwealth Scholarships (see page 4). IES include applicants who receive means-tested payments such as Disability Support Pensions, Parenting Payment Single and Carer Payment, as well as student income support payments.

IES also provide consideration to students experiencing a wider range of educational disadvantages including:

- sole parent responsibilities
- carer responsibilities
- English language difficulties
- long-term or recurrent medical conditions or illnesses
- regional or remote disadvantage
- moving to uni.

## ***Commonwealth Scholarships (CS) for Indigenous applicants***

CS for Indigenous students are awarded on a competitive basis to eligible applicants by participating institutions. See page 12 for a detailed explanation and eligibility criteria.

## ***2010 Commonwealth Scholarships (CS)***

In addition to Equity Scholarships available through UAC, the Australian Government has proposed new scholarships as part of major changes to the Commonwealth Scholarships Program for 2010. See page 4 for a detailed explanation of these changes.

## **Important dates**

Equity Scholarships re-open - Wednesday 13 January 2010  
Online Equity Scholarships outcomes - Monday 25 January 2010  
Equity Scholarships applications close - Friday 19 February 2010  
Online Equity Scholarships outcomes - Wednesday 17 March 2010

# Proposed changes to Commonwealth Scholarships (CS) and student income support for 2010

The proposed changes below to Commonwealth Scholarships and student income support have not as yet been approved by the Australian Parliament. Current rules for student income support continue to apply and no new Commonwealth Scholarships are currently in place.

The Bradley Review into higher education in Australia ([www.deewr.gov.au/HigherEducation/Review/Pages/default.aspx](http://www.deewr.gov.au/HigherEducation/Review/Pages/default.aspx)) concluded that current income support arrangements for students did not adequately support the participation of students from low socio-economic backgrounds. It also found that benefits were not going to the neediest students. The Review recommended urgent action to reform student income support.

The Australian Government has proposed a number of reforms to student income support in response to the Bradley Review.

**These reforms are outlined below and were originally scheduled to come into effect from 1 January 2010. They are currently awaiting parliamentary approval.**

## Proposed changes to CS for 2010

### **Indigenous students**

CS will continue in their current form for Indigenous students.

### **Student Start-up Scholarship**

A new scholarship, the Student Start-up Scholarship, will be provided as an entitlement to all university students receiving income support through Youth Allowance, Austudy and ABSTUDY and those assisted under veterans' schemes.

The Student Start-up Scholarship replaces the current Commonwealth Education Cost Scholarship (CECS) and will be valued at \$2 254 in 2010 and indexed thereafter.

All existing CECS students will continue to receive scholarships under current arrangements.

The Student Start-up Scholarship will be paid by Centrelink in two instalments at the beginning of each semester.

### **Relocation Scholarship**

A new Relocation Scholarship will be paid to all Youth Allowance and ABSTUDY students at university who are dependents and who have to live away from the family home for study, as well as independent students who are disadvantaged by personal and relationship circumstances.

The Relocation Scholarship will provide \$4 000 for students in their first year at university and \$1 000 in each year thereafter and will be indexed.

The Relocation Scholarship will replace the Commonwealth Accommodation Scholarship (CAS) for new students. Existing CAS recipients will continue to receive scholarships under current arrangements.

### **Centrelink**

Centrelink will administer both the Student Start-up Scholarship and the Relocation Scholarship, with delivery targeted to ensure the scholarships are paid close to the commencement of students' university courses.

### **Equity and merit-based scholarships to be exempt from income testing for the purposes of student income support payments**

Equity and merit-based scholarships will be exempt from means testing to the value of Commonwealth Scholarships, which in 2010 will be \$6 762 per year.

Scholarship amounts in excess of the capped value will continue to be assessed as income against the existing criteria. This ensures all students receiving scholarships provided by institutions and philanthropic bodies receive similar treatment.

## Proposed changes to student income support

### **Parental Income Test**

The Parental Income Test (PIT) threshold for students applying for Youth Allowance or ABSTUDY will be increased from \$32 800 to \$44 165 per annum to align with the Family Tax Benefit-Part A (FTB) PIT.

### **Age of independence**

The current age of independence for Youth Allowance and ABSTUDY is 25 years. The Bradley Review found that the current age of independence is high by international standards.

The age of independence for Youth Allowance and ABSTUDY will be reduced to 22 years, with phased implementation of the measure so that the age of independence would be reduced to 24 years in 2010, 23 years in 2011 and 22 years in 2012.

### **Masters by coursework**

Effective from 1 January 2012, income support eligibility will be extended to students enrolled in all masters by coursework programs. Other eligibility requirements will remain the same as for students enrolled in lower level courses.

For more information go to  
[www.centrelink.gov.au](http://www.centrelink.gov.au)

# Institution Equity Scholarships (IES)

## What are IES?

Participating NSW and ACT institutions provide and fund their own scholarships to assist students who are from low socio-economic backgrounds and who may also be experiencing other forms of educational disadvantage. Some IES are funded by donations or sponsorship.

These scholarships aim to maximise the participation of such individuals in higher education and also target groups statistically under-represented in higher education.

When you apply through UAC you don't have to nominate which IES you are applying for. Institutions will consider your application and you will receive a letter from UAC to let you know if you have been awarded an IES.

## Value and duration of IES

The value and duration of the scholarships awarded by institutions differ. Check each institution's entry for details, see pages 10 and 11.

## IES and income support payments

IES are exempt from the Social Security and Veterans' Affairs income tests from Friday 1 January 2010.

## IES and taxation

If you are a student receiving full-time education at a school, college or university, your scholarship will be exempt from taxation subject to certain exceptions, *Income Tax Assessment Act 1997*, section 51-10(2.1A).

The Australian Taxation Office's website provides information regarding scholarships and tax, including a tool to help you check whether your scholarship is tax exempt. Visit [www.ato.gov.au](http://www.ato.gov.au) and enter "scholarships" in the search facility in the top right-hand corner of the page.

For further information contact the ATO enquiry line on 13 28 61.

## Eligibility

The eligibility requirements for IES vary between institutions and schemes. Check each institution's entry for details, see page 10.

## Application process

Institution Equity Scholarships for Semester 1, 2010.

Applications re-open: 13 January 2010  
Final applications close: 19 February 2010

Apply online through UAC's Equity Scholarships Online at [www.uac.edu.au/equity/](http://www.uac.edu.au/equity/).



When you apply online you will be given instructions about what documents you need to supply.

It is your responsibility to provide the necessary documentation **within seven working days** of applying.

## Selection process

Institutions will award IES to applicants who best meet their eligibility requirements for the IES. Check each institution's entry for details of their eligibility requirements, see pages 10 and 11.

## Indigenous Australian applicants – Evidence of Aboriginality

If you are an Australian Aboriginal or Torres Strait Islander, you must provide evidence of your Aboriginality by one of the methods detailed below:

- 1 provision of your Centrelink Customer Reference Number (CRN) to enable UAC to confirm that you are currently receiving ABSTUDY, or
- 2 if you do not provide your CRN or are not receiving ABSTUDY, you must complete the Declaration – Australian Aboriginal or Torres Strait Islander. You can complete the declaration when you apply online for Equity Scholarships.

