

Tertiary Scholarship Scheme

Guidelines



The City of Rockingham invites applications for the Tertiary Scholarship Scheme from eligible Rockingham residents aged 17 years and above for funding towards obtaining a tertiary qualification.



rockingham.wa.gov.au





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About the Tertiary Scholarship Scheme

The Tertiary Scholarship Scheme (TSS) supports eligible Rockingham residents aged 17 and above to complete an Undergraduate University Degree and/or TAFE/VET Diploma for the first time, from a nationally recognised provider (see Definitions).

The City of Rockingham encourages applications from a diverse range of backgrounds, including First Nations people, people with disability, people who speak a first language other than English, and people of all genders.





Scholarship Scheme categories

- Undergraduate University Degree Scholarship: up to \$10,000 per scholarship, equating to \$2,500 per year (\$1,250 per semester), for up to four years or upon completion of Degree, whichever occurs first.
- TAFE/VET Diploma Scholarship: up to \$4,000 per scholarship, equating to \$2,000 per year (\$1,000 per semester), for up to two years, or upon completion of Diploma, whichever occurs first.

Successful recipients are only eligible to receive one scholarship per scholarship category.

Who can apply?

The TSS is available for students aspiring to complete an Undergraduate University Degree and/or a TAFE/VET Diploma for the first time. Scholarship recipients must be enrolling in, or currently enrolled in tertiary education (see Definitions):

- at a nationally recognised provider (see Definitions) at a Western Australian University or TAFE/VET provider to complete an Undergraduate University Degree and/or TAFE/VET Diploma, or
- to complete online studies (see Definitions) at a nationally recognised provider (see Definitions) at an Australian University or TAFE/VET provider to complete an Undergraduate University Degree and/or TAFE/VET Diploma.

Interstate study (see Definitions) may be considered if the chosen course is not available in Western Australia or online. International study will not be considered.

An existing qualification for a TAFE/VET Diploma does not preclude the person from applying for an Undergraduate University Scholarship. Previously attempting to attain a tertiary qualification without successfully completing the course of study does not preclude the person from applying for a scholarship.

Eligibility criteria

Successful applicants must meet the following eligibility criteria:

- City of Rockingham resident for a minimum of three (3) years at the time of the application
- aged 17 and above at the time of the application
- an Australian Citizen or Permanent Resident
- can demonstrate financial hardship for the duration of the scholarship term (see Definitions)
- must provide a letter of offer or evidence of current enrolment at a nationally recognised University, TAFE/VET provider (see Definitions)
- have a minimum of two (2) full semesters (12 months) of study remaining from the Tertiary Scholarship Scheme (TSS) round closing date
- must be completing an Undergraduate University Degree and/or a TAFE/VET Diploma for the first time.

Assessment criteria

If the total amount of funding requested by all eligible applicants in a funding round exceeds the budget allocation for that round, the following assessment criteria will apply:

- limited family support
- clear study pathway linked to career aspirations
- would be the first in family to attain a tertiary qualification
- demonstrated capacity to achieve further education
- involvement in Rockingham community (i.e. volunteering, attendance at Rockingham events, community events/programs)
- projected contribution back to the Rockingham community upon completion of qualification (e.g. volunteering, mentorship, employment opportunities in the City of Rockingham)
- applicant's age at time of application, with preferential weighting to be in favour of younger applicants
- number of full semesters of study remaining from the TSS round closing date, with preferential weighting to be in favour of longer study period remaining.

Please note: Applicants are not required to meet all assessment criteria to apply for a Tertiary Scholarship.



What can I use the scholarship funding for?

Scholarship funds are to be used for living expenses, which may include:

- accommodation (board, rent)
- transport expenses (public transport costs, petrol)
- technology expenses (internet connection, data allowance, purchase of laptop/tablet)
- institution costs (textbooks, Guild fees).

Scholarship funds cannot be used to pay course fees.

When can I apply?

Two scholarship rounds are available each year, which align with semester intake dates and academic calendars of key institutions.

To view closing round details, head to **rockingham.wa.gov.au/tss** or email **grants@rockingham.wa.gov.au**

How do I apply?

1. Download the TSS application form from **rockingham.wa.gov.au/tss**.
2. Complete the application in full. It is really important that you answer all questions to ensure that your application is received in full.
3. Submit your completed application form and all supporting documentation before the closing date to **customer@rockingham.wa.gov.au**, or post a hard copy to:

City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Late or incomplete applications will not be accepted.



Assessment process

All applicants must meet the eligibility criteria, as stipulated in the Who Can Apply section. Applicants who do not meet the eligibility criteria will not be considered.

Applications will only be assessed if the application package is completed in full and received by the City, along with all required documentation, before the closing date of the scholarship round.

All scholarship applications received are administered and assessed by City officers, in line with the TSS Council Policy and Rockingham and Education and Training Advisory Committee (RETAC) assessment criteria.

