



MONASH University

# Coursework Scholarships 2012

Terms and Conditions



Australia ■ Malaysia ■ South Africa ■ Italy ■ India



GROUP OF EIGHT

[www.monash.edu/scholarships](http://www.monash.edu/scholarships)

# Coursework Scholarships Terms and Conditions

## 1. Introduction

This document outlines the Terms and Conditions for all scholarships, bursaries and awards for students on Australian campuses, administered by the Monash University (Monash) Coursework Scholarships Unit (CSU), including Commonwealth Scholarships. All scholarships, bursaries and awards will be referred to as 'scholarships' herein. Students in receipt of an industry/course based scholarship (eg Information Technology Industry-Based Learning Entry Scholarship), may also be required to sign an individual scholarship agreement. Students must meet all conditions as outlined in the agreement. You must read these Terms and Conditions in their entirety before you accept your scholarship offer. When you accept your scholarship you are agreeing to and accepting the Terms and Conditions and agree to the requirements and conditions of your scholarship.

### 1.1 Coursework Scholarships Unit

The CSU is responsible for:

- making all coursework scholarship offers
- processing all coursework scholarship payments
- maintaining all records relating to coursework scholarships
- reviewing the academic progress and eligibility of scholarship holders.

Information about scholarships is available on the website ([www.adm.monash.edu.au/scholarships](http://www.adm.monash.edu.au/scholarships)) and also online: [ask.monash.my.monash.edu.au/askmonash](http://ask.monash.my.monash.edu.au/askmonash).

You should contact your faculty for course related enquiries (eg transferring courses, intermission etc).

### 1.2 Keeping your contact details up to date

All hardcopy correspondence during the application process will be sent to the address submitted in your scholarship application. Current Monash students must update their address details in WES. Prospective students must inform the CSU of any change in name or address details by submitting the information online in [ask.monash \(my.monash.edu.au/askmonash\)](http://ask.monash.my.monash.edu.au/askmonash).

All current students are issued with a Monash email account. This is the main way the CSU will communicate with you. It is essential that you check your Monash email account regularly.

## 2. Accepting your scholarship

Your scholarship offer letter outlines how to accept, reject or, for select scholarships, defer your scholarship via the Monash Web Enrolment System (WES): [my.monash.edu.au/wes](https://my.monash.edu.au/wes).

If you do not respond to your scholarship offer by the date specified on your offer letter, your scholarship offer may be withdrawn and your scholarship may be allocated to another eligible student.

## 3. Scholarship value and payments

### 3.1 Scholarship value

The value of your scholarship is outlined in your offer letter.

For scholarships paid 'per 48 credit points', the total scholarship value is based on the minimum number of credit points required to complete your degree at the time you receive your first scholarship payment. This does not include advanced standing. Your scholarship will be terminated once you have been paid the total scholarship value.

For example:

|                         |   |
|-------------------------|---|
| Scholarship value       | \$6000 per 48 credit points of study; for the minimum number of credit points required to complete the degree |
| Degree length           | 252 credit points (equivalent to 5.25 yrs full-time study)  |
| Total scholarship value | $\$31,500 = (252/48) \times \$6000$   |

### 3.2 Payments dates

Payments are made at the end of April and at the end of September, once all required documentation has been received. If applicable, alternate payment times will be outlined in your offer letter.

You must accept your scholarship offer by the due date, as instructed in your offer letter, to be eligible to receive payment.

You will be sent an email with instructions on how to enter or update your bank account details in WES. If you do not provide the CSU with these details by the required date, your scholarship may be terminated.

## 3.3 How your payment is calculated

### 3.3.1 Credit Point calculation

Your scholarship payments will be calculated according to the number of credit points you are enrolled in at the census dates.

- April (semester one): for units with a census date between 16 February and 30 April.
- September (semester two): for units with a census date between 1 May and 30 September.
- February (not all students): for students enrolled in summer semester units (unit census dates between 1 October and 15 February)

For example:

|  |   |
|--|---|
| Scholarship value                      | \$6000 per 48 credit points of study; for the minimum number of credit points required to complete the degree |
| Enrolled credit points in one semester | 18  |
| Scholarship payment                    | $\$2250 = (\$6000/48) \times 18$  |

You will not be paid for units that are studied at another university or that do not form part of your degree (eg Diploma of Languages units).

### 3.3.2 Per annum calculation

Scholarships paid 'per annum' are paid at 50 per cent of the yearly value in semester 1 and 50 per cent in semester 2, regardless of your enrolled credit points. If you enrol in full-year units, your payment for those units will be made in semester 1.

