



MONASH University

# Coursework Scholarships

2010 Terms and Conditions



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

# Coursework Scholarships 2010 Terms and Conditions

## 1. Introduction

This document outlines the Terms and Conditions for all scholarships, bursaries and awards, administered by the Coursework Scholarships Unit. All scholarships, bursaries and awards will be referred to as 'scholarships' herein.

There are separate Terms and Conditions that apply to Commonwealth Scholarships.

You are expected to read these Terms and Conditions in their entirety before you accept your scholarship offer. When you accept your scholarship you are accepting the Terms and Conditions and agree to the requirements and conditions of your scholarship.

## 2. Accepting a scholarship

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

If you do not respond to your scholarship offer, your scholarship will be allocated to another eligible student.

### 2.1 Coursework Scholarships Unit (CSU)

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 scholarship related matters is available in ask.monash <https://my.monash.edu.au/askmonash>, where you can search our FAQ's and submit your own questions.

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

## 2.2 Correspondence

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 through ask.monash <https://my.monash.edu.au/askmonash>.

All current students are issued with a Monash email account. This will be the primary means by which the CSU will communicate with you. It is essential that you check your Monash email account on a weekly basis.

## 3. Value and payments

### 3.1 Value

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

### 3.2 Payments

You will be sent an email prior to census date with instructions on how to enter or update your bank details in WES. If you fail to provide the CSU with your bank details by the required date, you will have your scholarship terminated.

Semester 1 payments are made at the end of April and semester 2 payments are made at the end of September, once all appropriate documentation has been received. Alternate payment arrangements 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.

### 3.3 Payment calculation

#### Credit Point calculation

Scholarships paid per credit point are calculated based on your enrolled credit points at the census dates (31 March and 31 August). For example, if your scholarship is valued at \$6000 per 48 credit points (typical full-time enrolment for one year) and you are enrolled in 18 credit points in one semester, you will receive a \$2250 payment ( $\$6000/48$  credit points  $\times$  18 credit points).

Students enrolled in full year units, trimesters, summer semesters or winter semesters should contact the CSU to determine how your enrolment affects your scholarship payment. Depending on your enrolment, you may not receive the same payment each semester and may not receive any payment in some semesters.

## 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 split over two semesters.

## Other

Other scholarships that are set amounts will be paid according to your offer letter.

You must refer to your offer letter for varying payment conditions

## 3.4 Payment methods

Your scholarship can be paid by either:

- a) direct payment into your bank account, or
- b) direct to your Monash course fees.

A list of scholarships that allow option 'b' 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, course related fee payments to Monash will be due before scholarship payments are made.

## 3.5 Encumbrances

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

# 4. Conditions and criteria of scholarships

## 4.1 Specific criteria

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

## 4.2 Enrolment

All scholarships are awarded on the basis that you will maintain an 'enrolled' status in your course of study.

### 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 enrolled part-time.

Summer and winter semester enrolment will be included in the calculation of your semester 1 and semester 2 scholarship payment respectively.

### 4.2.2 Part-time enrolment

If you are enrolled part-time (less than 18 credit points) the ATO requires that the University withhold tax (PAYG) from your scholarship payment. You must also complete a Tax File Number Declaration Form and return it to the CSU. If this form has not been mailed to you, you should contact the CSU by submitting an enquiry through ask.monash <https://my.monash.edu.au/askmonash>.

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

## 4.3 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.

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

## 4.4 Deferral

You may be allowed to defer your course for up to 24 months, subject to approval by the faculty administering your degree. For more information on deferring your course offer, refer to the enrolments website [www.adm.monash.edu.au/enrolments/new-enrolments/defer.html](http://www.adm.monash.edu.au/enrolments/new-enrolments/defer.html).

Refer to the individual scholarship entries on the website to determine if you can defer your scholarship [www.monash.edu.au/scholarships](http://www.monash.edu.au/scholarships). If you wish to defer your scholarship, this can be done via WES. If you defer your scholarship, you must also defer an approved course at Monash University.

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

## 4.5 Intermission/Leave of absence

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

Subject to faculty approval for intermission of a course, you may take a period of intermission from your scholarship. You are not able to intermit scholarships that cannot be deferred in the first semester that the scholarship is awarded.

Intermission of your scholarship will be automatically processed by the CSU when your course intermission is processed. 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 are also intermitting the course your scholarship is paid for.

If you hold 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 Transfer

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.

If your scholarship is transferable, you will only be paid for the minimum number of credit points or the minimum duration required to complete the **original** course that the scholarship was awarded for. Your scholarship will not be paid for any additional credit points. For example, if you are enrolled in the Bachelor of Laws (which requires 192 credit points, or four years, to complete) and transfer to the Bachelor of Arts/ Bachelor of Laws (which requires 252 credit points, or five years, to complete), your scholarship would be paid for the minimum number of credit points to complete the Bachelor of Laws degree (192 credit points).

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 cannot be transferred. For example, if you are in receipt of a Monash University Arts Scholarship and transfer to the Bachelor of Arts/Bachelor of Laws, your scholarship cannot be transferred as this double degree is owned by the Faculty of Law. In this instance, your scholarship will be terminated.