Selection process

Officer recommendations are considered by RETAC, and RETAC then makes recommendations for final determination by Council.

Scholarship Agreement

Applicants will be notified of the outcome in writing within 60 working days of the round closing date.

Successful applicants will receive a letter of success and Scholarship Agreement, outlining the awarded amount and any conditions that are associated with the scholarship.

A signed copy of the accepted Scholarship Agreement must be returned to the City within 28 days from the date of the letter of success. Scholarships may be delayed, suspended, or cancelled if signed agreements are not returned to the City by this date. Decision to delay, suspend, or cancel scholarships is at the discretion of the City.

Payment

Funds will be electronically transferred to the successful applicant's nominated account. The first instalment will be made upon receipt of the signed Scholarship Agreement and supporting evidence. Subsequent instalments will be made at the end of each semester upon verification of reporting requirements.

If the successful applicant does not undertake the study conditions outlined in their Scholarship Agreement, all funds must be reimbursed to the City immediately.

Should the recipient amend their study arrangements through the duration of their scholarship, they must immediately notify the City. Changes in study may impact the signed Scholarship Agreement. Such circumstances may require a variation or may cancel an agreement (see Individual Extenuating Circumstances).

**Please note that funding is not paid in retrospect of study previously undertaken.*



Reporting requirements

Requirements

At the end of each semester, successful scholarship recipients must provide the following to the City:

- Proof of units studied, to be documented from the institute of study that includes:
 - the full name of the recipient
 - title of the course of study
 - name of the institute of study
 - semester of the units studied
 - grade outcome of each unit.
- Confirmation of enrolment (if this is not their final semester of their scholarship) to be documented from the institute of study that includes:
 - the full name of the recipient
 - title of the course of study
 - name of the institute of study
 - outline of units to be undertaken in the coming semester.

Failure to provide reporting information, or failure to meet required achievements, may result in a suspension, delay, or cancellation of the scholarship, and may result in ineligibility for future scholarships.

Maintain eligibility

To maintain eligibility, a recipient must:

- maintain a minimum of 50% of their course's fulltime load
- pass 50% of enrolled units in their first semester of their scholarship, and 75% of enrolled units in each subsequent semester
- maintain their studies continuously (no 'gap years' or 'gap semesters').

TAFE Flexible study

Scholarship recipients under TAFE Flexible study options will be:

- assessed on a case by case basis to ensure the TSS achievement and reporting requirements are met
- required to maintain a minimum of 50% of their course's fulltime load as per the standard TSS requirements
- required to provide the contact details of the diploma lecturer.

Individual Extenuating Circumstances

When required achievements, eligibility or reporting requirements have not been met, or cannot be met, Individual Extenuating Circumstances (see Definitions) may be taken into consideration.

The decision to suspend, delay, or cancel the scholarship, and future eligibility, is at the discretion of the Director Community Development.

Individual Extenuating Circumstances (see Definitions) must be submitted to the City in writing no later than the due date stated for reporting documents.



Who do I contact if I have any questions?

If you have any questions regarding the application process or to discuss your eligibility for the TSS, contact the City's Community Grants Officer on 9528 0333 or grants@rockingham.wa.gov.au



Definitions

Scholarship:

Financial support provided to a Rockingham resident aged 17 and above to enable access to an appropriate tertiary education qualification.

Financial Hardship:

Scholarship applicant or applicant's family, if applicant is still a dependant, is in receipt of a Health Care Card or support payment/benefit/pension or tax support through either Department of Human Services or Department of Veterans' Affairs.

Individual Extenuating Circumstances:

Personal circumstances which have a significant impact on applicant's ability to complete, or perform well in their studies. Circumstances must be unexpected in nature and beyond the applicant's control. Valid circumstances may include, but are not limited to: death or sudden serious illness of a close relative or friend, serious or incapacitating injury, illness, or medical condition, sudden deterioration of a long-term condition, or a serious unexpected disruption of personal life.

Tertiary:

In accordance to the Australian Qualification Framework (AQF, 2013), this includes qualifications from AQF Level 5 (Diploma) to AQF Level 7 (Bachelor Degree). AQF Level 8 Bachelor Honours Degrees may be considered if honours is part of an undergraduate degree. A post-graduate honours will not be considered.

Nationally Recognised Provider:

AQF providers nationally recognised by the Tertiary Education Quality Standard Agency (TEQSA) for higher education providers and universities, or AQF providers nationally recognised on the National Register on Vocation Education and Training (VET) in Australia.

Online Study:

To study distance or correspondence courses through the internet to complete an Undergraduate University Degree or TAFE/VET Diploma at a nationally recognised provider, without needing to attend classes on a campus.

Interstate Study:

To undertake tertiary education in an Australian State or Territory other than Western Australia.

TAFE:

Technical and Further Education.

VET:

Vocational Education and Training.

For more information and/or assistance please contact the Community Grants Officer.



08 9528 0333



customer@rockingham.wa.gov.au