## Offer process

Institutions will make their IES offers as a result of applications submitted as part of a competitive application process.

Equity Scholarship application outcomes will be available through [www.uac.edu.au/equity/](http://www.uac.edu.au/equity/) on **Wednesday 17 March 2010**. To access your application outcome you will need your Equity Scholarships application number and Equity Scholarships PIN.

If your application is successful you will also receive an offer letter from UAC by Friday 19 March 2010.

If your application is unsuccessful you will also be notified in writing by Friday 19 March 2010.

## Payments

If you are awarded an IES the institution will provide details of how payments will be made.

## Offer pack

If your application for an IES is successful, you will receive an IES offer pack provided by the institution making the scholarship offer, with your offer letter.

Your offer pack will include details about the IES you have been awarded together with details of the institution's requirements for accepting the offer.

When you accept an IES offer and it is for longer than one year, you must agree to provide personal information relevant to assessing your ongoing eligibility to the institution on request.

Your IES offer is made on the condition that you are eligible to receive an IES on your first census date for the scholarship period, see page 23 *Common terms and abbreviations*. Institutions will confirm your eligibility before payment is made.

## Ongoing eligibility requirements

If the IES you have been awarded is for longer than one year, in order to maintain ongoing eligibility for your IES you must:

- maintain satisfactory academic progress, according to your institution's policy
- continue to meet eligibility requirements relevant to the IES awarded to you and provide documentary evidence to support your ongoing eligibility when requested.

It is your responsibility to advise your institution of any changes to your circumstances that would make you ineligible for your IES.

For IES paid bi-annually, institutions will review and verify your ongoing eligibility for your IES twice a year, before payment in each half of the year.

### **Deferment**

Initial deferment of an IES is not permitted by any participating institution.

Students awarded an IES who defer commencement of their studies or who withdraw from their course before their first census date will forfeit their IES. Students may re-apply for a scholarship in a subsequent period if they start studies at the institution at a later date.

### **Approved leave**

Institutions may approve requests from students to retain their IES when they are on approved leave – check each institution's entry, see pages 10 and 11.

### **Termination of an IES**

If the IES you have been awarded is for longer than one year, it will be terminated if:

- you cease to meet the eligibility requirements for your IES, or
- the maximum duration of the IES has been reached (if applicable), or

- you have failed to make satisfactory academic progress as defined by the institution, or
- you have committed serious misconduct (eg provided false or misleading information), or
- you do not resume study at the end of an approved interruption to study period.

### **Provision of false information**

If UAC or any participating NSW or ACT institution knows or has reason to believe that a student in receipt of an IES has provided false or misleading information, UAC, on behalf of the institution/s, is required to re-assess the student's entitlement to the IES. UAC must then notify the relevant institution of the suspected offence and provide the institution with a copy of the student's application and any other relevant information requested by the institution.

### **Grievance procedures**

Grievances will be resolved in accordance with the relevant institution policies.

#### ***Being eligible does not guarantee a scholarship***

Meeting the scholarship eligibility criteria does not guarantee that you will be awarded a scholarship. There are a limited number of Equity Scholarships and there are more applicants than scholarships. As part of a competitive application process, applicants are ranked against the eligibility criteria and institutions award scholarships to applicants who best meet the eligibility criteria.

If you are unsuccessful it does not mean that you are not in need; rather, it means that there are other applicants who have been assessed as being in greater need.

**Table 1: Main eligibility requirements for IES – at a glance**

*This table summarises the main eligibility requirements for each institution's IES. Check each institution's entry for details about eligibility requirements (see pages 10 and 11).*

<b>Institution</b>	<b>Citizenship/ residency</b> <i>Are there any restrictions to eligibility for IES based on citizenship/residency?</i>	<b>Level of study</b> <i>Are IES open to undergraduate and postgraduate students?</i>	<b>Attendance</b> <i>Are IES open to full-time and part-time students?</i>	<b>Type of course</b> <i>Do I have to be enrolled in a Commonwealth supported-place (CSP) to be eligible for an IES?</i>	<b>Financial hardship</b> <i>Do I have to demonstrate financial hardship to be eligible for an IES?</i>	<b>Scholarships for specific disadvantages</b> <i>Does the institution have scholarships for a specific type of disadvantage?</i>
<b>University of Technology, Sydney</b>	<b>Yes.</b> Check the eligibility requirements for <u>each</u> IES – see page 10.	Depends on the scholarship. Check the eligibility requirements for <u>each</u> IES – see page 10.	Depends on the scholarship. Check the eligibility requirements for <u>each</u> IES – see page 10.	<b>Yes</b>	Depends on the scholarship. Check the eligibility requirements for <u>each</u> IES – see page 10.	<b>Yes.</b> Check the eligibility requirements for <u>each</u> IES – see page 10.
<b>University of Western Sydney</b>	<b>Yes.</b> Check the eligibility requirements for IES – see page 11.	<b>No.</b> Only open to undergraduate students.	<b>Yes</b>	<b>Yes</b>	Scholarships may be awarded outside of this requirement. Check <u>each</u> IES – see page 11.	<b>Yes</b>

**Table 2: Descriptions of educational disadvantage**

<p><b>Carer responsibilities</b></p> <p>A Carer is defined as a person of any age who, without being paid, cares for another person who needs ongoing support because of a long-term medical condition, a mental illness, a disability, a frailty or the need for palliative care.</p> <ul style="list-style-type: none"> <li>■ A carer may or may not be a family member and may or may not live with the person.</li> <li>■ Volunteers under the auspices of a voluntary organisation are not included.</li> <li>■ Applicants may be in receipt of a Centrelink Carer Allowance or Carer Payment.</li> </ul>	<p><b>Indigenous Australian</b></p> <p>A person will be considered to be an Indigenous person where the person:</p> <ol style="list-style-type: none"> <li>1. is of Australian Aboriginal or Torres Strait Islander descent <i>and</i></li> <li>2. identifies as an Australian Aboriginal or Torres Strait Islander <i>and</i></li> <li>3. is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.</li> </ol> <p><b>Evidence of Aboriginality</b></p> <p>If you are an Australian Aboriginal or Torres Strait Islander, you must provide evidence of your Aboriginality by one of the methods detailed below:</p> <ol style="list-style-type: none"> <li>1. provision of your Centrelink Customer Reference Number (CRN) to enable UAC to confirm that you are currently receiving ABSTUDY</li> </ol> <p><i>or</i></p> <ol style="list-style-type: none"> <li>2. by the correct completion of the Declaration – Australian Aboriginal or Torres Strait Islander. At the end of your Equity Scholarships Online application you will print this declaration if your answers to questions indicate that you may need to complete and return the declaration.</li> </ol>
<p><b>Sole parent responsibilities</b></p> <p>A Sole Parent is defined as a person of any age who is single and has at least one child under 18 who is wholly or primarily in their care and who is in Australia.</p>	<p><b>Long-term medical condition/disability or ongoing effects of abuse</b></p> <p>A person is considered to be experiencing a Long-term medical condition/disability or ongoing effects of abuse if their ability to study at university is being affected, or is likely to be affected by the long-term and ongoing effects of:</p> <p>A severe and long term or a severe and recurrent medical/psychiatric condition or illness</p> <p><i>or</i></p> <p>A learning, sensory, physical, psychological or other disability/disorder</p> <p><i>or</i></p> <p>Abuse (eg domestic violence, emotional abuse, psychological abuse, incest, ritual abuse, sexual abuse, or torture).</p>
<p><b>Financial hardship</b></p> <p>A person is considered to be experiencing Financial hardship where they are:</p> <p>receiving a Centrelink (or other Commonwealth) means-tested income support payment (such as a Disability Support Pension, Parenting Payment single, Carer Payment etc)</p> <p><i>or</i></p> <p>where they provide comprehensive information demonstrating exceptional financial hardship.</p>	<p><b>Moving to uni</b></p> <p>A person is considered to be Moving to uni if they can demonstrate they have or will need to relocate more than 100km from their permanent Australian home address to attend university, and that they have lived more than 100km (in Australia) from that university for the two years immediately prior to commencing their course of study.</p>
<p><b>English language difficulty</b></p> <p>A person is considered to be experiencing English language difficulty if they experience English language difficulties resulting from their non-English background that affects their ability to study at university</p> <p><i>and</i></p> <p>they came to Australia from a non-English speaking country after 2004</p> <p><i>and</i></p> <p>they did not previously undertake any formal education at an institution where the language of instruction was English</p> <p><i>and</i></p> <p>they have not undertaken two or more years of full-time study in Australia in a diploma, advanced diploma, Bachelor degree or higher level award.</p>	

