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1 PURPOSE

- 1.1 The Commonwealth Scholarships Program assists Aboriginal and Torres Strait Islander students from low socio-economic backgrounds, particularly those who need to relocate from regional and remote areas, with general education and accommodation costs. The primary aim of the program is to improve higher education access and completion rates of Aboriginal and Torres Strait Islander students.

2 SCOPE

- 2.1 This policy applies to the Commonwealth Scholarships Selection Panel, other CQUniversity staff involved in the administration of the Commonwealth Scholarship Program, applicants and continuing recipients of Commonwealth Scholarships at CQUniversity.

3 POLICY STATEMENT

- 3.1 Commonwealth Scholarships are administered at CQUniversity in accordance with the [Commonwealth Scholarships Guidelines \(Education\) 2010](#) (Guidelines).
- 3.2 The Guidelines detail in full the suite of scholarships available in the Commonwealth Scholarships Program, with instructions for administering each category. The categories are:
- Indigenous Commonwealth Education Costs Scholarship (ICECS)
 - Indigenous Enabling Commonwealth Education Costs Scholarship (IECECS)
 - Indigenous Commonwealth Accommodation Scholarship (ICAS)
 - Indigenous Enabling Commonwealth Accommodation Scholarship (IECAS) and
 - Indigenous Access Scholarship (IAS)

Allocation

- 3.3 The Guidelines prescribe how Commonwealth Scholarships are allocated to the University. Commonwealth Scholarship values are indexed annually by the department.

Selection process

- 3.4 The Student Life and Wellbeing Centre, in consultation with the Office of Indigenous Engagement is responsible for the Commonwealth Scholarship application, selection and offer process. The Selection Panel is made up of University representatives from the Office of Indigenous Engagement, Tertiary Education Division and the Student Experience Directorate.
- 3.5 The selection panel will interpret the Guidelines in order to maximise Indigenous access and participation in higher education when selecting applicants to receive the Commonwealth Scholarship. The Selection Panel may liaise with relevant Commonwealth Officers if clarification is required.
- 3.6 The Selection Panel will determine eligibility in accordance with the Guidelines, taking into account extenuating circumstances and a range of disadvantages that may impact on an applicant's financial status and study load.

Eligibility

- 3.7 A student cannot be selected for a Commonwealth Scholarship unless CQUniversity is satisfied that the student meets, or, by the first census date or course start date, will meet the eligibility criteria for a Commonwealth Scholarship as set out in paragraph 2.10 of the Guidelines.

Terms and conditions

Application

- 3.8 When submitting an application for a Commonwealth Scholarship, applicants are requested to read and understand the [CQUniversity Indigenous Scholarship Guidelines](#) which outline the Eligibility Criteria, Selection Criteria and Terms and Conditions before downloading and completing a Commonwealth Scholarship Application Form from the [CQUniversity Scholarship website](#). Applications may be submitted by hardcopy or electronically. Applications must be completed in full and requested documentation attached.

Payment

- 3.9 An electronic transfer of funds is made to the successful applicant's nominated bank account as soon as practical after enrolment has been confirmed at census date or no later than six weeks after the commencement of term.

Academic progress

- 3.10 Students who are awarded a Commonwealth Scholarship are required to make satisfactory academic progress. CQUniversity will monitor academic performance and may terminate or not award a Commonwealth Scholarship if a student is identified at academic risk. In particular instances, a Commonwealth Scholarship payment may be delayed pending an outcome of the Appeals Committee of Academic Board. A decision to deny or terminate a Commonwealth Scholarship to a student on the basis of unsatisfactory academic performance is made in consultation with the Office of Indigenous Engagement.

Review process

- 3.11 Students who wish to appeal decisions arising from the Commonwealth Scholarships selection process may do so using the procedures listed in the [CQUniversity Indigenous Scholarship Guidelines](#) available on the [CQUniversity Scholarships website](#). A decision to deny or terminate a Commonwealth Scholarship to a student is made in consultation with the Office of Indigenous Engagement.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Vice-Chancellor (Student Experience and Governance) has overall responsibility for implementation. The Deputy Director, Student Life and Wellbeing Centre is responsible for implementing the Commonwealth Scholarship Policy and ensuring that the process is in accordance with the Guidelines.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Commonwealth Scholarships Guidelines \(Education\) 2010](#)

[Higher Education Support Act 2003](#)

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice Chancellor's Advisory Committee
Administrator	Deputy Vice Chancellor (Student Experience and Governance)
Next Review Date	13/05/2018

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 11/04/2013
Amendment Authority and Date	Vice-Chancellor and President 13/05/2015; Amended and updated to current template – Deputy Vice-Chancellor (Student Experience and Governance) 08/03/2017.
Notes	This document was previously titled Commonwealth Scholarships Principles