

1. INTRODUCTION

This document outlines the Terms and conditions for all scholarships, grants and awards administered by the Monash University (Monash) Coursework Scholarships Unit (CSU), including Commonwealth Scholarships. All scholarships, grants and awards will be referred to as 'scholarships' herein.

Students in receipt of an industry or course based scholarship (e.g. Information Technology Industry Based Learning Placement Scholarship), may also be required to sign an individual scholarship agreement. Students must meet all conditions as outlined in the agreement.

You must read these Terms and conditions in their entirety before you accept your scholarship offer. When you accept your scholarship offer, you are agreeing to and accepting these Terms and conditions and any other requirements and conditions of your scholarship listed on the CSU website, outlined in your offer letter or subsequent scholarship agreement.

1.1 COURSEWORK SCHOLARSHIPS UNIT

The CSU is responsible (unless otherwise indicated) for:

- taking applications for scholarships
- making all scholarship offers
- scholarship payments
- the maintenance of records relating to scholarships; and
- reviewing the academic progress and eligibility of scholarship holders.

Information about scholarships is available on the website (monash.edu/scholarships), and FAQs can be viewed online at ask.monash (my.monash.edu/askmonash), where you can also submit your own question.

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

1.2 KEEPING YOUR CONTACT DETAILS UP TO DATE

All hardcopy correspondence during the application process will be sent to your Monash student postal address or for prospective students, to the address submitted in your scholarship application. Current Monash students must update their address details in the Monash Web Enrolment System (WES). Prospective students must inform the CSU of any change in name or address details by submitting the information online at ask.monash (my.monash.edu/askmonash).

All current Monash students must register for a Monash email account through the Monash Account Registrations Service (<https://account-registration.monash.edu/>). This is the main way the CSU will communicate with you. It is essential that you check your Monash email account on a weekly basis.

2. ACCEPTING YOUR SCHOLARSHIP

All students offered scholarships will receive a scholarship offer pack containing an offer letter and these Terms and conditions. You will be advised how to accept or reject your scholarship in your offer letter. If you do not complete the acceptance as instructed, your scholarship may be withdrawn and/or reallocated.

Note: Once you respond to your scholarship offer in WES, you will no longer be able to view your scholarship offer details.

3. SCHOLARSHIP VALUE AND PAYMENTS

3.1 SCHOLARSHIP VALUE

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

For scholarships paid per credit points, the total scholarship value is based on the minimum number of credit points required to complete the degree you are enrolled in at the time you receive your first scholarship payment. This does not include advanced standing. Your scholarship will be terminated once you have been paid the total scholarship value or become ineligible to continue receiving payment under these Terms and conditions. For example:

Scholarship value	\$6000 for a full-time study load (48 credit points), paid per year until the minimum points for your degree are completed
Degree length	252 credit points (equivalent to 5.25 yrs full-time study)
Total scholarship value	\$31,500 = (252/48) x \$6000

3.2 PAYMENT DATES

You must accept your scholarship offer by the due date, as instructed in your offer letter, to be eligible to receive payment.

You will be sent an email with instructions on how to enter or update your bank account details in WES. If you do not provide the CSU with these details by the required date, your scholarship may be terminated.

Your payment date will depend on the census date of your units. If applicable, alternate payment times will be outlined in your offer letter.

Unit census date	Payment date
Between 16 Feb and 30 Apr	Late April
Between 1 May and 30 Sep	Late September
Between 1 Oct and 15 Feb	Late February

**Some students with certain scholarships may be eligible for an early payment in March. Further information is available on the website monash.edu.au/students/scholarships/holders/payment*

3.3 HOW YOUR PAYMENT IS CALCULATED

Depending on your scholarships, you will be paid in accordance with one of the below options. All options are subject to the enrolment requirements outlined in section 4.2.

3.3.1 Credit point calculation

Your scholarship payments will be calculated according to the number of credit points you are enrolled in at the census dates.

For example:

Scholarship value	\$6000 for a full-time study load (48 credit points) paid per year until the minimum points required to complete the degree are completed
Enrolled credit points in one semester	18
Scholarship payment	$\$2250 = (\$6000/48) \times 18$

You will not be paid for units that are studied at another university or that do not form part of your degree (e.g. Diploma of Languages units).

Students awarded scholarships commencing in semester one will not be paid for any units that fall in the summer semester payment dates.