**Table 2: Descriptions of educational disadvantage**

### **Regional or remote disadvantage**

A person will be considered to have experienced a Regional or remote disadvantage if they can demonstrate that within the four years immediately preceding the commencement of higher education study, the person either:

1. Has lived in a regional or remote area of Australia for at least three years
- or
2. Has completed the final two years of schooling in a high school or college in a regional or remote area of Australia (while residing in a regional or remote area of Australia)

or

3. Has moved away from a regional or remote area of Australia to complete the whole or the majority of secondary schooling at a high school or college in a major city

or

4. a) Has lived in a regional or remote area of Australia for at least two years, and relocated to a major city to undertake vocational education training (eg TAFE) for a maximum of two years duration immediately preceding their current or proposed course of study

and

- b) it was necessary for the person to move from the regional or remote area of Australia in order to undertake their higher education study or it was necessary for the person to remain in a major city in order to undertake their higher education study;

and

as a result of (b) the person will incur/has incurred additional accommodation costs;

and

the person is/will be enrolled as an internal student.

### **Regional or remote classification**

Your permanent residence postcode will be used in the first instance to assess whether you have relocated from a regional or remote area. The Commonwealth Scholarships Guidelines advise that the Australian Bureau of Statistics Australian Standard Geographical Classification (ASGC) Remoteness Areas 2001 classification be used as a guide for the following classifications.

The ASGC is described in the Australian Institute of Health and Welfare publication, *Rural, Regional and Remote Health: A Guide to Remoteness Classifications*, 19 March 2004, at [www.backingaustraliasfuture.gov.au/guidelines/documents/cas\\_lookup.xls](http://www.backingaustraliasfuture.gov.au/guidelines/documents/cas_lookup.xls). You can use this tool as an initial guide for your postcode.

The classifications are:

- Major Cities of Australia (MC)
- Inner Regional Australia (IR)
- Outer Regional Australia (OR)
- Remote Australia (R)
- Very Remote Australia (VR).

DEEWR CS Guidelines state that scholarship applicants are ineligible for consideration for a CAS if they have relocated from a locality belonging to the MC classification. [2.10.15(4)].

### **Internal student**

You should normally be enrolled as an internal student to be deemed eligible for CAS unless you can demonstrate that there are exceptional circumstances preventing you from doing so, including, but not limited to the following:

- a) the need for you to attend classes or access other study-related facilities on the campus at which you are enrolled with the eligible scholarship provider or a host provider approved by the eligible scholarship provider through a cross-institutional arrangement
- b) the distance from your home to the relevant campus
- c) the availability and quality of transport infrastructure between your home and the relevant campus
- d) limitations on your mobility due to disability and/or carer responsibilities.

### **Components of study undertaken overseas or through cross-institutional arrangements**

Students who undertake a component of their course (a) overseas or (b) with an institution that has been approved by their institution, will not be precluded from accessing their scholarship if it is approved by their institution and will count towards the course requirements in which the student is enrolled.

Students who undertake a component of their study overseas will not be precluded from accessing the scholarship while overseas.

# IES – University of Technology, Sydney

**Telephone:** (02) 9514 2773 Scholarships office  
(02) 9514 1084 Equity and Diversity Unit  
**Email:** email: [scholarships@uts.edu.au](mailto:scholarships@uts.edu.au)  
**Website:** [www.uts.edu.au/study/scholarships](http://www.uts.edu.au/study/scholarships)

UTS is aware of the financial challenges that many students face and offers various kinds of financial assistance.

UTS allocates Equity Scholarships to applicants who demonstrate financial hardship. UTS also considers educational disadvantages such as membership of a specific equity group and/or significant adverse personal circumstances.

## UTS Diversity Access Scholarship

**Duration:** 1 year

**Value:** \$1 000 – \$2 000

**No. available:** 300

**Payment:** In 2010, you will receive between \$1 000 - \$2 000 as a one-off payment in Semester 1 (if you apply in the main round) OR Semester 2 (if you apply in the mid-year equity scholarships round).

**Citizenship/residency:** Open to:

- Australian citizens
- New Zealand citizens
- Permanent residents of Australia other than New Zealand citizens (other than humanitarian)
- Permanent residents of Australia other than New Zealand citizens (humanitarian)
- Temporary humanitarian visa holders.

**Level of study:** Open to undergraduate and postgraduate students.

**Attendance:** Must be a full-time student. However, part-time students will be considered if they are able to demonstrate that exceptional circumstances prevent them from studying full-time – see Part-time study – exceptional circumstances on page 22 for more information.  
(see Table 6 Full-time student definitions)

**Type of course:** Open to students enrolled in a Commonwealth-supported place.

**Financial hardship:** Must demonstrate financial hardship.  
(see Table 2 Descriptions of educational disadvantage)

**Other disadvantages:** UTS will generally award scholarships to students who demonstrate multiple disadvantages under the following criteria:  
(see Table 2 Descriptions of educational disadvantage)

1. carer responsibilities
2. English language difficulty
3. financial hardship
4. Indigenous Australian
5. long-term medical condition/disability or ongoing effects of abuse
6. moving to uni
7. regional or remote disadvantage
8. sole parent responsibilities.

