

2019 Federation University Australia Foundation

Paul Andrew Riley Scholarships

Selection and Administration Guidelines

Closing date for receipt of applications is Friday 29 March, 2019

1. Purpose

These guidelines underpin the allocation of Federation University Australia Foundation Scholarships, which are intended to enhance students' chances of succeeding at the Federation University Australia by awarding scholarships.

2. Scholarships available

Available for apprentices studying either Certificate III in Carpentry, Certificate III in Joinery or Certificate III in Cabinet Making enrolled at a FedUni campus, to the value of \$1,000 each.

3. Eligibility Requirements

3.1 Basic Eligibility Requirements

To meet the basic eligibility requirements for all Federation University Australia Foundation Scholarships, students will need to be:

- a) enrolled as a TAFE, VCAL, CALD, migrant, refugee, international or FAST student;
- b) undertaking studies at Federation University Australia for the full 2019 academic year at a FedUni campus;
- c) able to demonstrate financial circumstances;
- d) able to demonstrate commitment to study.

3.2 Financial Circumstances

A student is not eligible for a Federation University Australia Foundation Scholarship unless Federation University Australia is satisfied that the student is able to demonstrate financial status through their KickStart application on the basis of a comprehensive assessment conducted by or on behalf of Federation University Australia.

3.4 General Circumstances

Please note, a Scholarship application does not guarantee a place in the course of your choice.

The Scholarship holder is required to commence study no later than 1 March in the year in which the Scholarship commences.

Scholarships are not available to Federation University Australia employees, employed by the University at a time fraction of 0.5 or above.

Previous recipients of a Foundation Scholarship are not eligible to apply.

4. Applications, Assessment and Selections

- a. Applicants who do not complete KickStart will be ineligible.
- b. Personal and financial status will be assessed according to information provided in the KickStart registration.
- c. The selection process will be administered by the Federation University Australia Foundation with input from staff from Federation University Australia. Finance Department is responsible for payment to successful applicants.

5. Scholarship Payments

If successful in being awarded a Federation University Australia Foundation Scholarship, students will receive the scholarship payment for 2019 only.

6. Conditions of the Federation University Australia Foundation Scholarships

- a. A student must formally accept the scholarship offer in order to receive any payment, and in doing so, accepts the conditions of the scholarship.
- b. It is the responsibility of the student to maintain current contact details, including email, in the Federation University Australia Student Administration System (mysc.federation.edu.au).
- c. Students awarded a Federation University Australia Foundation Scholarship are not permitted to suspend their scholarship if they take leave from studies or defer their course.
- d. Termination of a Federation University Australia Foundation Scholarship will occur:
 - a) if a student ceases to meet the eligibility criteria; or
 - c) if Federation University Australia determines that the student:
 - i) has failed to maintain satisfactory academic progress and there are no extenuating circumstances for such failure; or
 - ii) has committed serious misconduct during a course of study whilst attending Federation University Australia including, but not limited to, the provision of false or misleading information.

7. Review / Appeal

Students with a grievance about the selection process should, in the first instance, direct their concerns to the Foundation Office. If the matter remains unresolved, students can access the University's Student Grievance Policy, which is available on the University's website

8. Donors

The Federation University Australia Foundation acknowledges with gratitude funds donated to the Foundation to support Foundation scholarships, and warmly thanks individual donors and their families for their generosity.

Successful recipients of a Foundation scholarship will be invited to attend an event with out donors to receive a scholarship certificate, and provide feedback to donors towards the end of 2019 on what it has meant to receive the scholarship.