

# INDIGENOUS COMMONWEALTH SCHOLARSHIP SELECTION POLICY



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## 1 PURPOSE

- 1.1 The Indigenous Commonwealth Scholarships Program assists Aboriginal and Torres Strait Islander students from low socio-economic backgrounds, particularly those from regional and remote areas, with costs associated with higher education.
- 1.2 This policy outlines how CQUniversity will manage and administer the Commonwealth Scholarships Program.

## 2 SCOPE

- 2.1 This policy applies to applicants, continuing recipients of an Indigenous Commonwealth Scholarship, the Indigenous Commonwealth Scholarships Selection Panel and CQUniversity employees involved in the management and administration of the Indigenous Commonwealth Scholarship Program.

## 3 POLICY STATEMENT

- 3.1 Indigenous Commonwealth Scholarships are administered in accordance with the [Commonwealth Scholarships Guidelines \(Education\) 2010](#) (Cwlth) (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 available are:
- Commonwealth Education Costs Scholarship (CECS) which assists student with education costs:
    - Indigenous Enabling CECS – for students enrolled in enabling programs
    - Indigenous CECS – for students enrolled in undergraduate programs
  - Commonwealth Accommodation Scholarship (CAS) which assists students who relocate to study with the costs of accommodation:
    - Indigenous Enabling CAS – for students enrolled in enabling programs, and

- Indigenous CAS – for students enrolled in undergraduate programs.
- 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.

## Eligibility

- 3.4 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 as set out in paragraph 2.10 of the Guidelines.
- 3.5 To be eligible, for a Commonwealth Scholarship, applicants must provide evidence that they:
- identify as an Aboriginal and/or Torres Strait Islander person and provides a Confirmation of Aboriginal and/or Torres Strait Islander Identity in accordance with section 3.8 of this policy  
(preference will be given to students from a remote or regional area)
  - are enrolled in an undergraduate course, associate degree, eligible enabling course, or enrolled in a postgraduate course in an area of National Priority required for initial registration to practice in the chosen National Priority
  - are a Commonwealth supported student at CQUniversity
  - are in receipt of a Centrelink benefit or can demonstrate low personal/family income, and
  - meet any additional eligibility requirements depending on the type of Commonwealth Scholarship.

Students will be ineligible if they:

- have already completed the requirements of a course of study (with any provider) regarded to be equivalent to or higher than a bachelor's award, unless such award is a prerequisite to your current undergraduate course of study, and
- are in receipt of a Centrelink Relocation Scholarship or Residential Costs Option, Centrelink Start-Up Scholarship or Loan.

## Application process

- 3.6 To apply for an Indigenous Commonwealth Scholarship, students should submit the [Scholarship Online Application Form](#) with all supporting documentation. Applications will not be considered unless all required supporting documentation is attached.
- 3.7 Applicants should read and understand the Guidelines which outline the eligibility criteria, selection criteria and terms and conditions prior to completing a Commonwealth Scholarship Application Form.

## Supporting documentation

- 3.8 All supporting documentation must be included when submitting an application. Applicants must supply the following supporting documentation:
- confirmation of Aboriginal and/or Torres Strait Islander identity documents:
    - provide a letter signed by the Chairperson and with the seal of an Aboriginal and/or Torres Strait Islander organisation in the community in which the student lives or has previously lived, or
    - if a student foresees a genuine difficulty in obtaining the above letter they are asked to apply for special consideration to the Coordinator, Indigenous Student Support by stating the reasons for such difficulty on a Statutory Declaration. All requests for special consideration will be assessed on a case by case basis.
  - written submission addressing the selection criteria

- evidence of academic achievements or unofficial transcript
- evidence of community involvement documents e.g. participation certificate, exemplary work or demonstration of leadership
- resume
- income statements, Centrelink income statements and three current consecutive payslips (if applicable) for:
  - the applicant
  - their partners (if partnered)
  - their parents (if under 22 years of age and not deemed 'independent' by Centrelink)
- latest Notice of Assessment or most recent Tax Return (if the applicant or their partner are in receipt of business or investment income), and
- three months of all personal or business bank account statements.

## **Selection process**

- 3.9 The Student Life and Wellbeing Centre, in consultation with the Office of Indigenous Engagement, is responsible for administering the Commonwealth Scholarship process including managing applications, notifying students of outcomes and processing payments.
- 3.10 The Selection Panel is made up of University representatives from the Office of Indigenous Engagement, Tertiary Education Division and the Student Experience Directorate and is responsible for determining successful applicants.
- 3.11 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.
- 3.12 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.
- 3.13 All applicants will be notified of the outcome of their application via their CQUniversity student email as soon as possible after the Selection Panel meets.

## **Ongoing eligibility**

### **Academic progress**

- 3.14 Students who are awarded a Commonwealth Scholarship are required to make satisfactory academic progress. The University will monitor academic performance and may terminate or not award a Commonwealth Scholarship if a student is identified as being at academic risk.
- 3.15 If a student has appealed their unsatisfactory academic performance under Monitoring Academic Progress (MAP), Commonwealth Scholarship payments may be delayed pending the outcome from the Monitoring Academic Progress Appeals Committee.
- 3.16 The Deputy Director, Student Life and Wellbeing will decide to deny or terminate a Commonwealth Scholarship on the basis of unsatisfactory academic progress.
- 3.17 A Commonwealth Scholarship will be terminated if the recipient ceases to be enrolled in a course of study.

### **Payment**

- 3.18 An electronic transfer of funds will be 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.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Director, Student Experience and Deputy Director, Student Life and Wellbeing are responsible for monitoring, reviewing and ensuring compliance with this policy.

### Reporting

- 4.2 No additional reporting is required.

### Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 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](#) (CwIth)

[Higher Education Support Act 2003](#) (CwIth)

[Indigenous Student Assistance Grants \(Special Grants\) Notifiable Instrument 2018](#) (CwIth)

## 7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto: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)
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Approval and Amendment History	Details
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Notes	This document was formerly known as the Commonwealth Scholarships Principles (11/04/2013) and the Commonwealth Scholarship Selection Policy (8/03/2017).