# IES – University of Western Sydney

**Telephone:** 1800 897 669 (freecall)  
(02) 9678 7524 Scholarships Officer  
**Email:** scholarships@uws.edu.au  
**Website:** www.uws.edu.au/scholarships

The University of Western Sydney (UWS) has a proud tradition of broadening access to education for the residents of Greater Western Sydney. One of its main features is a multi-campus teaching base that ensures higher education is both accessible to students and responsive to their work, family and lifestyle commitments.

Equity of opportunity continues to be a core commitment, strengthened by the University's philosophy of ensuring that individuals and groups who might not otherwise enjoy the benefits of higher education, have the opportunity to do so. It is with this in mind that UWS remains dedicated to making higher education accessible for those most in need of assistance.

The University's 'Making the Difference' scholarship initiative has been developed specifically for people who might otherwise struggle to gain a university education: prospective and current UWS students with outstanding academic ability from disadvantaged financial backgrounds, students from rural and regional backgrounds, students with a disability, mature-age students and Indigenous students.

## UWS Opportunity Scholarships

**Duration:** up to 4 years

**Value:** \$5 000 a year

**No. available:** 20

**Conditions of the scholarship:** Continuing students must have and maintain a pass average.

**Approved leave:** You may be able to retain your IES when on approved leave.

**Payment:** In 2010, you will receive \$5 000 divided into 2 equal payments, paid each half-year within 6 weeks of the relevant census date. Indexed annually, the scholarship is for up to 4 years. Payments after the first are subject to your continued eligibility.

**Citizenship/residency:** Open to:

- Australian citizens
- Permanent residents or holders of Australian Humanitarian Visas.

**Level of study:** Must be an undergraduate student.

**Attendance:** Open to full-time and part-time students.  
(see Table 6 Full-time student definitions)

**Type of course:** Must be enrolled in a Commonwealth-supported place.

**Financial hardship:** Must demonstrate financial hardship.  
(see Table 2 Descriptions of educational disadvantage) OR  
Whilst preference is given to applicants who can demonstrate that they meet financial hardship criteria, scholarships may be awarded outside of this requirement.

**Other disadvantages:** UWS will generally award scholarships to students who demonstrate multiple disadvantages under the following criteria:  
(see Table 2 Descriptions of educational disadvantage)

1. carer responsibilities
2. English language difficulty
3. financial hardship
4. Indigenous Australian
5. long-term medical condition/disability or ongoing effects of abuse
6. moving to uni
7. regional or remote disadvantage
8. sole parent responsibilities.

# Commonwealth Scholarships (CS) for Indigenous applicants

## You are not eligible for CS if you:

- are not an Indigenous person
- are not financially disadvantaged
- are not an Australian citizen or holder of a permanent humanitarian visa
- are a New Zealand citizen
- are an international fee-paying (IFEE) student
- are enrolled or will be enrolled in 2010 in a domestic fee-paying (DFEE) place
- are enrolled or will be enrolled part-time in 2010 (unless there are exceptional circumstances which prevent you from studying full-time, for example, you have a disability or significant carer responsibilities)
- have completed the requirements of a course of study equivalent to or higher than an Australian Bachelor's award, unless each such award is a prerequisite to your
  - current undergraduate course of study or
  - graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practice in the chosen National Priority area.and there is no alternative pathway into that course of study at your university
- have already received a CS for the maximum duration.

## What are Commonwealth Scholarships?

Commonwealth Scholarships (CS) assist Indigenous students from low socio-economic backgrounds, who are Australian citizens or holders of Australian permanent humanitarian visas, with costs associated with higher education.

These scholarships:

- do not count as income for any social security test
- will be allocated to eligible applicants on a competitive basis
- do not need to be repaid.

CS information in this booklet is based on the Commonwealth Scholarships Guidelines for 2009.

## Value and duration of CS

There are three types of CS available for this additional application process:

Types of CS	2010 value	Duration
Ordinary Commonwealth Education Costs Scholarship (CECS)	\$2 254 (indexed annually)	up to four years
Ordinary Commonwealth Accommodation Scholarship (CAS)	\$4 508 (indexed annually)	up to four years
Indigenous Access Scholarship (IAS)	\$4 253	once in a lifetime

## Maximum duration of CS

The maximum duration you can have access to one or more CS is for a total of eight scholarship periods (see *Common terms and abbreviations* on page 23).

## CS and income support payments

CS are exempt from the Social Security and Veterans' Affairs income tests, as stated in the *Social Security Act 1991*, paragraph 8(8)(zja). You can find the Act at [www.comlaw.gov.au](http://www.comlaw.gov.au); from the sidebar select *Commonly viewed legislation* - then select *Social Security Act 1991*.

However, some state government policies may require the income from the CS to be included when calculating income support payments (eg rental assistance for state government housing, etc).

## CS and taxation

If you are a student receiving full-time education at a school, college or university, your scholarship will be exempt from taxation subject to certain exceptions: *Income Tax Assessment Act 1997*, section 51-10(2.1A).

The Australian Taxation Office's website provides information regarding scholarships and tax, including a tool to help you check whether your scholarship is tax exempt. Visit [www.ato.gov.au](http://www.ato.gov.au) and enter 'scholarships' in the search facility in the top right-hand corner of the page.

For further information contact the ATO enquiry line on 13 28 61.

**Table 3: Basic eligibility requirements for CS for Indigenous applicants**

To be eligible for the CS listed below you must meet **all** of the requirements in items 1–5, plus the requirements in item 6 for the relevant scholarship.

Conditions	Requirements
<b>1 Australian Aboriginal or Torres Strait Islander status</b>	You must be an Indigenous person. A person will be considered to be an Indigenous person for the purpose of a CS where the person: 1 is of Australian Aboriginal or Torres Strait Islander descent and 2 identifies as an Australian Aboriginal or Torres Strait Islander and 3 is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.
<b>2 Citizenship and residency</b>	You must be: <ul style="list-style-type: none"> <li>■ an Australian citizen, or</li> <li>■ the holder of a permanent humanitarian visa.</li> </ul>
<b>3 Low socio-economic status requirements</b>	You must demonstrate financial hardship either: <ul style="list-style-type: none"> <li>■ through receiving a Centrelink (or other Commonwealth) means-tested income support payment (such as Austudy, ABSTUDY, Youth Allowance etc), or</li> <li>■ by providing comprehensive information demonstrating exceptional financial hardship.</li> </ul>
<b>4 Study load</b>	You must be enrolled, or about to commence study, as a full-time student. Check <i>Table 5: Full-time study definitions</i> on page 22 to see how institutions define full-time.  <b>Exceptional circumstances:</b> Your institution may accept exceptional circumstances that prevent you from studying full-time, such as disability or significant carer responsibilities. See <i>Part-time study – exceptional circumstances</i> on page 22 for more information.
<b>5 Previous qualifications</b>	You must not have completed the requirements of a course of study equivalent to or higher than an Australian Bachelor's award, unless each such award is a prerequisite to your: <ul style="list-style-type: none"> <li>■ current undergraduate course of study, or</li> <li>■ graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration</li> </ul> <b>and</b> there is no alternative pathway into that course of study at your institution.  (DEEWR Guidelines for Commonwealth Scholarships, effective 1 January 2008 state that a CS is intended primarily for students undertaking an initial qualification [2.10.1(10)(f)].)
<b>6 Enrolment</b>	To be eligible for an <b>Ordinary–CECS or an Ordinary–CAS</b> , you must: <ul style="list-style-type: none"> <li>■ be enrolled, or about to commence study, in: <ul style="list-style-type: none"> <li>– an undergraduate course of study (not limited to areas of National Priority), or</li> <li>– a graduate diploma (or equivalent postgraduate course of study) in an area of National Priority required for initial registration to practise in the chosen National Priority area.</li> </ul> </li> <li>■ be enrolled as a Commonwealth-supported student for that course of study</li> <li>■ meet the additional CAS eligibility requirements for an Ordinary – CAS (see page 14).</li> </ul> To be eligible for an <b>Indigenous Access Scholarship</b> you must: <ul style="list-style-type: none"> <li>■ be enrolled, or about to commence study, in an eligible enabling course or undergraduate course.</li> </ul>