One-off scholarship payments and industry/course based scholarships may be paid differently and this will be outlined in your offer letter.

### 3.3.3 Enrolling in more than one degree

If you are enrolled in two degrees concurrently, you will only receive payment for study in the degree the scholarship was awarded for. For example, if you are in receipt of a scholarship paid for study in the Bachelor of Arts, you will not receive payment for study in the Diploma of Languages.

## 3.4 How your scholarship is paid

There are two ways a scholarship can be paid:

1. into your nominated bank account
2. to your tuition fees.

A list of scholarships that allow option 2 is available on the website: [www.adm.monash.edu/scholarships/holders/payment.html](http://www.adm.monash.edu/scholarships/holders/payment.html).

In most cases, your tuition fees will be due before scholarship payments are made. If your tuition fees are less than the scholarship payment amount due, the balance will be paid directly to your bank account.

If you choose to pay your scholarship directly to your tuition fees, you may only do so for units studied in the main semester one and two periods (refer to section 3.3.1). Scholarship payments due for other unit enrolments will be paid into your bank account.

### 3.5 The effect of an encumbrance on your scholarship

If you have an encumbrance against you at the census date, you will not be paid until the encumbrance is removed.

## 4. Conditions and criteria of scholarships

### 4.1 Specific criteria

Scholarships are awarded based on established eligibility criteria. You must meet the eligibility requirements to receive your scholarship payment/s. The eligibility requirements for each scholarship are outlined on the website: [www.adm.monash.edu/scholarships](http://www.adm.monash.edu/scholarships). You will be re-assessed for eligibility prior to each payment. If you do not meet the eligibility criteria or scholarship conditions at this time, your scholarship may be terminated.

Students in receipt of a donor funded scholarship (e.g. the Vallejo Gantner Memorial Travel Scholarship), may be required to provide a report to the donor. Other information relevant to your scholarship application or enrolment may also be passed on the scholarship donor.

### 4.2 Enrolment requirements

All scholarships are awarded on the basis that you will maintain an 'enrolled' status in your course of study. Your scholarship may be terminated if your enrolment status is 'inactive' at census date.

#### 4.2.1 Full-time enrolment

Scholarships that require full-time enrolment are listed on the website: [www.adm.monash.edu/scholarships/holders/probation-suspension.html](http://www.adm.monash.edu/scholarships/holders/probation-suspension.html).

To maintain full-time enrolment you must be enrolled in at least 18 credit points per semester (equivalent to 0.375 EFTSL). If you are enrolled in less than 18 credit points a semester, you are considered part-time.

#### 4.2.2 Part-time enrolment

If you are enrolled part-time (less than 18 credit points) the Australian Taxation Office (ATO), requires Monash to withhold tax (PAYG) from your scholarship payment.

You must complete a Tax File Number Declaration Form and return it to the CSU. If this form has not been mailed to you by the fourth week of semester or if you make a change to your enrolled credit points after the fourth week of semester, you should contact the CSU by submitting an enquiry online: [my.monash.edu/askmonash](http://my.monash.edu/askmonash).

If you do not return a valid Tax File Number Declaration form by the due date, you will be taxed at the maximum rate.

#### 4.3 Scholarship duration

Most scholarships are payable for the minimum number of credit points required to complete the degree you are enrolled in at the time you receive your first scholarship payment. Your scholarship will not be paid for any additional credit points or advance standing.

All other scholarships will be paid for the duration stated in your offer letter.

#### 4.4 Deferring your scholarship

You may be able to defer your course for up to 2 years, subject to approval by the faculty administering your degree. For more information on deferring your course offer, refer to the enrolments website: [www.monash.edu/enrolments/first-time](http://www.monash.edu/enrolments/first-time).

Refer to your offer letter to determine if you can defer your scholarship. If so, you can defer your scholarship in WES. If you defer your scholarship, you must also defer an approved course at Monash.

If you are awarded a scholarship which can only be deferred under exceptional circumstances, you must apply in writing to the Manager, Coursework Scholarships for permission to defer your scholarship.

#### 4.5 Taking intermission or a leave of absence from your degree

You must seek faculty permission to intermit your course: [www.adm.monash.edu/enrolments/variations/intermission.html](http://www.adm.monash.edu/enrolments/variations/intermission.html).

If you intermit your course your scholarship will also be automatically intermitted. If your scholarship cannot be deferred, you are not permitted to intermit the scholarship in the first semester it is awarded (eg Engineering Excellence Award).

You will not receive scholarship payments whilst you are on intermission. When you recommence your studies, your scholarship payments will resume according to the Terms and Conditions outlined herein.