3.3.2 Per annum calculation

Scholarships paid 'per annum' are paid at 50 per cent of the yearly value in semester one and 50 per cent in semester two, regardless of your enrolled credit points. If you enrol in full-year units, your payment for those units will be made in semester one.

One-off scholarship payments, industry or course-based, or students enrolled in trimesters, may be paid differently. This will be outlined in your offer letter.

3.3.3 Enrolling in more than one degree

If you are enrolled in two degrees concurrently, you will only receive payment for study in the degree for which the scholarship was awarded. 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.

3.4 HOW YOUR SCHOLARSHIP IS PAID

There are two ways a scholarship can be paid:

1. Into your nominated bank account; or
2. to your course fees (not including the Student Services and Amenities Fee – SSAF).

A list of scholarships that allow option 2 is available on the website: monash.edu/students/scholarships/holders/payment.html. This option can be selected in WES.

If your scholarship allows for option 2 and you choose this option, in most cases, your course fees will be due and processed by CSU before scholarship payments are made. Payment to your course fees is only paid in April and September. If your course fees are less than the scholarship payment amount due, the balance will be paid directly to your bank account, in April or September (refer also section 3.3.1).

Payment to course fees is only applicable for units studied in the main semester one and two periods (refer to section 3.3.1). Scholarship payments due for other unit enrolments will be paid into your bank account.

3.5 THE EFFECT OF AN ENCUMBRANCE ON YOUR SCHOLARSHIP

If you do not pay course fees, charges or fines, Monash may place an encumbrance on your Monash account. If you have an encumbrance placed on your Monash account at the census date, you may not be paid your scholarship until the encumbrance is removed.

If you do not return any overpaid scholarship monies by the specified time frame, the University may place an encumbrance on your Monash account that suspends certain services. www.monash.edu/fees/penalties/fee-non-payment

4. HOLDING MULTIPLE SCHOLARSHIPS

You may be permitted to hold more than one scholarship. A summary of Monash scholarships which you can receive at the same time is available on the website: monash.edu/students/scholarships/holders/concurrent

Generally, you may hold one merit and one equity scholarship at a time. In addition, you may also hold an accommodation scholarship. You may also hold a travel/ placement or music scholarship. Refer to the list on the website for further information and restrictions.

You cannot receive two scholarships at the same time that both pay your course fees. In this case, the scholarship of lesser value will be terminated.

International students are not eligible to receive a financial incentive/grant and scholarship at the same time.

International students (including those studying under an Australian scholarship program) must not be in receipt of any other scholarship grants or financial incentives funded by Monash or be sponsored by other bodies or institutions.

Further information about the Australian scholarship programs can be found on this website:
monash.edu/fees/sponsorships

5. ELIGIBILITY CRITERIA AND CONDITIONS OF SCHOLARSHIPS

5.1 SPECIFIC CRITERIA

Scholarships are awarded based on established eligibility criteria. You must meet the eligibility requirements to receive your scholarship payment. The eligibility requirements for each scholarship are outlined on the CSU website:
monash.edu/scholarships.

You will be reassessed for eligibility prior to each payment. If Monash determines that you do not meet the eligibility criteria or scholarship conditions at this or any other time, your scholarship may be suspended pending further investigation or terminated.

5.1.1 Scholarship events

If you attend any scholarship events, photos of you at the event (along with your name and scholarship), may be forwarded to your secondary school or used for Monash promotional purposes. If you do not wish Monash to forward or use these photos, you must notify the Coursework Scholarships Manager in writing prior to the event.

5.1.2 All scholarships

If you are offered a scholarship, your scholarship details may be passed on to your faculty. Details of merit scholarships you have received may also be given to your secondary school. Details of the selection process or reasons you were awarded the scholarship will remain confidential. If you do not wish for Monash to forward these details to your secondary school, you must notify the Coursework Scholarships Manager in writing.

5.1.3 Donor scholarships

If you are in receipt of a donor funded scholarship (e.g. the Vallejo Gantner Memorial Travel Scholarship), you may be required to provide a report to the donor. Monash will contact you via email with details of when you will be required to provide the report. Scholarship details and other information relevant to your scholarship application or enrolment may also be passed on to the scholarship donor.

5.1.4 Healthy Lifestyle Allowance

If your scholarship includes a Healthy Lifestyle allowance, you may be asked to provide evidence that the allowance is used for its intended purpose.

5.1.5 Monash Staff members

You are not eligible for coursework scholarships and grants if you are, or become, employed full-time by Monash on a continuing basis or a fixed term contract for 12 months or greater. You must notify the CSU if you are or become a staff member.