You must meet all the above requirements by the first census date of the scholarship period (see *Common terms and abbreviations* on page 23).

### Evidence of Aboriginality

If you are an Australian Aboriginal or a Torres Strait Islander, you must provide evidence of your Aboriginality by one of the methods detailed below:

1 provision of your Centrelink Customer Reference Number (CRN) to enable UAC to confirm that you are currently receiving ABSTUDY

OR

2 by the correct completion of the Declaration – Australian Aboriginal or Torres Strait Islander. At the end of your Equity Scholarships Online application you will print this declaration if your answers to questions indicate that you may need to complete and return this declaration.

# Additional requirements for a Commonwealth Accommodation Scholarship (CAS) for Indigenous applicants

Commonwealth Accommodation Scholarships (CAS) are open to:

- commencing and continuing Indigenous students from regional and remote areas of Australia who have a demonstrated current financial hardship

and

- who had to (or will have to) relocate to undertake their current higher education course of study.

In addition to the basic eligibility requirements for a CS, to be eligible for a CAS you must also meet the following **four** requirements:

- 1 It was, or will be, necessary for you to:
  - a) move from a regional or remote area of Australia (see *Regional or remote classification* below) to be able to undertake your higher education study, or
  - b) remain in a major city in order to undertake your higher education study, if you moved away from a regional or remote area of Australia to complete all or most of your secondary schooling at a high school or college in a major city.
- 2 You have incurred, or will incur, additional accommodation costs as a result of having to move.
- 3 In 2010, you will be enrolled as an internal student <sup>1</sup>, unless you can demonstrate the need to move <sup>2</sup>.
- 4 Within the four years immediately preceding the commencement of your current higher education course of study <sup>3</sup> you must have satisfied **one** of the following **four** requirements:
  - a) lived in a regional or remote area of Australia for at least three years, or
  - b) completed your final two years of schooling in a high school or college in a regional or remote area of Australia, or
  - c) moved away from a regional or remote area of Australia to complete all or most of your secondary schooling at a high school or college in a major city; and it was/will be necessary for you to remain in a major city in order to undertake your course of study, or
  - d) lived in a regional or remote area of Australia for a total of at least two years, and you relocated from the regional or remote area of Australia to undertake vocational education and training (eg TAFE) for a maximum of two years duration.

<sup>1</sup> An internal student is a student who, for the majority of units of study in which they are enrolled in the scholarship period, is required to attend regular classes on campus.

<sup>2</sup> For the purpose of determining the necessity for you to move, you should normally be enrolled as an internal student to be deemed eligible for CAS unless you can demonstrate that there are exceptional circumstances preventing you from doing so, including, but not limited to the following:

- a) the need for you to attend classes or access other study-related facilities on the campus at which you are enrolled with the eligible scholarship provider or a host provider approved by the eligible scholarship provider through a cross-institutional arrangement

- b) the distance from your home to the relevant campus
- c) the availability and quality of transport infrastructure between your home and the relevant campus
- d) limitations on your mobility due to disability and/or carer responsibilities.

3 In this context "current higher education course of study" means:

- For continuing students – the course in which you are currently enrolled and intend to enrol in for semester 1, 2010.
- For commencing students – the course to which you have applied for admission and intend to enrol in for semester 1, 2010.

## Regional or remote classification

Your permanent residence postcode will be used in the first instance to assess whether you have relocated from a regional or remote area. The Commonwealth Scholarships Guidelines advise that the Australian Bureau of Statistics Australian Standard Geographical Classification (ASGC) Remoteness Areas 2001 classification be used as a guide for the following classifications. The ASGC is described in the Australian Institute of Health and Welfare publication, *Rural, Regional and Remote Health: A Guide to Remoteness Classifications*, 19 March 2004, at [www.backingaustraliasfuture.gov.au/guidelines/documents/cas\\_lookup.xls](http://www.backingaustraliasfuture.gov.au/guidelines/documents/cas_lookup.xls). You can use this tool as an initial guide for your postcode.

The classifications are:

- Major Cities of Australia (MC)
- Inner Regional Australia (IR)
- Outer Regional Australia (OR)
- Remote Australia (R)
- Very Remote Australia (VR).

DEEWR CS Guidelines state that scholarship applicants are ineligible for consideration for a CAS if they have relocated from a locality belonging to the MC classification. [2.10.15(4)].

## Components of study undertaken overseas or through cross-institutional arrangements

Students who undertake a component of their course (a) overseas or (b) with an institution that has been approved by their institution through a cross-institutional arrangement will not be precluded from accessing the scholarship if it is approved by their institution and will count towards the course requirements in which the student is enrolled.

Students who undertake a component of their study overseas will not be precluded from accessing the scholarship while overseas.

## Application process

Commonwealth Scholarships for semester 1, 2010:

Applications for the Australian National University, the University of Technology, Sydney and the University of Western Sydney are open from 13 January 2010 to 19 February 2010.

Apply online through UAC's Equity Scholarships Online at [www.uac.edu.au/equity/](http://www.uac.edu.au/equity/).



When you apply online you will be given instructions about what documents you need to supply.

It is your responsibility to provide the necessary documentation **within seven working days** of applying.

### Transfer of a CS to another institution

If you hold a CS at one institution, apply for and receive an offer of admission to a different institution, your CS will not be automatically transferred.

You must apply through UAC where you will be assessed for a CS in accordance with each institution's selection criteria. An institution may award a CS for the remainder of the duration of your CS.

If you have received part of a CS at another institution you must declare any previous CS support you have received when you accept your CS for semester 1, 2010.

## Selection process

Institutions will award CS to Indigenous applicants who best meet the eligibility requirements. Institutions may also consider other educational disadvantages such as membership of a specific equity group and/or significantly adverse personal circumstances, including:

- sole parent responsibilities
- carer responsibilities
- English language difficulty
- long-term medical condition/disability or ongoing effects of abuse.

Institutions may also take academic merit into account.

The Equity Scholarships Online application is designed to gather sufficient information from applicants to determine which applicants best meet these criteria.

Equity Scholarships applications will be ranked based on the information provided in the application and supporting documentation. There will be no interviews or follow-up of missing/inadequate documentation.

