

TERTIARY SCHOLARSHIP SCHEME GUIDELINES

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

Director Endorsement Date:	25 January 2019	Amendment No.	2.1
Amendment Dates:	4 May 2021; 22 December 2021	Next Scheduled Review:	January 2024

Tertiary Scholarship Guidelines

Scholarship Purpose

To support 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).

Background

In line with the scholarship's purpose, the applicant must be aspiring to complete an Undergraduate University Degree and/or a TAFE/VET Diploma for the first time.

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.

Scholarship applicants must have a letter of offer or demonstrate they are currently enrolled in tertiary education (see Definitions) at a nationally recognised provider (see Definitions) to attend an Australian University or TAFE/VET provider to complete an Undergraduate University Degree and/or TAFE/VET Diploma.

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

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 (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 one full semester (6 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.

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

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Assessment Criteria

The Rockingham Education and Training Advisory Committee (RETAC) will consider and recommend assessment criteria for the TSS. The criteria will be used to assess eligible applications.

The current assessment criteria are:

- Limited family support
- Clear study pathway linked to career aspirations
- First in family to attend tertiary education
- Demonstrated capacity to achieve further education
- Involvement in Rockingham community (i.e. volunteering, attendance at Rockingham community events/programs)
- Applicant's age at time of application, with preferential weighting to be in favour of younger applicants

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

All scholarship applications received are administered and assessed by City officers, in line with the TSS Council Policy and RETAC's assessment criteria. Officer recommendations are considered by RETAC, and RETAC will make recommendations to Council (via the Corporate and Community Development Committee) to determine the outcome of all eligible applications received.

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

Utilisation of Scholarship Funds

Scholarship funds are to be used for living expenses, and 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 are not to be utilised to pay course fees.

Scholarship Categories

The Scholarship Scheme will provide:

- 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

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- 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.

Form of Study

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.

Scholarship Rounds

Two scholarship rounds will be available per year aligning with semester intake dates and academic calendars of key institutions.

Applicants will only be eligible and 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.

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

Successful Applicants – Scholarship Agreements and Payment

The applicant 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 Director Community Development.

Funds will be electronically transferred to the successful applicant's account. Payment to be made per semester; 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 of Rockingham. Changes in study may

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impact the signed Scholarship Agreement. Such circumstances may require a variation or may cancel an agreement.

Achievement and Reporting 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.

To maintain eligibility for the TSS, 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 to retain the scholarship
- Maintain their studies continuously (no 'gap years' or 'gap semesters').

When required achievements, eligibility or reporting requirements have not been 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.

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.

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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.

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