5.2 ENROLMENT REQUIREMENTS

All scholarships are awarded on the basis that you will maintain an enrolled status in your course of study. Your scholarship may be terminated if your enrolment status is inactive at census date.

5.2.1 Full-time enrolment

Scholarships that require full-time enrolment are listed on the CSU website: monash.edu/students/scholarships/holders/probation-suspension.

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 considered part-time.

5.2.2 Part-time enrolment and taxation

If you are enrolled part-time (less than 18 credit points) the Australian Taxation Office (ATO), requires Monash to withhold tax (PAYG) from your scholarship payment. You may also need to declare your scholarship as assessable income in your tax return. All enrolled units studied at Monash and/or another university, will be considered part of your enrolment for tax purposes. You must provide proof of enrolment if studying units at another university.

Scholarships that are paid to course fees will not be taxed.

All part-time students must obtain and complete a Tax File Number Declaration form (TFN Dec) and return it to the CSU. Forms are available from the ATO by telephoning 1300 720 092. You may also request a form by submitting an enquiry to the CSU through my.monash.edu/askmonash

If you have not forwarded your TFN Dec to the CSU by the fourth week of semester or if you make a change to your enrolled credit points after the fourth week of semester, you should contact the CSU by submitting an enquiry online: my.monash.edu/askmonash.

Part-time students that do not return a completed TFN Dec by the due date will have the maximum tax deducted from their payment.

Monash cannot provide you with financial advice on taxation or Centrelink matters. The information provided here is of a general nature only and does not take into account your individual circumstances.

Further information can be obtained from the ATO website: ato.gov.au, and the Monash website: monash.edu/students/scholarships/holders/tax-centrelink

5.3 SCHOLARSHIP 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 or advance standing.

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

5.4 DEFERRING YOUR SCHOLARSHIP

Your offer letter will outline if your scholarship can be deferred. If you are able to defer your scholarship you must also defer an approved course at Monash. For more information on deferring your course offer, refer to the enrolments website: monash.edu/enrolments/first-time.

If you have received approval from your faculty to extend the length of your course deferral, your scholarship deferral will also be extended.

If you defer a scholarship offer and do not defer a course offer, your scholarship offer will be withdrawn.

5.5 TAKING INTERMISSION OR A LEAVE OF ABSENCE FROM YOUR DEGREE

Unless otherwise noted in these Terms and conditions, if you intermit your course your scholarship will also be automatically intermitted. If your letter states that your scholarship cannot be deferred, you are not permitted to intermit the scholarship in the first semester it is awarded (e.g. Engineering Excellence Award).

You will not receive scholarship payments whilst you are on intermission. When you re-enrol at Monash, your scholarship payments will resume according to the Terms and conditions outlined herein.

You can only intermit your scholarship if you also intermit the course which your scholarship is paid for.

You must seek faculty permission to intermit your course. For more information on intermission, please refer to the intermission website: monash.edu/enrolments/change/intermission.html

5.6 TRANSFERRING YOUR SCHOLARSHIP TO ANOTHER DEGREE

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 you are not sure of whether your scholarship will transfer to a new course, please contact the CSU on +61 3 9905 3069.

Note: Your scholarship can only be transferred to your honours degree if you are receiving a Commonwealth Scholarship.

If your scholarship is transferable, you will only be paid (for scholarships paid per credit point) for the minimum number of credit points remaining for you to complete either the original course that the scholarship was awarded for, or the new course – whichever is of shorter duration.

For example:

Original course	Bachelor of Laws (which requires 192 credit points, or equivalent 4 years full-time to complete)
Transferred course	Bachelor of Arts/Bachelor of Laws (which requires 252 credit points, or 5.25 years to complete)
Outcome	Your scholarship would be paid for the minimum number of credit points to complete the Bachelor of Laws degree (192 credit points).

For scholarships paid in other ways (other than by credit points), you will still only be paid for the original duration of your course.

5.7 DISCONTINUING YOUR COURSE

If you discontinue your course, your scholarship will be terminated. If you return to Monash, you are required to reapply for scholarships and there is no guarantee that you will be reoffered the same scholarship.

If you are unsure how changes to your enrolment will affect your scholarship, you should submit an enquiry online: my.monash.edu/askmonash

6. CENTRELINK

In 2016, up to \$7,826 of equity and merit based scholarships will be exempt from the income test. This amount (which will be indexed each year), is allowed on top of any Commonwealth Scholarship monies also being received. Scholarship amounts in excess of the capped value will be assessed as income for the purpose of assessing your eligibility for Centrelink benefits.

