



An Australian Government Initiative



RURAL & REGIONAL
ENTERPRISE
SCHOLARSHIPS

Rural and Regional Enterprise Scholarships: Program Guidelines for Round Five and Creative Arts Scholarships



Contents

1. About the Rural and Regional Enterprise Scholarships 4

 1.1 About the Creative Arts Scholarships 5

2. Process overview 6

3. Scholarships 7

 3.1 Purpose of Scholarship payments..... 7

 3.2 Scholarship duration 7

 3.3 Financial benefits 7

4. Scholarship selection process 9

 4.1 Application process overview 9

 4.2 When to apply..... 9

 4.3 Completing the Scholarship application 9

 4.4 Supporting documentation 9

 4.5 Questions during the application process 10

 4.6 Notification of application outcomes 10

 4.7 Feedback on applications..... 10

5. Scholarship eligibility criteria 11

 5.1 Scholarship Applicant eligibility criteria..... 11

 5.2 Eligible Courses of Study 11

 5.3 Financial need 14

6. Internships 16

7. Selection criteria 17

8. Scholarship Recipients 20

 8.1 Acceptance of Scholarship offer 20

 8.2 The Scholarship Agreement 20

 8.3 How the Scholarship payment is paid..... 22

 8.4 Receipt of other support..... 22

 8.5 Scholarship payments and taxation..... 22

 8.6 Scholarship payments and social security payments..... 23

9. Program Roles and Responsibilities 24

 9.1 Scholarship Applicant responsibilities 24

 9.2 Scholarship Recipient responsibilities..... 24

9.3	Scholarship Support Organisation responsibilities	24
9.4	Internship Host Organisation responsibilities.....	24
9.5	Department of Education, Skills and Employment responsibilities.....	25
10.	Performance reporting and monitoring.....	26
10.1	Evaluation.....	26
11.	Probity.....	27
11.1	Complaints process	27
11.2	Conflict of interest	27
11.3	Privacy: confidentiality and protection of personal information	28
11.4	Freedom of information.....	29
12.	Glossary.....	30

1. About the Rural and Regional Enterprise Scholarships

The Rural and Regional Enterprise Scholarships program (the 'Program') is intended to improve access to and completion of tertiary education courses for students commencing a new course of study from a regional or remote area in Australia.

The program objectives are to increase the number of regional and remote students:

- engaging in tertiary study at qualification levels from Certificate IV and above;
- able to undertake their preferred course of tertiary study, irrespective of their location; and
- completing their course of study, relative to their peers.

The Rural and Regional Enterprise Scholarships will improve educational attainment and skills development opportunities for regional and remote students. Through tertiary study and internship opportunities, Scholarship Recipients can obtain important job-related skills, as well as strengthening their foundational literacies, socio-emotional skills and higher-order cognitive skills. They will be better equipped to adapt to the changing nature of work in a technologically advanced economy.

The Program will support undergraduate, postgraduate and Vocational Education and Training (VET) students to undertake a tertiary qualification. Round Five will be administered through an application round in 2021, for 700 Scholarships.

Scholarship Recipients have the option to access support for undertaking an internship. Internships give Scholarship Recipients an opportunity to gain experience within a workplace relevant to their study or training and learn about the organisation in which they are placed.

Rounds One and Two of the program funded scholarships for eligible students studying a STEM (Science, Technology, Engineering and Technology) discipline.

Rounds Three and Four increased the size and scope of the program to support students studying any discipline.

Round Five will support students studying any discipline.

Previously successful scholarship recipients

These Guidelines (including changes to eligibility) apply only to Round Five and creative arts scholarship applicants and are not to be applied retrospectively to previous rounds (Rounds One, Two, Three or Four).

People who were awarded scholarships in a previous application Round must refer to their respective Program Guidelines to determine their ongoing eligibility.

1.1 About the Creative Arts Scholarships

The creative arts scholarships intend to improve access to and completion of creative arts courses of study for students commencing a new course of study from regional and remote areas in Australia in 2021.

The objectives are to support regional and remote students:

- studying a bachelor degree in creative arts disciplines; and
- to complete their creative arts course of study.

The creative arts scholarships aim to improve educational attainment and skills development opportunities for regional and remote students that want to study an undergraduate creative arts course. Through their study and internship opportunities, scholarship recipients can obtain important creative arts job-related skills, as well as strengthening their foundational literacies, socio-emotional skills and higher-order cognitive skills.

