

GRANT GUIDELINES

Scholarship Name	CQUniCares Emergency Grant
Scholarship Purpose	The CQUniCares Emergency Grant provides financial assistance to low-income students who experience unexpected financial hardship as a result of an emergency or unforeseen situation. The purpose of the grant is to support these students in continuing their studies.
Duration	One-off payment
Eligibility Criteria	<p>To be eligible to receive the CQUniCares Emergency Grant, an applicant must:</p> <ul style="list-style-type: none"> • be in genuine need of urgent financial assistance as a result of unforeseen circumstances or an emergency situation that has the potential to significantly impact study progress • be enrolled and actively studying in either a CQUniversity Certificate (I-IV); Enabling/Pathway; Undergraduate or Postgraduate program; • have successfully completed at least one term of study at CQUniversity • not be a cross-institutional student (your home institution is not CQU) • be an Australian citizen, permanent resident, or holder of a humanitarian visa with a permanent home address in Australia; • have not previously received a CQUniCares Emergency Grant in the last twelve months; • be able to demonstrate low personal/family income; <p><i>*Applicants will need to substantiate requests for financial assistance with copies of bills, invoices or where applicable letters of support from relevant individuals</i></p> <p>Study related expenses that every student should anticipate are not normally grounds for an emergency grant. These include expenses such as fees, travel for residential schools and the purchase of computers and laptops.</p> <p><i>** Unsuccessful scholarship applications are not grounds for an emergency grant.</i></p>
Selection Criteria	<p>Applicants will be assessed on their completed application form, supporting documentation and personal statement demonstrating a genuine need for a CQUniCares Emergency Grant. Applications should:</p> <ul style="list-style-type: none"> • outline the emergency situation that has occurred, its urgency and how it could not have been anticipated • explain the negative impacts on the student’s ability to continue with studies at CQU.

	<ul style="list-style-type: none"> include other of financial assistance options or support that they have been explored prior to making this application (family support, insurance claim, charity organisations, Centrelink assistance, loan or state/territory utility hardship grants indicate what the grant will be used for if the application is successful.
<p style="text-align: center;">Supporting Documentation</p>	<p>Applications must include proof of income and all necessary supporting documents to confirm expenses and/or circumstances outlined in the personal statement.</p> <p>Students must read the scholarship guidelines to ensure they submit a complete application. Incomplete applications will not be considered.</p> <p>Applicants will need to supply the following supporting documentation:</p> <ol style="list-style-type: none"> Personal statement addressing the above selection criteria <ul style="list-style-type: none"> The statement should also include any additional information that may assist with assessment. Quotes/invoice or bill/statements, letters, notices and/or official documents to confirm the urgency of assistance required and what the grant will be used to assist. Written statement or letter of support from a University staff member who can confirm the applicant's circumstances (optional) Evidence of income for applicant and <ul style="list-style-type: none"> income for their partner (if partnered) income for their parent/s (if under 22 and not deemed 'independent' by Centrelink) <p>Possible required documents for low income evidence:</p> <ul style="list-style-type: none"> Centrelink Income Statements (if applicable) – <ol style="list-style-type: none"> for applicant and/or applicant's partner (if partnered) applicant's parent/s (if under 22 and not deemed 'independent' by Centrelink) <p>(How to obtain a Centrelink Income Statement)</p> <ul style="list-style-type: none"> 3 x current consecutive payslips (if applicable) – <ol style="list-style-type: none"> for applicant and/or applicant's partner (if partnered) applicant's parent/s if under 22 years of age Latest Notice of Assessment or most recent Tax Return (If applicant or their partner are in receipt of business or investment income)
<p style="text-align: center;">Additional Information</p>	<p>CQUniCares Emergency Grants are funded by our generous CQUniversity Staff, Alumni and community, through the CQUniCares Student Success Fund. As a recipient of this grant students are invited to share their story in media and at events to show how the Grants have assisted them. This helps positively promote the CQUniCares Emergency Grants across our networks to help more students continue their studies.</p>

Selection process	Applicants will be notified of the outcome of their application via their student email account as soon as possible after their application has been assessed.
Payment of Grant	Payment of the CQUniCares Emergency Grant will be made via electronic funds transfer to the bank account nominated by the student. Payment is usually made within two weeks of the successful outcome.
Terms and conditions	<p>Students are encouraged to email the Scholarships and Financial office if clarification is needed regarding scholarship guidelines or requested supporting documentation.</p> <p>As there is a limited allocation of CQUniCares Emergency Grants, the decision regarding successful applications will be final. The Student Life and Wellbeing Centre reserves the right to the discretionary use of funds.</p>