You can only intermit your scholarship if you also intermit the course which your scholarship is paid for.

If you are receiving a one year scholarship eg Monash Rural Housing Bursary, you cannot intermit your scholarship. If you intermit your course, the scholarship will be terminated.

## 4.6 Transferring your scholarship to another degree

If you transfer to a new course, you may also be eligible to transfer your scholarship. You are not required to contact the CSU to advise of your transfer. Each semester, the CSU will identify and transfer eligible scholarships to approved courses.

Note: Your scholarship can only be transferred to your honours degree if you are receiving a Commonwealth Scholarship.

If your scholarship is transferable, you will only be paid (for scholarships paid per credit point) for the minimum number of credit points required to complete the original course that the scholarship was awarded for. Your scholarship will not be paid for any additional credit points. The original total scholarship value remains unchanged.

For example:

|                    |   |
|--------------------|---|
| Original course    | Bachelor of Laws (which requires 192 credit points, or equivalent 4 yrs full-time to complete)                                      |
| Transferred course | Bachelor of Arts/Bachelor of Laws (which requires 252 credit points, or 5.25 yrs to complete)                                       |
| Outcome            | Your scholarship would be paid for the minimum number of credit points to complete the Bachelor of Laws degree (192 credit points). |

For scholarships calculated in other ways (other than by credit points), you will only be paid for the original duration of your course.

The Monash University Faculty Scholarships can only be transferred within the awarding faculty. If you transfer to a double degree which is 'owned' by a different faculty, your scholarship will not be transferred.

For example:

|                    |  |
|--------------------|--|
| Scholarship        | Monash University Arts Scholarship (Faculty of Arts)   |
| Transferred course | Bachelor of Arts/Bachelor of Laws (Faculty of Law)   |
| Outcome            | Your scholarship cannot be transferred as the double degree is owned by the Faculty of Law. Your scholarship will be terminated if you transfer to this course |

## 4.7 Discontinuing your course

If you discontinue your course, your scholarship will be terminated. If you return to Monash, you are required to reapply for scholarships and there is no guarantee that you will be reoffered the same scholarship.

If you are unsure how changes to your enrolment will affect your scholarship, you should submit an enquiry online: [my.monash.edu.au/askmonash](http://my.monash.edu.au/askmonash).

# 5. Retention and academic performance

## 5.1 Retaining your scholarship

To retain your scholarship, you must:

- maintain your residency status and advise the CSU within 14 days if you change your residency status. If you are in receipt of an international scholarship, your scholarship will be terminated if you are granted Australian permanent residency or citizenship,
- provide confirmation of your circumstances during the term of the scholarship as requested,
- maintain enrolment in an approved course at a Monash campus in Australia,
- adhere to the University's academic and administrative policies; and
- meet any additional criteria as outlined in your offer letter and listed under individual scholarship entries on the coursework scholarships website: [www.adm.monash.edu/scholarships/holders/probation-suspension.html](http://www.adm.monash.edu/scholarships/holders/probation-suspension.html).

## 5.2 Academic requirements

Your academic progress will be reviewed each semester. The academic retention required for your scholarship is listed in your offer letter and the coursework scholarships website: [www.monash.edu/scholarships](http://www.monash.edu/scholarships).

Students who are in receipt of a scholarship for one year may have their scholarship terminated after the first semester if they fail to meet the required academic performance.

Students who are in receipt of an industry/course based scholarship may have their scholarship terminated upon failure to meet academic performance as outlined in their individual agreements.

### 5.3 Procedure for underperforming students

Academic progress will be assessed each semester, and within one or two weeks of the release of results. If your performance falls below the required Weighted Average Mark (WAM), the procedures detailed below will be followed:

1. If you applied for and were granted special consideration or if other extenuating circumstances apply and are recognised by the faculty; and you obtain approval from the Coursework Scholarships Manager, no action will be taken and you will receive your scholarship payment as per usual, otherwise
2. You will be notified in writing by the CSU that your performance is under review and that you are on probation. You will be paid whilst you are on probation.
3. If you meet the required minimum WAM in the semester following being placed on probation, the probation status will be removed.
4. If you do not meet the required WAM in the semester following being placed on probation your scholarship will be suspended for the following semester. You will not receive payment while your scholarship is suspended.
5. If you meet the required minimum WAM in the semester you are suspended, your scholarship will be reinstated and payments will resume, however no retrospective scholarship payments will be made for the period of suspension.
6. If you do not meet the required minimum WAM in the semester you are suspended, your scholarship will be terminated and no further payments will be made.
7. Steps 2 to 6 apply in all cases excepting where step 1 may apply in any given semester.