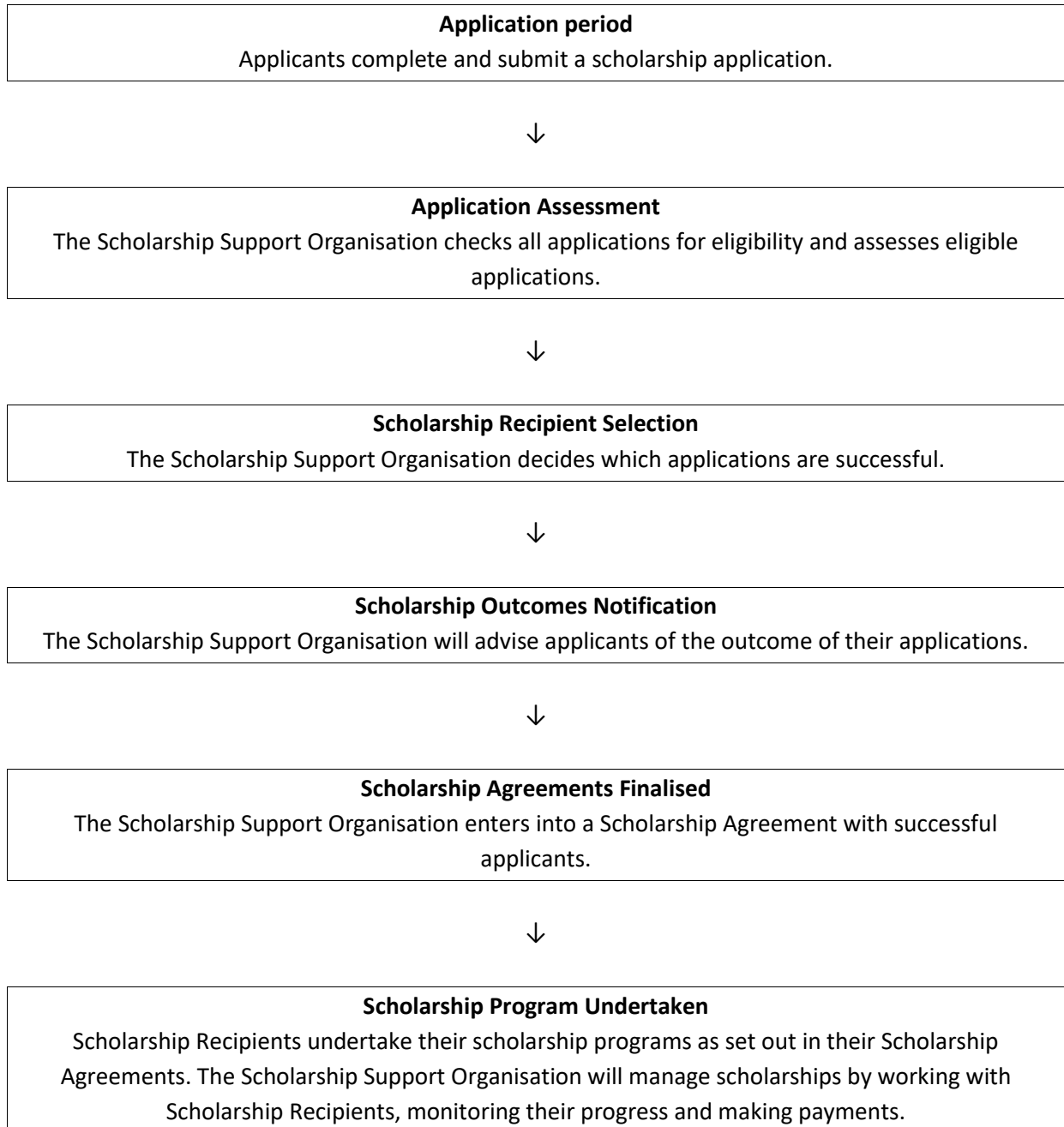
The creative arts scholarships will support 50 bachelor level students to undertake a qualification in a creative arts discipline. Priority will be given to Indigenous students applying for a scholarship.

Creative arts Scholarship Recipients have the option to access support for undertaking an internship. Internships give Scholarship Recipients an opportunity to gain experience within a workplace relevant to their study and future employment. They support students to build networks, connect with employers and to transition to employment in the arts sector on completion of their degree.

In line with the Government's Rural and Regional Enterprise Scholarships (RRES) program, successful creative arts recipients will receive scholarships of up to \$18,000 over the course of their degree with an additional \$500 available to support an internship, where applicable.

The creative arts scholarships will run alongside the RRES program in 2021 on a rolling application process until all the scholarships have been allocated.

2. Process overview



3. Scholarships

3.1 Purpose of Scholarship payments

Scholarship payments are intended to assist the Scholarship Recipient with the financial costs of undertaking their Eligible Course of Study and Internships.

3.2 Scholarship duration

A Scholarship can support a minimum course duration of six months full-time and a maximum course duration of four years full-time (or the part-time equivalent).

Scholarship Applicants can only apply for one Eligible Course of Study in one round. For example, it is not possible to apply for Scholarships for two different six-month courses in a single application round.

Scholarship funding is available for a maximum of four years full time only, including if a Scholarship Recipient:

- is undertaking full-time study over a longer period,
- changes their course of study while in receipt of a Scholarship.

3.3 Financial benefits

Scholarship Recipients will receive total Scholarship payments of up to \$18,000, based on course length and type of study or training (refer to the table below). A further \$500 is available to Scholarship Recipients to support an Internship.

An Internship Host Organisation receives \$500 to assist with the cost of supporting an Internship that is not a requirement of the Scholarship Recipient's Eligible Course of Study. An organisation supporting an Internship that is an academic requirement of the Scholarship Recipient's Eligible Course of Study (such as work-integrated learning) will not receive the \$500.

As an example, a four-year (or more) Scholarship Program can include:

- up to \$18,000 in study assistance;
- \$500 as a one-off incentive payment to the student for undertaking an Internship; and
- \$500 to the Internship Host Organisation.