If you are in receipt of a faculty scholarship and wish to transfer to a double degree, you must confirm which faculty is the 'owning' faculty.

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.

## 4.7 Discontinuation of study

If you wish to discontinue from your course, you must fill out an 'Enrolment Amendment' form available from the Student Service Centre or your faculty office. If you discontinue your course, your scholarship will be terminated. If you return to your course at a later date, you will be required to reapply for scholarships and there is no guarantee that you will be reoffered the scholarship that was terminated.

## 4.8 Enrolment status

You should adhere to the correct procedures for altering your enrolment at all times, so that your scholarship is not affected. You must maintain an active ('enrolled') enrolment status at all times (unless you are on intermission). Students with an 'inactive' enrolment status on the University's student administration system will have their scholarship terminated.

If you are unsure how changes to your enrolment will affect your scholarship, you should submit an enquiry through ask.monash: <https://my.monash.edu.au/askmonash>.

# 5. Retention and academic performance

## 5.1 Retention

To retain your scholarship, you must:

- maintain your residency status pursuant to your scholarship and advise the CSU within seven 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 coursework course at a Monash campus in Australia,
- adhere to the University's academic and administrative policies.

You must also meet any additional criteria as outlined in your offer letter and listed under individual scholarship entries on the coursework scholarships website [www.monash.edu.au/scholarships](http://www.monash.edu.au/scholarships).

## 5.2 Academic performance

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

### Probation and Suspension Policy for Under Performing 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 average, the procedures detailed below will be followed:

1. If you applied for and was granted special consideration of appropriate severity, or if other extenuating circumstances apply and are recognised by the faculty, 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 average in the semester following being placed on probation, the probation status will be removed, or
4. If you do not meet the required average in the semester following being placed on probation your scholarship will be suspended for the following semester. You will not receive payment whilst on suspension.
5. If you meet the required minimum average in the semester you are suspended, your scholarship will be reinstated, however no retrospective scholarship payments will be made for the period of suspension.
6. If you do not meet the required minimum average in the semester you are suspended, your scholarship will be cancelled 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.

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

Weighted Average Mark (WAM) will be used each semester to assess your academic performance for your continued eligibility to receive payment. The WAM provides an average of the percentage marks received for each unit of a course and has different weightings for different unit levels.

You will be assessed using your overall course WAM as generated via the student administration system.

If your overall course WAM falls below that required by your scholarship, your WAM will be reassessed for the most recent semester.

## 6. Other scholarships and bursaries

You may be permitted to hold more than one scholarship and bursary. A summary of Monash University scholarships and bursaries which can be held concurrently is available at [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 can 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 (ie. AusAid, ADS, ALA, Endeavour), you cannot hold any other scholarship offered by Monash University.

## 7. Centrelink and taxation

### 7.1 Taxation

If you are enrolled full-time (at least 18 credit points per semester), your scholarship is tax exempt.

If you are enrolled part-time you will need to declare your scholarship as assessable income in your tax return (see Section 4.3 regarding part-time enrolment).

Further information can be obtained from the Australian Tax 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

From 1 January 2010, equity and merit-based scholarships will be exempt from means testing to the value of Commonwealth Scholarships, which in 2010 is \$6762 per year. Scholarships in excess of this value will be assessed as income against the existing criteria.

If you are in receipt of a scholarship that pays or waives your fees and you have no choice in the use of your scholarship (for example you cannot choose to receive the scholarship as a direct cash payment), your scholarship will not be considered income by Centrelink.

Further information on the Guide to Social Security Law is available on the Department of Families, Community Services and Indigenous Affairs website [www.fahcsia.gov.au/guides\\_acts/homeint.html](http://www.fahcsia.gov.au/guides_acts/homeint.html).

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

## 8. Termination

### 8.1 Grounds for 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.

### 8.2 Consequences of termination

Your scholarship will be cancelled and you will not receive any further payments.

### 8.3 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.

## 9. Grievances and appeals

### 9.1 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.au/execserv/student-grievances/index.html](http://www.adm.monash.edu.au/execserv/student-grievances/index.html).

### 9.2 Appeals

**Initial inquiry:** For issues concerning your scholarship first contact the Student Service Centre in person or call (03) 9902 6011. They should be able to resolve your issue or generally 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 and Systems  
Building 3C  
Monash University VIC 3800

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

Director, Student Administration and Systems  
Building 3C  
Monash University VIC 3800

## 10. Privacy and confidentiality

The information supplied to the University by applicants is collected for the primary purpose of assessing your eligibility to receive a scholarship. Other purposes of collection include dealing with administrative matters relating to your application, corresponding with you and the compilation of statistics. 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.au](mailto:privacyofficer@adm.monash.edu.au).

Further information about privacy at Monash is available at: [www.privacy.monash.edu.au](http://www.privacy.monash.edu.au)



## Contact details

### Coursework Scholarships Unit

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

Telephone: 03 9902 6011

Fax: 03 9905 3263

Email: ask.monash your online help service

<https://my.monash.edu.au/askmonash/>

The information in these terms and conditions was correct at time of printing (Nov 09). Please visit the coursework scholarships website for news and updates during the year [www.monash.edu.au/scholarships](http://www.monash.edu.au/scholarships)