### 5.4 Assessment of Weighted Average Mark (WAM)

Weighted Average Mark (WAM) is used each semester to assess your academic performance for your eligibility to receive a scholarship payment. The WAM is an average of the percentage marks received for each unit of a course and has different weightings for different unit levels. For further details on how the WAM is calculated, refer to this website: [www.monash.edu/exams/gpa-wam.html](http://www.monash.edu/exams/gpa-wam.html)

Your WAM for the most recent semester will be assessed as generated via the student administration system.

If your semester WAM falls below that required for your scholarship, your overall course WAM will be assessed.

## 6. Other scholarships and bursaries

You may be permitted to hold more than one scholarship. A summary of Monash scholarships which you can receive at the same time is available on the website: [www.adm.monash.edu/scholarships/holders/concurrent-scholarships.html](http://www.adm.monash.edu/scholarships/holders/concurrent-scholarships.html).

Generally, you may only hold one merit and one equity scholarship at a time. In addition, you may also hold an accommodation scholarship. You may also hold a one-off scholarship or a travel or placement scholarship. You must refer to the list on the website for further information and restrictions.

Note: If you are an international student studying under an Australian Scholarship program, you cannot hold any other scholarship offered by Monash University. Further information about the Australian scholarship programs can be found on this website: [www.monash.edu.au/fees/sponsorships](http://www.monash.edu.au/fees/sponsorships).

## 7. Centrelink and taxation

### 7.1 Taxation

If you are enrolled full-time (at least 18 credit points per semester), your scholarship payment will not be taxed.

If you are enrolled part-time your scholarship payment will be taxed. You will also need to declare your scholarship as assessable income in your tax return regardless of whether it is paid directly to you or to your tuition fees. See also Section 4.2.2 for information regarding part-time enrolment.

Further information can be obtained from the Australian Taxation Office website: [www.ato.gov.au/individuals/content.asp?doc=/content/34815.htm](http://www.ato.gov.au/individuals/content.asp?doc=/content/34815.htm).

### 7.2 Centrelink

Scholarship payments are exempt from means testing up to the value of the Commonwealth Scholarship payment values. For 2012 this value is \$7131. Scholarship payments more than this value will be assessed as income.

If your scholarship is specifically only for the payment or waiving of your tuition fees and you do not receive scholarship payments into your bank account, your scholarship will not be considered income by Centrelink.

Further information regarding scholarship payments and Centrelink can be found in the Guide to Social Security Law

available on the Department of Families, Community Services and Indigenous Affairs website at: [www.facsia.gov.au/guides\\_acts/ssg/ssguide-4/ssguide-4.3/ssguide-4.3.9/ssguide-4.3.9.40.html](http://www.facsia.gov.au/guides_acts/ssg/ssguide-4/ssguide-4.3/ssguide-4.3.9/ssguide-4.3.9.40.html).

You should keep your offer letter as your scholarship details will be required by Centrelink.

## 8. Scholarship termination

### 8.1 Grounds for scholarship termination

The CSU may terminate your scholarship if you have:

- discontinued from your course or have an 'inactive' enrolment,
- failed to meet the eligibility criteria and conditions of your scholarship,
- failed to maintain satisfactory academic progress,
- been suspended or excluded for misconduct under Monash Statute 4.1 – Discipline, or
- been made an incorrect scholarship offer

### 8.2 Consequences of termination

If your scholarship is terminated you will not receive any further payments. You may be required to repay some or all of your scholarship.

### 8.3 Repayment of your scholarship

You are required to repay your scholarship within 4 weeks of receiving the payment if:

- the payment is made to you in error or you have been overpaid
- you do not meet the conditions of the scholarship or are ineligible for the scholarship
- you have been made a scholarship offer in error

### 8.4 Providing false information

The awarding of your scholarship is based on the information that you provide to the University. Your scholarship may be withdrawn at any stage if you provide incorrect information or withhold relevant information.

