

TAFE Queensland

# **Scholarship Program**

# **Terms and Conditions 2023**

## Scholarship Program—Terms and Conditions

By applying for a Scholarship you agree to the Terms and Conditions and privacy statement outlined in clause 17. These terms and conditions (**T&Cs**) replace all previous terms and conditions.

By applying for a Scholarship you agree to receive information and marketing communications from TAFE Queensland in accordance with the TAFE Queensland Privacy Policy located at <https://tafeqld.edu.au/privacy>.

Scholarships are awarded to genuine Domestic students who are either intending to enrol into a new Qualification in Semester 1, 2024 or are currently in their first year of an apprenticeship and enrolled in a Qualification. Applicants should not base their decision to study on the Scholarship outcome.

Information on how to apply and the description of the Scholarship Programs form part of the T&Cs.

### 1. Definitions

In these T&Cs:

**Applicant** means an Australian citizen or permanent residence who is either a:

- a. New Student; or
- b. First Year Apprentice.

**First Year Apprentice** means a person who is:

- a. in their first year of an apprenticeship; and
- b. enrolled in the Qualification associated with that apprenticeship, at the time of submitting an application for a Scholarship.

**New Student** means a person who is intending to enrol into a new Qualification in Semester 1, 2024.

**Next Period of Study** means the semester or block of study in a Qualification commencing in or from Semester 1, 2024.

**Qualification** means an accredited program of study offered by TAFE Queensland that is identified in section 2 of these T&Cs as being eligible for a Scholarship under a Scholarship Program.

**Scholarship** means the provision of financial assistance to a Scholarship Recipient under a Scholarship Program in accordance with these T&Cs.

**Scholarship Program** means the TAFE Queensland Scholarships Program.

**Scholarship Recipient** means an Applicant who is successful in obtaining a Scholarship.

**Start of Study** means the commencement of the Next Period of Study.

**Study Support Costs** means costs associated with undertaking a Qualification, including those listed in section 2 of these T&Cs.

**Third Party Sponsor** means any third party who contributes, whether cash or in-kind, to a Scholarship offered by TAFE Queensland as part of the Scholarship Program.

**Unique Student Identifier (USI)** is a national initiative to link an individual's training activity to a single online source. It is a mandatory requirement for Training Providers to record an individual's USI within their Student Management System to enable them to lawfully issue a VET qualification.

## 2. Scholarship Program Structure

### a. General

Scholarships may be offered for the following Qualifications:

- Certificate III;
- Certificate IV;
- Diploma;
- Advanced Diploma;
- Associate Degree (TAFE Queensland only);
- Bachelor's Degree (TAFE Queensland only).

Associate and Bachelor Degrees delivered via a university partnership are not eligible Qualifications for the purposes of these T&Cs.

Where a dual award Qualifications incorporates a degree delivered via a university partnership, only the diploma element will be an eligible Qualification for the purposes of these T&Cs.

Scholarships may be awarded for Qualifications in the following industry areas:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| • agriculture and horticulture;     | • general education and training;    |
| • animal care;                      | • hospitality and cookery;           |
| • automotive;                       | • manufacturing and design;          |
| • beauty and hairdressing;          | • maritime;                          |
| • building and construction;        | • meat processing;                   |
| • business, justice and management; | • nursing and health;                |
| • child care;                       | • resources and mining;              |
| • community services;               | • sports and fitness;                |
| • creative;                         | • ICT, information and networking;   |
| • electrotechnology and utilities;  | • tourism and events;                |
| • engineering;                      | • transport, logistics and aviation. |

Qualifications can be studied through a range of delivery options. All course information can be found at <https://tafeqld.edu.au/courses>.

TAFE Queensland currently offers two types of Scholarships - Merit and Access & Equity. The total Scholarship payment for each type of Scholarship is \$5,000 (refer to section 11 for information on Scholarship payments). Scholarship payments can be used by the Scholarship Recipient to meet any Study Support Costs.

Study Support Costs include:

- course fees;
- tuition costs;
- cost of books and other study materials;
- uniform/personal protective equipment;
- tools or equipment;
- cost of childcare;
- living away from home; and/or
- travel costs.