Applicants are ranked against the CS eligibility requirements and other institution equity considerations. In the case of a tied rank, applicants will be separated on the basis of the institution's equity priorities for the current year. Otherwise, applicants will be separated on the basis of academic merit.

## Offer process

Institutions will make their CS offers as a result of applications submitted as part of a competitive application process.

Equity Scholarship application outcomes will be available at [www.uac.edu.au/equity/](http://www.uac.edu.au/equity/) on **Wednesday 17 March 2010**. To access your application outcome you will need your Equity Scholarships application number and Equity Scholarships PIN.

If your application is successful you will also receive an offer letter from UAC by Friday 19 March 2010.

If your application is unsuccessful UAC will also notify you in writing by Friday 19 March 2010.

### Offer pack

If your application for a CS is successful, you will receive a CS offer letter and a pack provided by the institution making the scholarship offer.

Your offer pack will include details about the CS you have been awarded together with details of the institution's requirements for accepting the offer.

When you accept a CS offer you must agree to provide personal information relevant to assessing your ongoing eligibility to the institution on request.

Your CS offer is made on the condition that you are eligible to receive a CS on your first census date for the scholarship period. Institutions will confirm your eligibility before payment is made.

## Payments

CS values in 2010 will be: CECS – \$2 254 a year; CAS – \$4 508 a year. These amounts will be indexed by the Australian Government in subsequent years in accordance with Division 198 of Part 5-6 of the *Higher Education Support Act 2003*.

Your institution will make all scholarship payments directly to you. You will not receive any CS payment before the census date in each scholarship period. Census dates are set by your institution. Your CS payment will be made within six weeks of the census date. In respect of CS, a scholarship period means a six-month period from either 1 January to 30 June or 1 July to 31 December.

Indigenous Access Scholarships (IAS) are a once-only scholarship. The value in 2010 will be \$4 253.

## Ongoing eligibility requirements

In order to maintain ongoing eligibility for your CS you must:

- maintain satisfactory academic progress, according to your institution's policy
- continue to meet eligibility requirements described in *Table 3: Basic eligibility requirements for CS for Indigenous applicants* on page 13 as relevant to the CS awarded to you and provide documentary evidence to support your ongoing eligibility when requested
- remain a full-time enrolled student at the institution unless there are exceptional circumstances that prevent you from studying full-time (endorsed by the institution).

It is your responsibility to advise your institution of any changes to your circumstances that would make you ineligible for your CS.

## Deferment

Initial deferment of a CS is not permitted by any participating institution.

Students awarded a CS who defer commencement of their studies or who withdraw from their course before their first census date will forfeit their CS. Students may re-apply for a scholarship in a subsequent period if they start studies at the institution at a later date.

## Approved leave

Institutions may approve requests from students to retain their CS when they are on approved leave – check *Table 4: CS for Indigenous Applicants – institution policies* on page 17 for their policies on this issue.

## Termination of a CS

Your institution will terminate your CS if:

- you cease to meet the eligibility requirements for a CS, or
- the maximum duration for a CS has been reached, or
- you have failed to make satisfactory academic progress as

defined by the institution, or

- you have committed serious misconduct (eg provided false or misleading information), or
- you do not resume study at the end of an approved interruption to study period (check *Table 4: CS for Indigenous Applicants – institution policies* on page 17).

## Provision of false information

If UAC or any participating institution knows or has reason to believe that a student in receipt of a CS has provided false or misleading information, UAC, on behalf of the institution/s, is required to re-assess the student's entitlement to the CS. UAC must also notify the Department of Education, Employment and Workplace Relations (DEEWR) of the suspected offence and provide DEEWR with a copy of the student's application and any other relevant information requested by DEEWR.

## Grievance procedures

Grievances will be resolved in accordance with the relevant institution policies.

### ***Being eligible does not guarantee a scholarship***

Meeting the scholarship eligibility criteria does not guarantee that you will be awarded a scholarship. There is a limited number of Equity Scholarships and there are more applicants than scholarships. As part of a competitive application process, applicants are ranked against the eligibility criteria and institutions award scholarships to applicants who best meet the eligibility criteria.

If you are unsuccessful it does not mean that you are not in need; rather, it means that there are other applicants who have been assessed as being in greater need.

**Table 4: Commonwealth Scholarships (CS) for Indigenous applicants – institution policies**

*Institution policies for approved leave  
See below for an explanation of these policies.*

<i>Institution</i>	<i>Retain CS when on approved leave?</i>
Australian National University	<b>Yes</b> – subject to conditions
University of Technology, Sydney	<b>No</b> – may be considered in exceptional circumstances
University of Western Sydney	<b>Yes</b> – up to 12 months

**Key**

**Retain CS when on approved leave?**

**Yes** Students can retain their CS if they have been granted approved leave by the institution. The institution may specify a maximum period – see above.

**No** Students may re-apply for a scholarship in a subsequent year if they resume studies at the institution at a later date.

# CS for Indigenous students FAQs

## **How do I know if I have moved from a location defined as “regional or remote”?**

You can check this by using the ‘Guide to Remoteness Classifications’. See page 14 of this booklet for more information.

## **What is a Centrelink (or other Commonwealth) means-tested income support payment?**

Centrelink (or other Commonwealth) means-tested income support payments are subject to an income and assets test.

Check [www.centrelink.gov.au/internet/internet.nsf/payments/pay\\_iat.htm](http://www.centrelink.gov.au/internet/internet.nsf/payments/pay_iat.htm) for information about Centrelink (or other Commonwealth) means-tested income support payments.

**Note:** Family Tax Benefit Part A and Family Tax Benefit Part B are **not** income- and assets-tested payments.

## **What does “low socio-economic status requirement” mean?**

Many university students experience difficulty with the costs of living and studying. These financial difficulties arise from having limited income (eg Centrelink benefits) and having lots of expenses (eg accommodation costs). CS for Indigenous applicants are awarded to help these students with costs associated with higher education.

See page 13 for information about the low socio-economic status requirements.

## **How can I maximise my chances of getting a scholarship?**

Complete all questions relevant to you in Equity Scholarships Online. After you have submitted your application:

- print your Confirmation of application and check it carefully
- print your Scholarship document package – it will be automatically produced if you have to provide supporting documentation
- provide your supporting documentation within seven working days.

For example, if you mention in your application that you have a long-term medical condition or disability, you must submit **correctly verified** copies of documents confirming these circumstances.

## **What does “correctly verified” mean?**

See pages 19-20 of this booklet for information about how to correctly verify your documents.

## **Why do I need to provide so many documents?**

It is necessary to provide the documents requested:

- to verify that you are eligible
- to assist in ranking your application in relation to other applications.

## **As part of the requirements of my course I have to study overseas for a component of the course. Can I still receive my CS scholarship payment while I’m overseas?**

Yes. As long as the overseas component is approved by your institution and it counts towards the requirements of the course you are enrolled in.