If your scholarship pays or waives your course fees and you have no choice in how your scholarship is paid (i.e. you cannot choose to receive the scholarship into your bank account), your scholarship will not be considered income by Centrelink.

Please retain your offer letter – your scholarship details will be required by Centrelink. To request an additional letter outlining your scholarship payments, submit an enquiry through my.monash.edu/askmonash.

Further information can be found via the Centrelink website: humanservices.gov.au/customer/enablers/income.

7. RETAINING YOUR SCHOLARSHIP

To retain your scholarship, you must:

- maintain your residency status and advise the CSU within fourteen 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 course at a Monash campus in Australia; and
- adhere to Monash'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: monash.edu/students/scholarships/holders/probation-suspension

7.2 ACADEMIC REQUIREMENTS

Your academic progress will be reviewed each semester, to assess your eligibility for your scholarship. The academic retention required for your scholarship is listed in your offer letter and the coursework scholarships website: monash.edu/students/scholarships/holders/probation-suspension. Students who are in receipt of a one year scholarship may have their scholarship terminated after the first semester if they fail to meet the required academic performance.

Students who are in receipt of an industry or course-based scholarship may have their scholarship terminated upon failure to meet performance requirements as outlined in their individual agreements.

The academic requirements to maintain enrolment in your course may be different and this information is available from your faculty.

7.3 ASSESSMENT OF WEIGHTED AVERAGE MARK (WAM)

WAM is an average of the percentage marks received for each unit of a course and has different weightings for different unit levels. For further details on how the WAM is calculated, refer to this website: monash.edu/exams/wam.html

Your WAM for the most recent semester will be accessed as generated via the student administration system.

If your semester WAM falls below that required for your scholarship, your overall course WAM will be assessed.

7.4 PROCEDURE FOR UNDERPERFORMING 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 (see 7.3), the procedure detailed below will be followed:

If you applied for and were granted special consideration (or if other extenuating circumstances apply), and this was approved by your faculty and the Coursework Scholarships Manager, no action will be taken and you will receive your scholarship payment as per usual.

Otherwise:

1. 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.
2. If you meet the required minimum WAM in the semester you are on probation, the probation status will be removed in the following semester.
3. If you do not meet the required minimum WAM in the semester you are on probation, your scholarship will be suspended in the following semester. You will not receive payment while your scholarship is suspended.
4. If you meet the required minimum WAM in the semester you are suspended, your scholarship will be reinstated in the following semester and payments will resume. No retrospective scholarship payments will be made for the period of suspension.
5. If you do not meet the required minimum WAM in the semester you are suspended, your scholarship will be terminated and no further payments will be made.

If you are on probation or suspension and do not meet the required minimum WAM after withheld or deferred results are released, any scholarship that is paid towards your course fees will be cancelled. You will be reissued with a new fee statement and are required to pay the balance.

8. SCHOLARSHIP TERMINATION

8.1 GROUNDS FOR SCHOLARSHIP TERMINATION

The CSU may terminate your scholarship if you have:

- discontinued from your course or have inactive enrolment
- failed to meet the eligibility criteria and conditions of your scholarship
- failed to maintain satisfactory academic progress
- failed to provide banking details by the due date
- been suspended or excluded for misconduct under Monash statutes and regulations; or
- been made an incorrect scholarship offer as determined by Monash in its sole discretion.

8.2 CONSEQUENCES OF TERMINATION

If your scholarship is terminated you will not receive any further payments. You may be required to repay some or all of your scholarship.

8.3 REPAYMENT OF YOUR SCHOLARSHIP

You are required to repay your scholarship within 4 weeks of receiving notice from the CSU. This will occur if:

- the payment is made to you in error or you have been overpaid
- you are no longer enrolled in the semester the scholarship is paid
- you do not meet the conditions of the scholarship or are ineligible for the scholarship (including situations where you have provided false information under 8.4); or
- you have been made a scholarship offer in error.

8.4 PROVIDING FALSE INFORMATION

The awarding of your scholarship is based on the information that you provide to Monash. Your scholarship may be withdrawn at any stage if you provide incorrect, false or misleading information or withhold relevant information. This includes circumstances where the false information is unrelated to the assessment in awarding the scholarship.