The following tables indicate the maximum total a student can receive depending on the length of their study and mode of study:

Full-time study

Scholarship length	Study Assistance	Internship (Student)	Internship (Internship Host Organisation)	Total Student Payment
6 months	\$2,250	\$500	\$500	\$2,750
1 year	\$4,500	\$500	\$500	\$5,000
2 years	\$9,000	\$500	\$500	\$9,500
3 years	\$13,500	\$500	\$500	\$14,000
4 years	\$18,000	\$500	\$500	\$18,500

Part-time study

Scholarship length	Study Assistance	Internship (Student)	Internship (Internship Host Organisation)	Total Student Payment
1 year	\$2,250	\$500	\$500	\$2,750
2 years	\$4,500	\$500	\$500	\$5,000
3 years	\$6,750	\$500	\$500	\$7,250
4 years	\$9,000	\$500	\$500	\$9,500
5 years	\$11,250	\$500	\$500	\$11,750
6 years	\$13,500	\$500	\$500	\$14,000
7 years	\$15,750	\$500	\$500	\$16,250
8 years	\$18,000	\$500	\$500	\$18,500

Note: The above amounts are represented as gross figures

4. Scholarship selection process

4.1 Application process overview

Applicants must submit a complete application, including supporting documentation, to the Scholarship Support Organisation. Advice on making an application is published on the websites of the [Scholarship Support Organisation](#) and the [Department](#).

Applications submitted are checked for compliance with the eligibility conditions described at Section 5.

Eligible applications are assessed, which includes consideration of the selection criteria (Section 7), by the Scholarship Support Organisation.

Based on this assessment, the Scholarship Support Organisation decides which Scholarship Applicants receive a Scholarship.

Scholarships are allocated to eligible applicants until all creative arts and Round 5 scholarships have been exhausted. Priority or special consideration may be given to students in the categories included in Section 7.

Unsuccessful Scholarship Applicants for one round may submit a new application in a future Scholarship round. The eligibility and selection criteria will still apply, and students are not guaranteed a Scholarship.

4.2 When to apply

Scholarship application round details, such as the opening date, and current Program Guidelines, are published on the websites of the [Scholarship Support Organisation](#) and the [Department](#).

4.3 Completing the Scholarship application

A complete application must include:

- a completed online application form located on the [Scholarship Support Organisation](#) website;
- supporting documentation (refer to below).

If more than one application from the same Scholarship Applicant is received by the Scholarship Support Organisation, only the latest application received will be assessed. If an application for a Scholarship Applicant is received after a previous application has been assessed the Scholarship Support Organisation will assess the new application.

4.4 Supporting documentation

Applicants must submit the following documentation with their completed application form:

- evidence of Australian citizenship, permanent residency, holding a permanent humanitarian visa or being a New Zealand citizen living in Australia;
- proof of residence in a regional or remote area in Australia (see Section 5.1);
- evidence of financial need (see Section 5.3); and
- evidence of eligibility for Other considerations (see Section 7).

4.5 Questions during the application process

Questions during the application process must be directed to the Scholarship Support Organisation.

4.6 Notification of application outcomes

The Scholarship Support Organisation will advise Scholarship Applicants of the outcome of their application via email following assessment.

4.7 Feedback on applications

Unsuccessful Scholarship Applicants may request feedback on their applications from the Scholarship Support Organisation. The process for requesting feedback will be advised in the written notification.

5. Scholarship eligibility criteria

Applications must meet all eligibility criteria to be considered for assessment.

5.1 Scholarship Applicant eligibility criteria

To be eligible for a Scholarship, the Scholarship Applicant must:

- be an Australian citizen, Permanent Resident, holder of a permanent humanitarian visa, or a New Zealand citizen living in Australia;
- not have commenced their Eligible Course of Study prior to the eligible Commencement Period;
- provide evidence to demonstrate their financial need;
- have a permanent home address (for example, family home for school leavers) in a regional or remote area as defined by the Australian Statistical Geography Standard (ASGS) 2016.¹
 - If a Scholarship Applicant relocates to a major city to study, evidence of relocation from their permanent regional home address to study must be provided.
 - The Scholarship Applicant must not have relocated to a major city more than 3 months prior to commencing the chosen course of study.

5.2 Eligible Courses of Study

Eligible Courses of Study are those that meet the following requirements listed under Eligible Providers, Accredited Courses, Field of Study, Level of Study, Commencement Period and Mode of Study.

Eligible Providers

Scholarship Applicants must propose and undertake their course of study at an Eligible Provider.

An Eligible Provider is either a:

- registered training organisation (RTO) registered with the Australian Skills Quality Authority (ASQA), Victorian Registration and Qualifications Authority (VRQA) or the Training Accreditation Council Western Australia (TAC)², or
- higher education provider registered with the Tertiary Education Quality and Standards Agency (TEQSA).³

The Department advises the Scholarship Support Organisation of higher education or training providers for which issues of financial viability, quality or unethical behaviour have been identified and may, at its discretion, require that a higher education or training provider not be considered an Eligible Provider for the purposes of the Program.

¹ Scholarship Applicants can check the remoteness classification of their address under the ASGS at <https://itt.abs.gov.au/itt/r.jsp?ABSMAPS>.

² Scholarship Applicants can confirm their RTO is registered at [training.gov.au](https://www.training.gov.au).

³ Scholarship Applicants can confirm their higher education provider is registered at TEQSA's [National Register](https://www.teqsa.gov.au).

Accredited courses

The course of study must be accredited, and the Eligible Provider must be accredited to deliver the course.⁴

Field of Study

Round Five

Round Five of the program will support students studying any discipline.