# Providing documents to support your Equity Scholarships application

- You must supply documentary evidence where requested within seven working days of submitting your Equity Scholarships Online application.
- If you don't supply complete and correctly verified documentation within seven working days of applying, your application will not be assessed.
- You must send verified copies of documents.

## Photocopies

So that your application can be assessed correctly, ensure all photocopied documents that you submit are:

- legible
- easy to read, especially visas and stamps with dates
- correctly verified.

## Correctly verified documents only

Send only verified copies, do not send originals. However, you must be prepared to provide original documents if we ask for them.

If you send original documents and later want them returned to you, you must write to UAC enclosing a cheque or money order for the relevant fee.

If the documents relate to the current admissions period, the fee is \$35. If the documents relate to a previous admissions period (up to two years), the fee is \$50.

## Who can verify copies for you?

To have your original documents verified by UAC or by any participating institution you can take them in person to UAC or the Admissions Office of an institution. Your original documents will be copied and handed back to you. UAC will retain the copies with your application. The Admissions Office will give the copies to you to submit with your application to UAC. There may be a charge for copies made at some participating institutions.

Alternatively, you can have your documents verified by someone who belongs to one of the categories listed below. The categories depend on whether you are having your documents verified in Australia, New Zealand or overseas – check carefully which categories apply to you. The person who verifies your document/s must be contactable by telephone during normal working hours. You cannot verify your own documents, even if you belong to one of the categories listed below.

### a) Documents verified in AUSTRALIA

Anyone who is currently employed as:

- an accountant – member of the Institute of Chartered Accountants in Australia, or CPA Australia, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
- a bank manager, but not a manager of a bank travel centre
- a credit union branch manager
- a commissioner for declarations
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or of the rank of sergeant and above

- a postal manager
- a principal of an Australian secondary college, high school or primary school.

An authorised officer at:

- Universities Admissions Centre (UAC)
- the Admissions Office or Student Services Office at any participating institution
- the Administration Office at any TAFE college
- Queensland Tertiary Admissions Centre (QTAC), Victorian Tertiary Admissions Centre (VTAC), South Australian Tertiary Admissions Centre (SATAC), Tertiary Institution Services Centre (TISC) (WA)
- the official records department of the institution that originally issued the document/s.

A Justice of the Peace with a registration number.

**Copies verified by a Justice of the Peace without a registration number will NOT be accepted.**

To find a Justice of the Peace in your area, check the public register of JPs available online from the NSW Attorney-General's Department at [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au).

### b) Documents verified in NEW ZEALAND

Anyone who is currently employed as:

- an accountant – member of the Institute of Chartered Accountants in New Zealand
- a bank manager, but not the manager of a bank travel centre
- a credit union branch manager
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or the rank of sergeant or above
- a postal manager
- a principal of a New Zealand secondary college, high school or primary school.

An authorised officer at:

- the Admissions Office or Student Service Office at any New Zealand university or institute of technology
- the official records department of the institution that originally issued the document/s
- an Australian overseas diplomatic mission or Australian Educational Centres.

**Copies verified by a New Zealand Justice of the Peace will NOT be accepted.**

### c) Documents verified OVERSEAS (except New Zealand)

An authorised officer at:

- the official records department of the institution that originally issued the document/s
- an Australian overseas diplomatic mission or Australian Educational Centre.

**Copies verified by overseas notaries will NOT be accepted.**

## How should the authorised officer verify each document?

### The authorised officer must:

- write "I certify this to be a true copy of the document shown and reported to me as the original"
- sign

and print the following details:

- name
- address
- contact telephone number
- profession or occupation or organisation
- date verified

and include the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print:

- their registration number
- the state in which they are registered as a Justice of the Peace.

## Overseas documents – general

If you have documents in a language other than English, you must supply verified translated copies of all such documents submitted to support your application, or your application will not be assessed.

The translation must be from one of the following (translations made by the issuing institution may not be acceptable):

- Community Relations Commission for a Multicultural New South Wales  
Level 8, Stockland House  
175 Castlereagh St Sydney 2000  
telephone: 1300 651 500 (Tollfree)  
website: [www.crc.nsw.gov.au](http://www.crc.nsw.gov.au)
- a National Accreditation Authority for Translators & Interpreters Ltd (NAATI) accredited translator  
website: [www.naati.com.au](http://www.naati.com.au)

NAATI-qualified freelance or private agency translators must have been accredited as at least a professional "translator" (previously known as Level 3). Translated documents must display the official NAATI stamp provided to qualified translators.

For listings of NAATI-accredited translators available throughout Australia and some overseas locations, check the Practitioners' Directory at [www.naati.com.au](http://www.naati.com.au).

- interstate office of either the Ethnic Affairs Commission or the Department of Immigration and Citizenship (DIAC)
- Australian diplomatic missions or Australian Educational Centres
- some major banks – you will need to check with specific banks.

**Copies translated by any other sources will not be accepted.**

### **Remember!**

When you apply online you will be given instructions about what documents you need to supply.



It is your responsibility to provide the necessary documentation in support of your application **within seven working days** of submitting your application.

### **Documents not verified or not verified correctly**

UAC is not permitted to process:

- documents verified by a Justice of the Peace without a registration number
- documents verified by an International Justice of the Peace
- documents that are just photocopies (ie not verified)
- documents that have not been correctly verified.

## Declaration and authority

You must read and accept all conditions in the following declaration and authority before submitting your online 2010 Equity Scholarships application. This is a printed version of the declaration and authority you must agree to online.

**Your application cannot be considered unless you or your authorised agent accept these conditions.**

- 1 I declare that all the information submitted is true and complete.
- 2 I declare that I have read and understand the UAC Privacy Policy on UAC's website at [www.uac.edu.au](http://www.uac.edu.au).
- 3 I authorise UAC to verify any information provided by me.
- 4 I authorise Centrelink to electronically provide a statement of information to UAC to assist in the assessment of my 2010 Equity Scholarships application. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.

I understand that this authority relates to my 2010 Equity Scholarships application and that if I am awarded a scholarship it may be used by the awarding institution to review and verify my ongoing eligibility for my scholarship, which may be done via UAC.

I understand that this authority can be revoked at any time by giving notice to UAC or the awarding institution.

I understand that I will be able to obtain a written copy of the statement at any time from either UAC or Centrelink.

I understand that a brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices; the brochure is also on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au).

- 5 I authorise UAC to provide all information and documents provided with and/or obtained in connection with this application to any institution to which I have made application for an Equity Scholarship.
- 6 I authorise UAC to collect, receive, store, transfer and use any information provided by me, or any information obtained in connection with this application, and to disclose such information to all participating institutions, Universities Australia (UA)<sup>1</sup>, UA member institutions, the members of the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other authority or tertiary educational institution either in Australia or overseas, where UAC reasonably considers it is necessary to make such disclosure.
- 7 I understand that UAC and the participating institutions have the right to vary or cancel an Equity Scholarships application and/or application for admission or an enrolment made on the basis of what UAC or a participating institution determines to be untrue or incomplete information from any source.
- 8 I understand that institutions make Equity Scholarships offers based on the information provided by me and on advice received from UAC. If a participating institution subsequently finds that the information or advice was incorrect, it may withdraw the offer.

