



MONASH University

Vacation Scholarships

Terms and Conditions



Australia ■ Malaysia ■ South Africa ■ Italy ■ India



GROUP OF EIGHT

www.monash.edu/scholarships

Vacation Scholarships Terms and Conditions

1. Introduction

Outlined within are the Terms and Conditions for Vacation Scholarships administered by the Coursework Scholarships Unit. You are expected to read and understand these Terms and Conditions in their entirety before you accept your Vacation Scholarship. In accepting these Terms and Conditions you undertake to be well informed about the requirements of your scholarship and to comply with your obligations as a scholarship recipient.

2. Accepting a scholarship

All students will receive a scholarship offer pack containing a letter of offer and terms and conditions. You will be advised how to accept or reject your scholarship in your letter of offer. In most cases, students are required to accept their scholarship via the Monash Web Enrolment System (WES). If you do not complete the acceptance as instructed, your scholarship may be re-allocated.

2.1 Coursework Scholarships Unit

The Coursework Scholarships Unit is your first point of contact for all matters relating to your scholarship. We are responsible for:

- taking applications for Vacation Scholarships,
- making all Vacation Scholarship offers,
- Vacation Scholarship payments, and
- the maintenance of records relating to Vacation Scholarships.

Your faculty or department/school is your first point of contact for all matters relating to your project.

3. Value and payments

The value of your scholarship will be outlined in your accompanying letter of offer. Students may receive up to two lump sum payments, dependent upon the duration and timing of the vacation scholarship project. Payments will be made by Electronic Funds Transfer (EFT) and students will be required to submit their banking details to the Coursework Scholarships Unit via WES. All students will be contacted by email regarding the payment process.

You must have accepted your scholarship offer and submitted your banking details to the Coursework Scholarships Unit to receive your payment. Failure to do so may result in a delay to your payment.

Your project contact/supervisor must also return the 'Vacation Scholarship Payment Form' at the start of your project in order for the Coursework Scholarships Unit to process your payment. This form must be signed by yourself, supervisor and a representative from your department.

3.1 Payment dates

Winter projects

Last week in July.

Summer projects

Second last week in December (for students commencing their project in November/December) and the last week of February.

4. Conditions and criteria of scholarships

Monash University Vacation Scholarships are awarded based on established eligibility criteria. These are outlined on the Coursework Scholarships Unit website at:

www.adm.monash.edu/scholarships/opportunities/vacation-schols.html

Students are required to:

- adhere to the University's research protocols,
- follow all relevant health and safety issues,
- keep confidential any information relating to the School or the University that you may learn in the course of your scholarship,
- keep confidential any information relating to the research project you are engaged in, and
- use all university equipment and facilities, including information technology facilities in a lawful responsible manner.

4.1 Insurance

Monash University enrolled students are covered by the *University Student Personal Accident Policy* www.firm.monash.edu/insurance/studentpersonalaccident/index.html

Students enrolled at another Australian Higher Education Provider will be required to check with their institution to determine their insurance cover. Where insurance is not provided by the Higher Education provider, the student will be required to arrange and pay for personal accident insurance.

4.2 Intellectual property

Intellectual property rights and any original work will be owned by Monash University.

5. Other scholarships

Applicants are permitted to hold a vacation scholarship concurrently with any other scholarship and/or bursary.

Students may complete more than one Vacation Scholarship during the summer vacation period as long as the project dates do not overlap. This will need to be negotiated with the project contacts/supervisors of both projects.

6. Centrelink and taxation

6.1 Taxation

All students offered a Vacation Scholarship must be a full-time student. Vacation scholarships for full-time students are tax exempt. Further information can be obtained from the Australian Tax Office website www.ato.gov.au

6.2 Centrelink

Scholarships and bursaries are exempt from means testing to the value of Commonwealth Scholarships, which in 2011 is \$7,131 per year. Scholarship amounts in excess of the capped value will be assessed as income.

Students should keep their letter of offer if details of the scholarship are required by Centrelink.

Further information can be found via the Centrelink website www.centrelink.gov.au or the Guide to Social Security Law www.facsia.gov.au/guides_acts/ssg/ssguide-4.html

7. Termination

Your Vacation Scholarship will be cancelled if you fail to meet the eligibility criteria or conditions of the scholarship outlined in Section 4, or if you fail to complete your project for the specified period of time.

7.1 Provision of 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.

8. Grievances and appeals

8.1 Grievances relating to University Policies and Procedures

Prospective and enrolled students may lodge complaints about academic and or administrative matters under the *Monash University Grievance Policy and Procedure* www.adm.monash.edu/execserv/student-grievances/index.html

A student who believes that the selection process for a vacation scholarship has not been addressed in a satisfactory manner should write to the:

Manager, Coursework Scholarships
Coursework Scholarships Unit
Student Administration and Systems
Building 3C, Clayton Campus
Monash University, Victoria 3800

9. Privacy

The information you provide to the University in your application for a Vacation Scholarship is collected for the primary purpose of assessing your eligibility to receive a scholarship and, if you are successful, offering you a 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 which the University uses to perform services on its behalf (such as banks, mailing houses, logistics and IT service providers); and
- in the event of emergencies, police, medical or hospital personnel, civil emergency services, your student's 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 University 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 at privacyofficer@adm.monash.edu



Contact details

Mailing address:

Coursework Scholarships Unit
Student Administration and Systems
Building 3C, Clayton Campus
Monash University, Victoria 3800

Phone: (03) 9905 3069

Fax: (03) 9905 5004

ask.monash: your online help service

my.monash.edu/askmonash

Website:

www.monash.edu/scholarships

Disclaimer: Monash University reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash University website for updates (www.monash.edu). All information reflects prescriptions, policy and practice in force at time of publication.

Please visit the scholarships website for news and updates during the year.

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