Creative Arts Scholarships

The creative arts scholarships will support students studying any creative arts Eligible Course of Study under the Australian Bureau of Statistics Australian Standard Classification of Education (ASCED), 2001.

Creative arts is the study of creating and performing works of art, music, dance and drama. It includes the study of clothing design and creation and communicating through a variety of media. The theoretical content of Broad Field 10 Creative Arts includes:

- artistic and technical aspects of audio-visual communication;
- artistic and technical aspects of creating and producing art and craft, photographs and fashion apparel;
- artistic and technical aspects of creating, producing and performing music, dance and drama; and
- history, development and theory of the visual and performing arts.

The main purpose of this broad field of education is to develop an understanding of composition, performance, artistic production, choreography, design and creativity, and technical production.

Level of Study

Round Five

The course of study must be classified at one of the following Australian Qualifications Framework (AQF) levels:

- Level 4 - Certificate IV;
- Level 5 - Diploma;
- Level 6 - Advanced Diploma or Associate Degree;
- Level 7 - Bachelor Degree;
- Level 8 - Bachelor Honours Degree, Graduate Certificate or Graduate Diploma;
- Level 9 - Master Degree;
- Level 10 - Doctoral Degree (PhD).

Creative Arts Scholarships

The course of study must be classified at the following AQF level:

- Level 7 - Bachelor Degree;

⁴ Scholarship Applicants can view the accredited courses their provider is approved for by searching for its registration page on training.gov.au or the TEQSA website. Higher education institutions will be accredited to deliver certain courses or have self-accrediting status.

Note: Only courses at the levels indicated in the list are eligible. For example, short courses and bridging courses are ineligible.

Commencement Period

Round Five and creative arts scholarships are available to students who have commenced, or will commence, their study at any time within the 2021 academic year.

Mode of study

Scholarship Recipients may undertake study on a full-time or part-time basis. A full-time study load is as defined by the Eligible Provider of the Eligible Course of Study. Part-time Scholarships are reduced proportionally per semester as shown by the tables in Section 3.3: Financial Benefits.

A Scholarship Recipient may change from full-time to part-time study, or vice versa, with the agreement of the Scholarship Support Organisation.

The mode of study may be face-to-face or online, but must be undertaken in Australia, unless a special exemption is given by the Scholarship Support Organisation (for example, to allow for a student exchange experience).

Study must be delivered in English, unless a special exemption is given by the Scholarship Support Organisation (for example, to allow for a student exchange experience).

5.3 Financial need

Scholarship Applicants are considered to be experiencing financial need if they satisfy any one of the following four conditions listed in the table below. The documents which can be used as evidence of financial need are listed for each category. Applications without the required evidence are not considered.

Successful Scholarship Applicants must continue to demonstrate financial need, by satisfying one of the conditions below, for the duration of their Scholarship Program.

Financial Need Category	Evidence
<p>1. A person currently receiving an eligible Centrelink benefit or concession card.</p>	<p>A copy of a Centrelink letter or current Income Statement showing receipt of any one of the following benefits (Category 1 list):</p> <ul style="list-style-type: none"> a. ABSTUDY Living Allowance b. Austudy c. Carer Payment d. Disability Support Pension e. Low Income Healthcare Card f. Newstart Allowance g. Parenting Payment Single h. Parenting Payment Partnered i. Special Benefit j. Youth Allowance. k. Farm Household Allowance <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>Scholarship Applicants using Low Income Healthcare Card as evidence must provide a copy of their card (both sides) showing their full details and card expiry date.</i> • <i>If the Scholarship Applicant is providing the Centrelink letter, it must have been issued no more than three months prior to the date of document submission for the Scholarship application.</i>
<p>2. A person expecting to receive an eligible Centrelink benefit or concession card on commencing their Eligible Course of Study.</p>	<p>Scholarship Applicants must indicate on their application form the Centrelink benefit or concession card they will apply for (the benefit or concession card must be on the above Financial Need Category 1 list).</p> <p>Scholarship Applicants must provide proof of a successfully submitted Centrelink Application for one of the benefits listed in the Category 1 list</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>Scholarship Applicants must provide evidence of their approved benefit in the form of a Centrelink Income Statement, Health Care Card or Pension Card in order to meet financial eligibility requirements prior to being eligible to receive a Scholarship offer.</i>

Financial Need Category	Evidence
	<ul style="list-style-type: none"> • <i>Scholarship Applicants expecting to receive Youth Allowance or Austudy should note that Centrelink applications for these payments can be made up to 13 weeks before starting the course, and they are encouraged to apply as soon as possible to avoid any delays in receiving their Centrelink payments.</i> • <i>Applicants facing extreme financial need should contact the Department of Social Services/Services Australia to request that their Centrelink application be prioritised.</i>
<p>3. A dependent whose parent or guardian is in receipt of:</p> <p>a) A Health Care Card with the student's name on it;</p> <p>OR</p> <p>b) A payment listed in Financial Need Category 1.</p>	<p>For 3 a) a copy of a Centrelink Healthcare Card showing the names of the parent or guardian and the dependent (both sides of the card); OR</p> <p>For 3 b) both</p> <ul style="list-style-type: none"> i. a copy of a Centrelink letter or current Income Statement showing receipt by the parent/guardian of any one of the benefits in Financial Need Category 1 AND ii. evidence that the applicant is under the age of 22, together with a statement confirming that they meet the definition of 'dependent' as published by the Department of Social Services/Services Australia.
<p>4. A person whose income documents demonstrate financial need.</p>	<p>The Applicant's last eight weeks of payslips.</p>

6. Internships

Scholarship Recipients who undertake an Internship relevant to their Eligible Course of Study can receive a one-off \$500 payment over the life of the scholarship.