9. SCHOLARSHIP RECIPIENTS

Commonwealth Education Costs Scholarship (ICECS)

Commonwealth Accommodation Scholarship (ICAS)

Indigenous Access Scholarship (IAS)

This section applies to recipients of a ICECS, ICAS and IAS scholarship.

9.1 ELIGIBILITY CRITERIA

In addition to the scholarship eligibility criteria on the website (monash.edu/scholarships) you must meet the following requirements.

- Be a full-time student (enrolled in at least 18 credit points a semester). You may study part-time in exceptional circumstances only, subject to the approval of the CSU. You must apply for this approval to the Coursework Scholarships Manager at the start of each semester.
- Have not previously completed the requirements of a degree which is equivalent or higher than a bachelor degree (for example, completing a bachelor degree and enrolling in an honours degree), unless such an award is a prerequisite to the current undergraduate course of study.
- If you participate in an approved exchange program you will continue to receive your scholarship payment.
- You are not eligible for the IAS if you have previously received this payment in part or whole from another university.
- If you are in receipt of an ICECS you are not eligible for the Student Start-Up Scholarship and if you are in receipt of an ICAS you are not eligible for the Relocation Scholarship from Centrelink. If you are in receipt of either of these scholarships from Centrelink you must reject these scholarships before accepting the ICECS or ICAS from Monash.
- To be eligible for an Enabling CECS or Enabling CAS you must be enrolled in an eligible Enabling course. monash.edu.au/about/indigenous/students/non-award.html
- You must not be in receipt of a Commonwealth Scholarship from more than one university at any one time.

9.2 SCHOLARSHIP DURATION

The maximum duration you can receive one or more Commonwealth Scholarships is eight scholarship periods. For further details please refer to the table below and the following website:

www.legislation.gov.au/Details/F2013C00828

ICECS and ICAS	8 scholarship periods
ICECS (Enabling) and ICAS (Enabling)*	2 scholarship periods (1 year enabling courses only)
IAS	1 year or 2 payments

**the Monash Enabling Program is for 1 semester only and students will only receive half the yearly scholarship value for this course.*

You may hold an ICECS and ICAS concurrently but not sequentially.

9.3 DEFERRING YOUR SCHOLARSHIP

Commonwealth Scholarships cannot be deferred.

9.4 TRANSFERRING YOUR SCHOLARSHIP TO ANOTHER COURSE

Commonwealth Scholarships can be transferred to another bachelors degree or an honours degree. Your scholarship is still only payable for the maximum duration, as stated in section 9.2. Enabling scholarships are not transferable. Students will need to reapply for the scholarship prior to commencing a bachelors degree.

9.5 ACADEMIC REQUIREMENTS

You must meet the academic requirements of your faculty, maintain full-time enrolment and meet the eligibility requirements of the scholarship.

9.6 PROVIDING FALSE INFORMATION

Providing false or misleading information is an offence. If Monash knows or has reason to believe that you have provided false or misleading information, Monash may reassess your entitlement to the scholarship and notify the Department of Education of the circumstances and provide a copy of your application and any other relevant information as requested by the Department of Education.

Where Monash terminates the scholarship, you will be liable to repay to Monash the total sum of any payments incorrectly made to you.

10. GRIEVANCES AND APPEALS

10.1 GRIEVANCES RELATING TO MONASH'S POLICIES AND PROCEDURES

You may lodge complaints about academic and or administrative matters under the Student Complaints and Grievances Policy available via the website: policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.html

10.2 APPEALS

Initial inquiry

For issues concerning your scholarship first contact Monash Connect in person or call on +61 3 9902 6011. Monash Connect may be able to resolve your issue or assist with your inquiry.

Complaint

If the initial inquiry does not resolve your issue you can send a written complaint to:

Coursework Scholarships Manager
Student and Education Business Services
C/- Monash Connect, PO Box 197
Caulfield East VIC 3145

Grievance

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

Director, Student and Education Business Services
C/- Monash Connect, PO Box 197
Caulfield East VIC 3145

11. PRIVACY

Monash is bound by Victorian privacy laws.

The Monash University Privacy Policy applies only to personal information that a person provides to Australian campuses of Monash.

For information on the collection of your personal information, refer to the Student Privacy Collection Statement at this website: privacy.monash.edu.au/guidelines/collection-personal-information.html#enrol

TO LEARN MORE, VISIT US AT

study.monash/fees-scholarships/scholarships

Domestic students

Phone: 1800 MONASH (1800 666 274)

International students

Phone: +61 3 9903 4788