## b. Merit Scholarships

Applicants for a TAFE Queensland Scholarship in the Merit category (**Merit Scholarship**) must have achieved outstanding academic merit or demonstrate strong work performance along with the demonstrable desire to secure ongoing employment within the industry to which they applied for the Scholarship. Evidence will be required of either academic merit or strong work performance.

## c. Access & Equity Scholarships

Applicants for a TAFE Queensland Scholarship in the Access and Equity category (**Access & Equity Scholarship**) must demonstrate a genuine interest in and commitment to their chosen field of study and must identify themselves with one or more of the following categories as a person who:

- has significant caring responsibilities;
- has a disability or long-term medical condition or illness;
- is long-term unemployed (for a period greater than 6 months);
- is a sole parent;
- is of Aboriginal or Torres Strait Islander descent;
- suffers significant financial difficulties or social barriers to study; and/or
- suffers from another specified disadvantage.

## 3. Eligibility

The Scholarship Program is open to Applicants who meet the eligibility criteria contained in, and comply with the requirements of, these T&Cs.

Employees of TAFE Queensland are not eligible to apply for a Scholarship.

With the exception of First Year Apprentices, current TAFE Queensland students who are part way through study are not eligible to apply for a Scholarship for a Qualification that they have already commenced.

TAFE Queensland Scholarships are not available for Qualifications undertaken as part of the TAFE at School program.

Scholarship Recipients must undertake study with TAFE Queensland either on campus or online from Semester 1, 2024.

Each Scholarship is offered for a specific Qualification and is not transferable to another Qualification, except with the permission of the Selection Committee acting in its absolute discretion.

Applicants will be required to provide any evidence reasonably requested from TAFE Queensland to confirm their eligibility in accordance with the criteria set out in these T&Cs. Without limitation, Applicants must provide either a passport, birth certificate, relevant visa or citizenship certificate to evidence that they are an Australian citizen or permanent resident.

## 4. Selection criteria

The following selection criteria will be used by the Selection Committee:

- a. demonstrated likelihood to successfully complete the Qualification;
- b. whether the Applicant is either already employed or has a strong chance of being employed in the industry to which they applied for a Scholarship;
- c. an assessment of the Applicant's understanding of their industry and the employment opportunities and pathways;

- d. an assessment of the Applicant's commitment to promote TAFE Queensland as the leading vocational education and training provider in Queensland;
- e. an assessment of the Applicant's achievement demonstrated through previous study, industry experience or a combination of both; and
- f. an assessment of the barriers to study experienced by the Applicant (for Access and Equity Scholarship applicants only).

## 5. Application process

Applications must be completed and submitted via <https://tafeqld.edu.au/scholarships>.

New Students must specify the specific Qualification they wish to study in their application. First Year Apprentices must specify the Qualification they are currently undertaking in their application. Applicants will have the opportunity to attach any relevant documentation (maximum 10 documents) in support of their application e.g. resume, letters of support, certificates, evidence of eligibility etc.

Applications submitted without the mandatory supporting evidence (see section 6 below) will not be considered by the Selections Committee. The Selections Committee is under no obligation to advise an Applicant if their application conforms to the process and criteria set out in these T&Cs.

TAFE Queensland reserves the right, at any time, to verify the validity of any application (including an Applicant's identity, age, place of residence and relevant documentation) and disqualify any Applicant who tampers with the Scholarship process or who submits an application that TAFE Queensland, in its sole discretion, deems to be offensive, inappropriate, defamatory or otherwise not in keeping with the spirit of the Scholarship Programs.

As part of the application process the Applicant must supply the name and contact details of two referees. Referees cannot be family members or friends. Reference checks may be conducted by TAFE Queensland as part of the application review process and, by providing contact details of a referee, the Applicant consents to TAFE Queensland contacting that referee as contemplated in these T&Cs.

No additional information will be accepted from (or in respect of) an Applicant after the Applicant has submitted their application form (unless such additional information is requested by TAFE Queensland).