Internships must be undertaken for a minimum of 10 business days, and a maximum of 20 business days.

Internships may be undertaken on a full-time or part-time basis.

Internships may be undertaken during or after the Scholarship Recipient's Eligible Course of Study. The Internship must be completed within three months of the Scholarship Recipient completing their Eligible Course of Study, or of Scholarship payments ending, whichever occurs first.

Internships must be undertaken in Australia.

If the Internship is not part of the Eligible Course of Study or arranged by the Recipient's educational institution:

- Scholarship Recipients are responsible for finding an Internship Host Organisation and arranging their Internship placement;
- the Internship Host Organisation must establish an agreement with the Scholarship Support Organisation;
- the Internship Host Organisation is able to receive the one-off \$500 payment to assist with the costs of administering the Internship; and
- Eligible Scholarship Recipients are able to receive the one-off \$500 payment.

If the Scholarship Program includes an Internship in the form of work-integrated learning, such as clinical or practical work placements:

- the Scholarship Recipient is eligible to receive the one-off \$500 payment;
- the Internship Host Organisation does not receive the one-off \$500 payment.

Scholarship Recipients applying for an Internship payment will need to provide relevant evidence.

Recipients undertaking an apprenticeship are not eligible for an Internship payment.

7. Selection criteria

Scholarship Applicants must address the selection criteria to be considered for a scholarship

Capability

Applicants must provide a written response describing the following:

- a past educational achievement, or achievements, which indicate the Applicant's ability to undertake their Eligible Course of Study; and/or
- a past work achievement, or achievements, which indicate the Applicant's ability to undertake their Eligible Course of Study.

Applicants may support their response by attaching additional documentation, but only where it is relevant and provides evidence of claims made in the written response. Evidence could include academic transcripts, awards or referee statements.

Note that the educational and/or work achievements need not specifically relate to the Eligible Course of Study.

Other considerations

Additional consideration can be given to Scholarship Applicants from one or more categories below. These applicants may be prioritised for receipt of a scholarship.

Category	Evidence
1. People proposing to undertake an internship, either through the Eligible Course of Study or independently.	Eligible Course of Study: Evidence showing the course includes work-integrated learning, such as a course outline. Independent: Applicant's statement in their application of their intention to undertake an internship.
2. People from areas of high unemployment (greater than 8 per cent). *Areas of high unemployment are assessed based on Small Area Labour Markets (SALM) data at Statistical Area Level 2 (SA2): https://www.employment.gov.au/small-area-labour-markets-publication-0	Permanent home address (for example, family home for school leavers) at time of application as stated on the application form. Note the details on permanent home address at Section 5. Scholarship Applicant eligibility criteria .
3. People from remote and very remote areas. *Remote and Very Remote areas as defined by the Australian Statistical Geography Standard (ASGS) 2016. The ABS website may assist in determining your location: https://itt.abs.gov.au/itt/r.jsp?ABSMAPS	Permanent home address (for example, family home for school leavers) at time of application as stated on the application form. Note the details on permanent home address at Section 5. Scholarship Applicant eligibility criteria .
4. Aboriginal and/or Torres Strait Islander people. *Further information is available on the Australian Institute of Aboriginal and Torres Strait Islander Studies website: https://aiatsis.gov.au/family-history/you-start/proof-aboriginality	Confirmation of Aboriginal and/or Torres Strait Islander Heritage. Aboriginal and/or Torres Strait Islander people are not required to provide evidence if they do not wish to be considered under this category.
5. Women studying in fields with low female representation. *Determined by the proportion of female students in the narrow field of study as indicated in Department student statistics.	Proposed course of study as stated on the application form.
6. People with disability.	A written statement from a registered health professional attesting to the applicant's condition. People with disability are not required to provide evidence if they do not wish to be considered under this category.

Category	Evidence
<p>7. People affected by natural disasters, such as recent drought, flood and bushfire</p> <p>*Determined by the Australian Tax Office’s data on impacted postcodes for natural disaster affected Local Government Areas.</p> <p>https://www.ato.gov.au/General/Dealing-with-disasters/In-detail/Specific-disasters/</p>	<p>Permanent home address (for example, family home for school leavers) at time of application as stated on the application form.</p> <p>In the event a student has been affected by natural disaster, the event must have occurred within the preceding year or two of applying for a scholarship.</p>

8. Scholarship Recipients

8.1 Acceptance of Scholarship offer

Successful Scholarship Applicants must enter into a legally binding Scholarship Agreement with the Scholarship Support Organisation.

If there are unreasonable delays by a successful Scholarship Applicant in entering into a Scholarship Agreement, the Scholarship offer may be withdrawn, and the Scholarship may be awarded to another successful Scholarship Applicant. The Scholarship Applicant will be advised prior to the scholarship being withdrawn.

Scholarship Recipients must provide evidence of enrolment in their Eligible Course of Study and up-to-date evidence of financial need before the first Scholarship payment is paid. The Scholarship Support Organisation will confirm this information with the successful Scholarship Applicant following the Applicant's higher education provider's census date. Please note that different higher education providers' have different census dates.