## 9. Additional information for Commonwealth Scholarship recipients

### Commonwealth Education Costs Scholarship (ICECS)

### Commonwealth Accommodation Scholarship (ICAS)

### Indigenous Access Scholarship (IAS)

#### 9.1 Eligibility criteria

In addition to the scholarship eligibility criteria on the website ([www.adm.monash.edu.au/scholarships/](http://www.adm.monash.edu.au/scholarships/)), you must meet the following requirements:

- Be a full-time student (enrolled in at least 18 credit points a semester). You may study part-time in exceptional circumstances only, subject to the approval of the CSU. You must apply for this approval to the Manager, Coursework Scholarships at the start of each semester.
- Have not previously completed the requirements of a degree which is equivalent or higher than a bachelor degree, unless such an award is a prerequisite to the current undergraduate course of study. For example, completing a bachelor degree and enrolling in an honours degree.
- If you participate in an approved exchange program you will continue to receive your scholarship payment.
- You are not eligible for the IAS if you have previously received this payment in part or whole from another university.
- If you are in receipt of an ICECS you are not eligible for the Student Start-Up Scholarship and if you are in receipt of an ICAS you are not eligible for the Relocation Scholarship from Centrelink. If you are in receipt of either of these scholarships from Centrelink you must reject these scholarships before accepting the ICECS or ICAS from Monash.
- To be eligible for an Enabling ICECS or Enabling ICAS you must be enrolled in an eligible Enabling course.

You must not be in receipt of a Commonwealth Scholarship from more than one university at any one time.

## 9.2 Scholarship duration

The maximum duration you can receive one or more Commonwealth Scholarship is eight scholarship periods. For further details please refer to the table below and the following website: [www.comlaw.gov.au/Details/F2010L00696](http://www.comlaw.gov.au/Details/F2010L00696):

|                                      |  |
|--------------------------------------|--|
| ICECS and ICAS                       | 8 scholarship periods                                |
| ICECS (Enabling) and ICAS (Enabling) | 2 scholarship periods (1 year enabling courses only) |
| IAS                                  | 1 year or 2 payments                                 |

You may hold an ICECS and ICAS concurrently but not sequentially.

## 9.3 Deferring your scholarship

Commonwealth Scholarships cannot be deferred.

## 9.4 Transferring your scholarship to another course

Commonwealth Scholarships can be transferred to another bachelor degree, an honours degree or a Graduate Diploma of Education. Your scholarship is still only payable for the maximum duration, as stated in section 9.2.

## 9.5 Academic requirements

You must meet the academic requirements of your faculty, maintain full-time enrolment and meet the eligibility requirements of the scholarship.

## 9.6 Providing false information

Providing false or misleading information is an offence. If Monash knows or has reason to believe that you have provided false or misleading information, Monash may reassess your entitlement to the scholarship and notify the Department of Education, Employment and Workplace Relations (DEEWR) of the circumstances and provide a copy of your application and any other relevant information as requested by DEEWR.

Where Monash terminates the scholarship you will be liable to re-pay to Monash the total sum of any payments incorrectly made to you.

## 10. Grievances and appeals

### 10.1 Grievances relating to University policies and procedures

You may lodge complaints about academic and or administrative matters under The Monash University Grievance Policy and Procedure available via the website: [www.adm.monash.edu/execserv/student-grievances/index.html](http://www.adm.monash.edu/execserv/student-grievances/index.html).

### 10.2 Appeals

**Initial Inquiry:** For issues concerning your scholarship first contact the Student Service Centre (SSC) in person or call on +61 3 9902 6011. The SSC may be able to resolve your issue or assist with your inquiry.

**Complaint:** If the initial inquiry does not resolve your issue you can send a written complaint to:

**Manager, Coursework Scholarships**

Student Administration  
Caulfield Student Service Centre  
PO Box 197  
Caulfield East VIC 3145

**Grievance:** If you believe the complaint has not been addressed in a satisfactory manner, you may submit a written grievance to:

**Director, Student Administration**

Caulfield Student Service Centre  
PO Box 197  
Caulfield East VIC 3145

## 11. Privacy

The information you provide to the University in your application for a scholarship is collected for the primary purpose of assessing your eligibility to receive a scholarship and, if you are successful; offering you a scholarship and administering that scholarship. Other purposes of collection include dealing with administrative matters relating to your application, administration of the program, corresponding with you, statistical analysis and to comply with legislative reporting requirements. The information may also be disclosed to:

- contracted service providers used by the Monash to perform services on its behalf (such as banks, mailing houses, logistics and IT service providers); scholarship donors, government department staff (e.g. DEEWR) or other Monash staff; and
- in the event of emergencies; police, medical or hospital personnel, civil emergency services, your student legal representative or nominated emergency contact person, or other person assessed as necessary to respond to the emergency.

You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer by email: [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).



## Contact details

### Mailing address:

Coursework Scholarships Unit  
Caulfield Student Service Centre  
PO Box 197  
Caulfield East VIC 3145

Telephone: 03 9902 6011

Online enquiries and FAQs: [ask.monash.my.monash.edu.au/askmonash](http://ask.monash.my.monash.edu.au/askmonash)

Website:

[www.monash.edu/scholarships](http://www.monash.edu/scholarships)

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