Every Applicant who successfully submits an application via the online application form will receive an automatically generated email as confirmation of their application being received. Applicants should not assume their application has been lodged unless this email is received. No responsibility will be accepted by TAFE Queensland for late, lost or misdirected applications. Incomplete, indecipherable or illegible applications will be deemed invalid.

TAFE Queensland is not responsible for any problems the Applicant has sending or receiving communication, including technical malfunction of a computer or any associated matters related to the Applicant's access or use of technology.

All information supplied as part of the application process must be true and correct at the time of submission and the Applicant must inform TAFE Queensland immediately if any information supplied as part of the application becomes incorrect after the date of submission.

No applications will be accepted after the published closing date.

These T&Cs apply to any application for Scholarship submitted to TAFE Queensland. By submitting an application for a Scholarship to TAFE Queensland, the Applicant warrants that they have read, understood and accepted these T&Cs.

## 6. Evidence to attach to the application

Applicants must supply proof of eligibility, their Unique Student Identifier (USI) and evidence of their Australian citizenship or permanent residency with their application.

The requirement to evidence that the Applicant is an Australian citizen or permanent resident can be evidenced with a certified copy of their passport, birth certificate, citizenship certificate or applicable visa. Please note, a driver's license or Medicare card will not be accepted as evidence that the Applicant is an Australian citizen or permanent resident.

Applicants applying for a Merit Scholarship must attach evidence of achievement as outlined in Section 2(b). This can be demonstrated through previous study, industry experience or a combination of both.

Applicants applying for an Access & Equity Scholarship must identify with one or more of the Access and Equity groups listed in Section 2(c) and must attach evidence to support this.

## 7. Eligibility for future scholarship opportunities

Applicants who have been successfully awarded a Scholarship cannot re-apply for any other scholarship offered by or on behalf of TAFE Queensland for a period of two years from the date their Scholarship was awarded.

Applicants who have been successfully awarded a Scholarship and do not complete the Next Period of Study of the Qualification will be excluded from any future scholarship opportunities unless extenuating circumstances apply.

Unsuccessful Applicants may re-apply for a scholarship in future programs.

## 8. Administration of Scholarships

Selection and awarding of Scholarships will be conducted annually by a committee comprising representatives from TAFE Queensland and any other person selected by TAFE Queensland (**Selection Committee**). Where a Scholarship is supported by a Third Party Sponsor, the Selection Committee may include one or more of that Third Party Sponsor's representatives.

All Selection Committee members will declare any conflict of interest, prior to the selection process. The Selection Committee will maintain documentary evidence of its selection.

Each application will be individually judged according to its merits and having regard to the selection criteria set out in these T&Cs.

TAFE Queensland will notify all Applicants of the outcome of their application. Successful Applicants will receive (by email) instructions for completing and returning the required information for Scholarship processing. All payments will be made in accordance with section 11.

## 9. Awarding of Scholarships

Scholarships are awarded to Applicants who, at the absolute discretion of the Selection Committee, have fulfilled the selection criteria.

Scholarships are awarded for the Next Period of Study only (they are not retrospective for completion of a Qualification).

The award of a Scholarship does not guarantee the Applicant a place in their chosen Qualification and the Applicant must receive a place in the Qualification before the awarded Scholarship is confirmed. Scholarships will be awarded for the next available Start of Study date.

No deferment of any Scholarship is allowed except with the permission of TAFE Queensland which will only be granted in extenuating circumstances.

## 10. Acceptance of Scholarships

When an offer of a Scholarship is made, it is the responsibility of the Scholarship Recipient to accept the offer in writing within the given time period. Failure to accept the offer within this timeframe may result in the Scholarship offer being withdrawn at the discretion of TAFE Queensland.

It is the responsibility of the Scholarship Recipient to enrol in their chosen Qualification within the given time period. Failure to enrol within this timeframe may result in the Scholarship offer being withdrawn at the discretion of TAFE Queensland.

## 11. Scholarship payments

### a. Conditions prior to payment

Scholarship Recipients must be enrolled in the Qualification and select a method of payment prior to the Scholarship payments being received. Please note, as stated above, Scholarships are only awarded to genuine Applicants intending to study and who understand that enrolment is not dependent on receiving the Scholarship.