Scholarship Applicants who applied under Financial Need Category 2 (expecting to receive an eligible Centrelink benefit or concession card on commencing their Eligible Course of Study) must provide evidence of applying for an eligible Centrelink benefit or concession card. The Applicant will receive a conditional scholarship offer until the appropriate evidence is provided. No Scholarship payments are made until the Scholarship Recipient provides evidence of receiving an eligible Centrelink benefit or concession card.

Scholarship Recipients should not make financial commitments in reliance on being awarded a Scholarship.

8.2 The Scholarship Agreement

The Scholarship Agreement contains standard terms and conditions that apply to all Scholarship Recipients and cannot be changed.

The Scholarship Agreement states the maximum Scholarship amount to be paid and the timeframe over which it is paid, reflecting the value of study assistance corresponding to the course length and mode of study. The Scholarship Agreement also specifies whether internship payments apply, based on the Scholarship Recipient's stated intention in their application.

If a Scholarship Recipient fails to meet the obligations of the Scholarship Agreement, the Scholarship Support Organisation may terminate the Scholarship Agreement. The Scholarship Recipient must return any unspent Scholarship payments.

Scholarship Recipients must continue to demonstrate financial need by satisfying one of the Financial Need Categories (see Section 5.3: Financial Need) for the duration of their Scholarship Program. Ongoing financial need will be demonstrated through a Participation Report as outlined under Reporting below.

Reporting

Scholarship Recipients must submit a Participation Report to the Scholarship Support Organisation following each semester of their Eligible Course of Study. This must include:

- evidence of the Scholarship Recipient's continued enrolment in their Eligible Course of Study;
- units of study attempted and successfully completed to date, in the Eligible Course of Study;
- progress of Internship (where relevant); and
- evidence of continued financial need.

If a Scholarship Recipient ceases undertaking their Eligible Course of Study, they must notify the Scholarship Support Organisation immediately.

If a Scholarship Recipient ceases receiving, or receives a different Centrelink benefit or concession card, they must notify the Scholarship Support Organisation immediately.

Leave of absence/deferral

In certain circumstances, scholarship payments may be deferred for up to six months. A Leave of Absence/Deferral request must be made directly to the Scholarship Support Organisation prior to the Recipient's tertiary education provider's census date.

Under exceptional circumstances a further Absence/Deferral request may be considered. The exceptional circumstance must be outside the control of the recipient and will require documentary evidence supporting it from a professional(s) qualified to provide it.

Adequate progress

Scholarship Recipients must make adequate progress in their Eligible Course of Study.

Adequate progress in a Scholarship Recipient's Eligible Course of Study is defined as:

- successfully completing all the requirements of 50 per cent or more of units of study attempted for the course, whether the Recipient is enrolled in a full time or part time Eligible Course of Study;
- remaining Enrolled in their Eligible Course of Study; and
- continuing to meet the eligibility criteria for the Scholarship program.

The Scholarship Support Organisation may, at its discretion, take Scholarship Recipient's individual circumstances into account when considering action in response to instances of underperformance.

Internships

Before an Internship can be recognised as part of the Scholarship Recipient's Scholarship Program, and the \$500 payment made to the Scholarship Recipient, the Scholarship Recipient must provide additional information to the Scholarship Support Organisation as evidence of an acceptance for an Internship.

For Scholarship Recipients undertaking work-integrated learning, this includes information such as the Eligible Course of Study outline demonstrating that the work-integrated learning is a course

requirement and evidence that the student is enrolled in the corresponding unit.

For Scholarship Recipients organising their own Internship, this includes confirmation from the Internship Host Organisation of the supervisor details, internship learning goals, commencement and end dates, and workplace induction for the Internship.

8.3 How the Scholarship payment is paid

Scholarship payment is paid to Scholarship Recipients by the Scholarship Support Organisation.

Study assistance payment

Each study assistance payment is for one half-year period. Once a Scholarship Agreement has been executed, the Scholarship Support Organisation makes the first study assistance payment no less than four weeks after the Scholarship Recipient's enrolment has been confirmed following the Recipient's higher education provider's census date.

Subsequent study assistance payments are made for the duration of the Scholarship, no less than four weeks after the census date and upon receipt of the Scholarship Recipient's Participation Report for the previous semester.

Internship payment

Scholarship Recipients receive the one-off payment of \$500 once the required information has been received (see [Section 8.2 The Scholarship Agreement - Internships](#)) to allow for recognition of the Internship as part of the Scholarship Program.

The Internship Host Organisation receives the one-off payment of \$500 per scholarship to assist with the cost of supporting an Internship that is not part of the Scholarship Recipient's Eligible Course of Study.

8.4 Receipt of other support

Scholarship Recipients are permitted to receive support or financial assistance from other sources while participating in the Program, provided they continue to fulfil the Program's ongoing financial need requirement (see [Section 8.2 The Scholarship Agreement](#)). This may include, but is not limited to, income from employers, assistance from other Government programs and scholarships from education and training providers.

The exception to this is that Scholarship Recipients cannot also be in receipt of scholarship funds from the Commonwealth Scholarships Program for South Australia, except if there is a demonstrated need (e.g. severe financial hardship). A successful Scholarship Applicant may apply to receive funds from both programs and decisions are made on a case-by-case basis.