<sup>1</sup> *Universities Australia was previously known as the Australian Vice-Chancellor's Committee.*

### Confidentiality

All information provided by applicants is treated as confidential according to UAC's Privacy Policy and institution privacy statements. Only authorised personnel at UAC and/or institutions will have access to your application. Your personal information can only be released to a third party in special circumstances, such as where the law requires it, or where you give permission.

Application information will be destroyed after two years in accordance with UAC's Record Disposal Schedule.

**Table 5: Full-time study definitions**

You must be enrolled as a full-time student to be eligible for a Commonwealth Scholarship (CS) for Indigenous students, unless there are exceptional circumstances that prevent you from studying full-time; for example, you have a disability or significant carer responsibilities.

Some institutions specify that you must be enrolled as a full-time student to be eligible for their Institution Equity Scholarships (IES) – check institution entries for details of other requirements.

In column (a) below each institution has provided its definition of an equivalent full-time study load (EFTSL).

To be considered a full-time student you must be undertaking a study load that is equivalent to at least 75% of EFTSL – see column (b).

If your course load falls below 75% of a normal full-time load, your eligibility status will be reviewed. You will **not** be eligible to retain your CS unless there are exceptional circumstances that prevent you from being a full-time student.

<i>Institution</i>	<i>(a) Equivalent full-time study load (EFTSL) is</i>	<i>(b) 75% of EFTSL is</i>
Australian National University	24 units a semester	18 units a semester
University of Technology, Sydney	24 credit points a semester	18 credit points a semester
University of Western Sydney	40 credit points a session	30 credit points a session

#### ***Part-time study – exceptional circumstances***

- To be eligible for a CS for Indigenous students you must be studying full-time unless there are exceptional circumstances.
- Using the information you provide in your 2010 Equity Scholarships online application, institutions will apply their own policies to assess your eligibility for a CS if you are studying part-time.
- Some institutions use this information in awarding their IES – check institution entries.
- If you are unable to study full-time in 2010 as a consequence of course structure constraints at your institution, attach an explanatory statement and, where applicable, attach a current copy of your academic record.

## Common terms and abbreviations

### Approved leave of absence

Students who are on approved leave of absence have interrupted their studies by not enrolling for a semester or longer period, but intend to return to their course in a later year.

### Census date

The date on which all your enrolment requirements must be finalised.

### Continuing students

Students who have an active enrolment at a participating NSW or ACT institution (ie students who are currently enrolled or on approved leave of absence from their higher education studies).

### Current higher education course of study

In this context 'current higher education course of study' means:

- **For continuing students** – the course in which you are currently enrolled and intend to enrol in semester 1, 2010.
- **For commencing students** – the course to which you have applied for admission and intend to enrol in semester 1, 2010.

### Deferment

Permission to delay starting a course, usually for one year.

### DEEWR

Commonwealth Department of Education, Employment and Workplace Relations, formerly known as the Commonwealth Department of Education, Science and Training (DEST).

### Domestic fee-paying students

Students who are Australian or New Zealand citizens or permanent residents of Australia who meet the entire cost of their studies through *tuition fees*.

Domestic fee-paying students who are receiving FEE-HELP are not in a Commonwealth-supported place.

### Full-time study load

In respect of a scholarship, at least 75% of an equivalent full-time study load (EFTSL) in the scholarship period for which the scholarship is being paid. Check *Table 5: Full-time study definitions* on page 22.

### Indigenous

A person who is a member of the Aboriginal race of Australia or a descendant of the Indigenous inhabitants of the Torres Strait Islands.

### Internal student

A student who, for the majority of units of study in which they are enrolled in the scholarship period, is required to attend regular classes on campus.

### Scholarship period

In respect of a CS, a six-month period from either 1 January to 30 June or 1 July to 31 December.

# Merit-based scholarships

In addition to Institution Equity Scholarships (IES) institutions also offer merit-based scholarships to prospective and current students.

Unlike IES, which are awarded to students experiencing financial and/or other forms of educational disadvantage, merit-based scholarships are awarded to applicants on a range of criteria such as:

- school examination results
- academic excellence
- Australian Tertiary Admission Rank (ATAR)
- course/faculty of study
- personal achievements such as:
  - leadership
  - creativity
  - self-motivation
  - communication skills
  - an outstanding ability in sport.

To find out more about merit-based scholarships you can visit the sites listed below.

You will need to apply directly to individual institutions for merit-based scholarships.

**Australian Catholic University**  
[www.acu.edu.au/scholarships/](http://www.acu.edu.au/scholarships/)

**Australian National University**  
[www.anu.edu.au/sas/scholarships/](http://www.anu.edu.au/sas/scholarships/)

**Charles Sturt University**  
[www.csu.edu.au/scholarships/](http://www.csu.edu.au/scholarships/)

**La Trobe University**  
[www.latrobe.edu.au/scholarships/](http://www.latrobe.edu.au/scholarships/)

**Macquarie University**  
[www.mq.edu.au/scholarships/](http://www.mq.edu.au/scholarships/)

**Southern Cross University**  
[www.scu.edu.au/scholarships/](http://www.scu.edu.au/scholarships/)

**University of Canberra**  
[www.canberra.edu.au/student-services/scholarships/](http://www.canberra.edu.au/student-services/scholarships/)

**University of New England**  
[www.une.edu.au/scholarships/](http://www.une.edu.au/scholarships/)

**University of New South Wales**  
[www.scholarships.unsw.edu.au](http://www.scholarships.unsw.edu.au)

**University of Newcastle**  
<http://webapps.newcastle.edu.au/scholarships/index.cfm>

**University of Sydney**  
[www.usyd.edu.au/scholarships/](http://www.usyd.edu.au/scholarships/)

**University of Technology, Sydney**  
[www.uts.edu.au/study/scholarships/](http://www.uts.edu.au/study/scholarships/)

**University of Western Sydney**  
[www.uws.edu.au/scholarships/](http://www.uws.edu.au/scholarships/)

**University of Wollongong**  
[www.uow.edu.au/about/scholarships/index.html](http://www.uow.edu.au/about/scholarships/index.html)

# Institution contact details

## Australian National University

tel: (02) 6125 7733 Scholarships and Prizes Office

email: [ug.schols@anu.edu.au](mailto:ug.schols@anu.edu.au)

website: [www.anu.edu.au/sas/scholarships/](http://www.anu.edu.au/sas/scholarships/)

## University of Technology, Sydney

tel: (02) 9514 2773 Scholarships office

(02) 9514 1084 Equity and Diversity Unit

email: [scholarships@uts.edu.au](mailto:scholarships@uts.edu.au)

website: [www.uts.edu.au/study/scholarships/](http://www.uts.edu.au/study/scholarships/)

## University of Western Sydney

tel: 1800 897 669 (freecall)

(02) 9678 7524 Scholarships Officer

email: [scholarships@uws.edu.au](mailto:scholarships@uws.edu.au)

website: [www.uws.edu.au/study/scholarships/](http://www.uws.edu.au/study/scholarships/)