Scholarship Recipients must demonstrate participation in their chosen Qualification prior to receiving the Scholarship. This can be through class attendance or online participation.

Where the Scholarship Recipient is an apprentice or trainee, the Scholarship Recipient must have in place a signed apprenticeship/traineeship contract with their employer, TAFE Queensland and the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) and must have completed the induction process (where practicable).

If applicable, a Scholarship Recipient who did not have a USI on being awarded the Scholarship must supply this at the time of enrolment.

Scholarship Recipients studying Qualifications that are not semester based programs will commence and progress in accordance with the applicable course structure.

### b. Payment arrangements

Payment of any Scholarship will not be made immediately upon award of the Scholarship. Prior to making any payment, TAFE Queensland will undertake the relevant checks set out in these T&Cs (or otherwise at the discretion of TAFE Queensland) and confirm evidence of enrolment and attendance.

The total amount of each Scholarship is \$5,000, split into two payments as follows:

- Payment 1: \$3,000 which will be paid:
  - in the Next Period of Study following the date of the Scholarship offer for the specific Qualification in which the Scholarship was awarded; and
  - after proof of enrolment and evidence of attendance has been obtained by TAFE Queensland; and
- Payment 2: \$2,000 which will be paid:
  - for Scholarship Recipients studying a Bachelor degree with TAFE Queensland - on completion of the first half of that degree; or
  - for Scholarship Recipients who are apprentices or trainees – on completion of two years of the apprenticeship/traineeship, with a 'J - Competency Achieved' result (completed with employer

verification) for at least half of the units needed for the apprenticeship/traineeship; and

- for all other Scholarship Recipients – on evidence of successful completion of the Qualification, provided that the Qualification has been completed within two years of the commencement of the Scholarship,

Payment 2 is subject to the following additional requirements:

- for Scholarship Recipients studying a Bachelor degree with TAFE Queensland - the first half of that degree being completed within two years of the date the Scholarship was awarded;
- for Scholarship Recipients who are apprentices or trainees – at least half of the units needed for the apprenticeship/traineeship having been completed within two years of the date the Scholarship was awarded;
- for all other Scholarship Recipients – completion of the Qualification within two years of date the Scholarship was awarded,

plus full payment of all course fees owing by the Scholarship Recipient as at the date of this final payment.

It is the responsibility of the Scholarship Recipient to provide a copy of their Qualification documentation (certificate and record of results) or unofficial transcript for Bachelor degree students and apprentices/trainees as evidence of the above to [scholarships@tafeqld.edu.au](mailto:scholarships@tafeqld.edu.au).

The amount of each Scholarship will be paid directly to the recipient by electronic funds transfer into the Scholarship Recipient's bank account.

## 12. Conditions of award

Some Qualifications have specific eligibility requirements which must be met by the Applicant for a Scholarship to be awarded.

Scholarship Recipients must use the full amount of the Scholarship for their Study Support Costs. If a Scholarship Recipient is found not to be using Scholarship payments for such Study Support Costs, TAFE Queensland may require the Scholarship Recipient to repay any Scholarship payments in full.

It is the responsibility of the Scholarship Recipient to notify the scholarships team by email at [scholarships@tafeqld.edu.au](mailto:scholarships@tafeqld.edu.au) of any changes to their contact details or information relating to their studies with TAFE Queensland.

## 13. Termination of Scholarship

TAFE Queensland has discretion to terminate a Scholarship, not make any further Scholarship payments and to recover any Scholarship payments already made to a Scholarship Recipient in the event of any of the following:

- a. the behaviour of the Scholarship Recipient on or off campus is considered to bring the Scholarship Program, TAFE Queensland, DYJESBT and/or any Third Party Sponsor into disrepute;
- b. the Scholarship Recipient has refused reasonable requests from TAFE Queensland or a Third Party Sponsor (where applicable) to participate in events or other promotional activities as part of their role as a TAFE Queensland ambassador;
- c. the Scholarship Recipient has not utilised the Scholarship payments solely for Study Support Costs;
- d. the Qualification is being undertaken with insufficient diligence or not in accordance with these T&Cs; or
- e. the Scholarship Recipient cancels their enrolment, is not actively participating in their studies or defers study without a reasonable justification (as determined by TAFE Queensland in its sole discretion).