8.5 Scholarship payments and taxation

Scholarship Recipients should note that:

- Study assistance provided to full-time students is exempt from income tax as per Section 51.10, 2.1A of the *Income Tax Assessment Act 1997* (Cth).
- Study assistance provided to part-time students is considered assessable income and is not

income-tax exempt.

- Any payment made to the Scholarship Recipient by the Internship Host Organisation is considered assessable income and is not income-tax exempt.

8.6 Scholarship payments and social security payments

Merit or equity-based scholarships awarded to enable a student to study at an educational institution are treated as exempt income for social security purposes as per Section 8(8) (zjd) of the *Social Security Act 1991* (Cth), to the extent that the payment does not exceed the person's threshold amount for that year.

9. Program Roles and Responsibilities

9.1 Scholarship Applicant responsibilities

Scholarship Applicants are responsible for:

- submitting an accurate and complete application form (including required supporting documentation); and
- ensuring their proposed course of study meets all the requirements to be considered an Eligible Course of Study.

9.2 Scholarship Recipient responsibilities

Scholarship Recipients are responsible for:

- adhering to the terms of the Scholarship Agreement, Internship Agreement (if relevant) and the Program Guidelines;
- making adequate progress in their Scholarship Program;
- arranging an Internship (where relevant);
- submitting a Participation Report to the Scholarship Support Organisation every semester; and
- participating in Program evaluation if asked to do so.

9.3 Scholarship Support Organisation responsibilities

The Scholarship Support Organisation is responsible for:

- promoting the Program in consultation with the Department;
- administering the application rounds and selecting Scholarship Recipients;
- monitoring Scholarship Recipients to confirm adherence to the terms of the Scholarship Agreement;
- administering Scholarship payments, including making payments to Scholarship Recipients and Internship Host Organisations;
- monitoring Program outcomes;
- Program reporting; and
- participating in Program evaluation.

9.4 Internship Host Organisation responsibilities

Internship Host Organisations are responsible for:

- providing an Internship to the Scholarship Recipient;
- adhering to the terms of the Internship Host Agreement;
- providing a suitable supervisor and work experience plan for the Scholarship Recipient;
- providing the Scholarship Recipient with an induction appropriate to the workplace, including work health and safety; and
- maintaining a safe work environment.

9.5 Department of Education, Skills and Employment responsibilities

The Department is responsible for:

- selecting the Scholarship Support Organisation;
- providing the Scholarship Support Organisation with Funding for the Program;
- promoting the Program;
- monitoring the performance of the Scholarship Support Organisation;
- maintaining the Program Guidelines; and
- monitoring and evaluating the overall Program performance.

10. Performance reporting and monitoring

The Scholarship Support Organisation must collect data for the purpose of Program assurance, including reporting on the Scholarships funded and demonstrating compliance with the Program Guidelines and achievement of Program objectives.

The Scholarship Support Organisation must submit performance reporting to the Department on, among other things, Scholarship Recipient study progress, Internship completion and performance, and administration of funding.

10.1 Evaluation

The Department will evaluate the Program to measure how well the outcomes and objectives have been achieved.

Evaluation of the success of the Program will include comparing Scholarship Recipients with non-participants in the following, but not limited to, areas:

- the number of students engaging with the Program;
- the level of qualifications studied;
- the fields of education studied; and
- the rate of course completion.

Scholarships Recipients and the Scholarship Support Organisation are required by their respective agreements to provide information to help with this evaluation.

11. Probity

The Australian Government will take reasonable steps to ensure that the application process is fair, is conducted according to the Program Guidelines, and incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

Note: These guidelines may be changed from time to time by the Department. If this happens, the revised guidelines will be published on the [Department's website](#).

11.1 Complaints process

Feedback, enquiries and complaints relating to the Program must be sent to the Scholarship Support Organisation.

The Scholarship Support Organisation responds to enquiries in the first instance. If the Scholarship Support Organisation cannot resolve the matter, it may seek advice from the Department.

If a Scholarship Applicant does not agree with the way their complaint has been handled, they may also make a complaint directly to the Commonwealth Ombudsman. The Ombudsman's Office may require the complaint to be raised directly with the Scholarship Support Organisation and the Department in the first instance.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: <https://www.ombudsman.gov.au/>

11.2 Conflict of interest

Scholarship Applicants

Scholarship Applicants must declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

A real or perceived conflict of interest may arise if the Scholarship Applicant has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process;
- relationship with, or interest in, an organisation, which is likely to interfere with or restrict the Scholarship Applicant from carrying out the proposed activities fairly and independently; or
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

If a Scholarship Applicant later identifies that there is an existing or perceived conflict of interest, or that a conflict of interest might arise in relation to their application, the Scholarship Applicant must inform the Scholarship Support Organisation in writing immediately.

Scholarship Support Organisation

All personnel of the Scholarship Support Organisation must declare, on an ongoing basis, any

perceived or existing conflicts of interest to the Department.

A real or perceived conflict of interest may arise if any personnel of the Scholarship Support Organisation have a:

- professional, commercial or personal relationship with a Scholarship Applicant;
- professional, commercial or personal relationship with an Internship Host Organisation or its staff;
- relationship with, or interest in, an organisation that is likely to interfere with or restrict the Scholarship Support Organisation from carrying out the proposed activities fairly and independently.

The Department

The Australian Public Service (APS) Code of Conduct (section 13 (7) of the *Public Service Act 1999*) requires that APS employees disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their APS employment. It is also in the interests of all employees that the firms and people we do business with are confident that we act in accordance with the Code of Conduct and do not make improper use of information. Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. We publish our conflict of interest policy available on the Department's website.

11.3 Privacy: confidentiality and protection of personal information

Scholarship Applicants' and Recipients' personal information is treated according to the Australian Privacy Principles and the *Privacy Act 1988*. This includes informing Scholarship Applicants' and Recipients':

- what personal information will be collected;
- why Scholarship Applicants' and Recipients' personal information is collected; and
- to whom Scholarship Applicants' and Recipients' personal information will be given.

Scholarship Applicants and Recipients are required, as part of their application, to consent to use and disclosure of personal information for the purposes of the Program. Disclosure includes disclosure by the Scholarship Support Organisation to the Department and may include publication of personal information of successful Scholarship Applicants.

The Australian Government may also use and disclose information about Scholarship Applicants and Recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

Personal information may be revealed to:

- Commonwealth employees and contractors to assist with effective management of the Program;
- employees and contractors of the Department to allow the Department to research, assess, monitor and analyse its programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including

- government administration, research or service delivery;
- other Commonwealth, state, territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The Department may share the personal information given it with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999*;
- *Public Service Regulations 1999*;
- *Public Governance, Performance and Accountability Act 2013*;
- *Privacy Act 1988*;
- *Crimes Act 1914*; and
- *Criminal Code Act 1995*.

The Scholarship Agreement includes any specific requirements about special categories of information collected, created or held under the Scholarship Agreement.

11.4 Freedom of information

All documents in the possession of the Australian Government, including those about the Program, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons to whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing by:

Mail: Freedom of Information Team Leader
Schools, Childcare and Corporate Legal
C50MA10
GPO Box 9880
CANBERRA ACT 2601

Email: FOI@education.gov.au

More information on making a Freedom of Information request is on the [Department's website](#).

12. Glossary

Term	Definition
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.
Australian Standard Classification of Education (ASCED)	The Australian Bureau of Statistics' classification of educational activity by the level and field of the activity.
Australian Statistical Geography Standard (ASGS)	The Australian Bureau of Statistics' geographical framework . Its Remoteness Structure classifies Australia into major cities, regional or remote areas based on the area's relative remoteness from services (e.g. health, education or retail).
Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training sector.
Department	The Department of Education, Skills and Employment and includes any department, agency or authority of the Commonwealth which is from time to time responsible for administering the Program.
Eligible Course of Study	Courses eligible for support through a Scholarship. Courses of Study must meet the eligibility requirements listed under Section 5.2 – Eligible Courses of Study.
Eligible Provider	A registered training organisation or higher education provider that meets all the eligibility criteria outlined at Section 5.2 Eligible Courses of Study – Eligible Providers.
Full-time study	As defined by the Eligible Provider of the Eligible Course of Study.
Higher education provider	A provider registered by the Tertiary Education Quality and Standards Agency (TEQSA) to offer an accredited higher education course.
Internship	A professional work experience in which a Scholarship Recipient has agreed learning goals relevant to their Eligible Course of Study and professional development.
Internship Host Organisation	A workplace organisation hosting the Scholarship Recipient for the duration of their Internship.
Minister	The Minister for the Department.

Term	Definition
Participation Report	A report completed by the Scholarship Recipient and given to the Scholarship Support Organisation every semester showing continued eligibility for the Scholarship and adequate progress in the Eligible Course of Study.
Personal Information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth).
Program	The Rural and Regional Enterprise Scholarships Program.
Registered Training Organisation (RTO)	Has the same meaning as in the <i>National Vocational Education and Training Regulator Act 2011</i> .
Regional or remote area	An area classified as Inner Regional, Outer Regional, Remote or Very Remote by the Australian Statistical Geography Standard.
Scholarship	Means Scholarship payments and other support provided to Scholarship Recipients.
Scholarship Agreement	The agreement between the Scholarship Recipient and the Scholarship Support Organisation detailing the Scholarship Recipient's responsibilities relating to the Scholarship Program and outcomes that must be achieved. It also sets out the arrangements for the payment of funding for the Scholarship Program to the Scholarship Recipient.
Scholarship Applicant	A student that has submitted a completed application for the Program to the Scholarship Support Organisation.
Scholarship Program	The combined study and internship components of the Scholarship.
Scholarship Recipient	A successful applicant with a signed scholarship agreement with the Scholarship Support Organisation for the Program.
Scholarship Support Organisation	The third party organisation contracted by the Department to administer the Program.
STEM	Science, Technology, Engineering and Mathematics A list of ASCED fields of study considered to be STEM under the Program is at Section 5.2 Eligible Courses of Study - Field of Study.
Tertiary Education Quality and Standards Agency (TEQSA)	The national regulator for Australia's higher education sector established under the <i>Tertiary Education Quality and Standards Agency Act 2011</i> .
Tertiary education	Any qualification on the Australian Qualifications Framework for which a Scholarship is available, i.e. Certificate IV to Doctoral Degree.
VET	Vocational Education and Training.
Victorian Registration and Qualifications Authority (VRQA)	The state regulator for Victoria's VET sector.

Term	Definition
Training Accreditation Council Western Australian (TAC)	The state regulator for Western Australia's VET sector.