Once terminated, a Scholarship will not be reinstated.

Scholarship Recipients must refund any amounts paid by TAFE Queensland in respect of the Scholarship prior to termination within 10 business days of being requested in writing to do so.

#### **14. Publicity**

It is anticipated that Scholarship Recipients will be requested to participate in publicity for the Scholarship from time to time. By applying for a Scholarship, Applicants agree to participate in all promotional activity (such as publicity and photography) surrounding the awarding of the Scholarship, free of charge. Applicants who are awarded a Scholarship consent to TAFE Queensland and, if applicable, the Third Party Sponsor using your name, likeness, image and/or voice (including photograph, film and/or recording of the same) in any media for an unlimited period without compensation for the purpose of promoting the Scholarship Programs, and promoting any products supplied by TAFE Queensland and/or, if applicable, the Third Party Sponsor. If the Scholarship Recipient is under 18 years of age, their parent or guardian must give this consent on your behalf.

Scholarship Recipients will be required to act as an ambassador for TAFE Queensland. Scholarship Recipients are expected to be active in their role as an ambassador including attending or speaking at TAFE Queensland events and participating in promotional activities (including social media) where reasonably requested by TAFE Queensland, free of charge.

Scholarship Recipients will be required to participate in an evaluation process undertaken by TAFE Queensland and, if applicable, the Third Party Sponsor. By applying for a Scholarship which is supported by a Third Party Sponsor, Applicants consent to TAFE Queensland providing their personal information to that Third Party Sponsor for the purpose of any evaluation process and to assist in the administration of the Scholarship Programs.

#### **15. Liability**

Other than any liability that cannot be excluded by law (including the Australian Consumer Law), TAFE Queensland (including its officers, employees and agents) excludes all liability (including negligence), for any personal injury suffered or sustained in connection with the Scholarship Programs and any loss or damage (including loss of opportunity), whether direct, indirect, special or consequential, arising in any way out of the Scholarship Programs, including, but not limited to, where arising out of the following:

- a. any technical difficulties or equipment malfunction (whether or not under TAFE Queensland's control);
- b. any application that is late, lost, altered, damaged or misdirected (whether or not after their receipt by TAFE Queensland) due to any reason beyond the reasonable control of the TAFE Queensland;
- c. any theft, unauthorised access or third party interference;
- d. any tax liability incurred by a Scholarship Recipient; and
- e. participation in any aspect of the Scholarship Program.

#### **16. Contact details**

All correspondence relating to Scholarships should be directed to TAFE Queensland's scholarships team by email at [scholarships@tafeqld.edu.au](mailto:scholarships@tafeqld.edu.au).

#### **17. Privacy Statement**

TAFE Queensland is collecting your information to manage your application for a Scholarship and, if applicable, the award of Scholarships to successful Applicants, and in accordance with TAFE Queensland's

privacy policy which is located at <https://tafeqld.edu.au/privacy>.

If a Scholarship is supported by a Third Party Sponsor, your personal information will be disclosed and shared with that Third Party Sponsor. If you are under 18, your personal information will be disclosed and shared with your parent/guardian (unless you formally advise TAFE Queensland not to provide this information). Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact the TAFE Queensland scholarships team by email at [scholarships@tafeqld.edu.au](mailto:scholarships@tafeqld.edu.au).

### **18. Scholarship provider**

All Scholarships in the Scholarship Program are managed by TAFE Queensland through the TAFE Queensland Scholarship Foundation ABN: 15 697 577 363 of 1030 Cavendish Road, Mt Gravatt, Queensland 4122.

Third Party Sponsors may also support a Scholarship. Where a Third Party Sponsor supports a Scholarship offered by TAFE Queensland as part of the Scholarship Program, TAFE Queensland will include their details on the TAFE Queensland website <https://tafeqld.edu.au/scholarships>.