



# Terms and Conditions Melbourne Access Scholarships

## 1 INTRODUCTION

In 2007, the Victorian College of the Arts will offer Melbourne Access Scholarships as part of the University of Melbourne's Special Access and Entry Scheme (Access and Equity).

You are expected to read and understand this Terms and Conditions document in its entirety before you accept the scholarship.

## 2 ACCEPTING A SCHOLARSHIP

You will receive an offer package containing:

- Letter of Offer
- Acceptance/Decline form
- Bank details form
- Terms and Conditions Booklet (this document)

To accept your scholarship return the Acceptance form (and bank details form if appropriate) by the date specified in your letter of offer, to:

Coordinator, Student Services and Scholarships  
Victorian College of the Arts  
234 St Kilda Road  
Melbourne VIC 3006

### 2.1 Obligations as a VCA Scholar

In accepting these Terms and Conditions you undertake to comply with your obligations as an Melbourne Access scholar as specified in this document and ensure that others, ie. your School, are aware of your obligations as a scholarship recipient.

## **2.2 Obligations of the Student and Academic Program Support Services Unit (Scholarships Office)**

We are your first point of contact for all matters relating to your scholarship. We aim to provide a service that is efficient, friendly and responsive to your needs. We are responsible for:

- scholarship allowance payments;
- advice on scholarship variations; and the
- academic progress review of scholars

## **3 CRITERIA OF AWARD**

### **3.1 Specific Scholarship Criteria**

The award of a **Melbourne Access Scholarship** is subject to your being offered a course place at the Victorian College of the Arts and enrolling in the course specified in your letter of offer.

### **3.2 Commencement**

All scholarships are awarded on the basis that you will commence study in the course and in the semester specified in your letter of offer.

### **3.3 Transfer of Scholarship at Commencement**

**Melbourne Access Scholarships** can only be transferred to another course offered by the Victorian College of the Arts and if the Victorian College of the Arts agrees.

### **3.4 Deferral**

The Victorian College of the Arts does not grant deferral of an offer of a place to a commencing student.

### **3.5 Full-time Study**

These scholarships are awarded on the basis that you will maintain a **full-time** enrolment. The normal workload for each year of a course is 100 points, 50 points per semester. A course load below **37.5** points per semester is **part-time**.

If you are unable to remain enrolled full-time in your sponsored course due to extenuating circumstances, you must seek approval from the Coordinator, Student Services and Scholarship, to retain your scholarship.

If you are permitted to retain your scholarship, you must maintain at least a 25 credit point enrolment each semester in your sponsored course and be enrolled full-time overall.

### **3.6 Holding Other Scholarships**

You may be permitted to hold other awards that enhance your studies at the Victorian College of the Arts provided that you obtain written approval from the Coordinator, Student Services and Scholarships and there is no conflict with the conditions pertaining to your Scholarship.

## **4 SCHOLARSHIP BENEFITS**

### **4.1 Tuition**

These scholarships provide a \$4000 annual contribution towards your HECS fees for up to four years, provided that you remain enrolled as a full-time student. This upfront contribution will attract the 20% discount and so effectively reduce your HECS bill in the course for which you hold the scholarship, provided that you remain enrolled as a full-time student.

### **4.2 Allowances**

You will be paid an allowance in February and July each year for up to four years as long as you remain enrolled as a full-time student. This allowance is \$2,000 per annum, \$1,000 per semester.

## **5 HONOURS YEAR**

You may apply to extend your scholarship to an Honours year. The Honours year must be undertaken during or in the year immediately following completion of your Bachelor program. Approval is at the discretion of the Victorian College of the Arts. Your scholarship will not extend beyond four years.

## **6 CONCURRENT DIPLOMAS**

Your scholarship will not fund a concurrent diploma. You may apply to enrol in and fund the diploma yourself. Approval is at the discretion of the Victorian College of the Arts.

## **7 CHANGES TO ENROLMENT**

You should be aware of the correct procedures for changing your enrolment so that your scholarship is not adversely affected. Failure to notify the Coordinator, Student Services and Scholarships of changes to your enrolment in due time may lead to the suspension of your scholarship.

If your application is not approved you may be required to pay back any amounts paid by the University to you or for your benefit for that semester. You will be entitled to continue your studies subject to the University's Statutes and Regulations outlined in your student diary.

### **7.1 Part-time Enrolment**

If your course load falls below 37.5 credit points per semester, your scholarship will be terminated unless there are exceptional extenuating circumstances, in which case, you must apply to the Coordinator, Student Services and Scholarships to request that your scholarship continue. Supporting documentation must be provided.

### **7.2 Leave of Absence**

It is not possible to take leave in your first year of study. When you take leave from your course you need to take leave from your scholarship as well. You will normally be granted up to 12 months leave during your course.

If you take leave or withdraw from subjects after the subject census date, the points of withdrawn subjects will be included in the calculation of your total sponsored points.

### **7.3 Return from Leave of Absence**

Notify the Coordinator, Student Services and Scholarships when you return from leave in order for your scholarship benefits to recommence.

#### **7.4 Internal Course Transfer**

An internal course transfer includes transferring to a course within the Victorian College of the Arts and transferring to a course offered by another faculty within the university.

Scholarships may be transferred to a new course within the Victorian College of the Arts with the approval of the Victorian College of the Arts.

#### **7.5 Discontinuation of Studies**

If you discontinue your course enrolment, your scholarship will be withdrawn. You may be required to pay back any amounts paid by the University to you, or for your benefit, for that semester.

#### **7.6 Studying Overseas**

Your scholarship will continue if you are accepted into the Melbourne Abroad Exchange Program. If you undertake independent study through Study Abroad, you will be placed on leave from your scholarship for the duration.

#### **7.7 Disallowed Variations**

Your scholarship will not fund fees payable for:

- Complementary Studies undertaken at another university;
- Community Access Program (CAP) subjects;
- Repeating failed subjects; or
- Undertaking additional subjects in lieu of failed subjects.

### **8 SATISFACTORY ACADEMIC PROGRESS**

The Coordinator, Student Services and Scholarships reviews the academic progress of all scholars each semester.

#### **8.1 Requirements**

You are expected to maintain satisfactory academic progress each year and to progress through your course in minimum time. This usually requires a pass in all subjects in each year of your course.

#### **8.2 Unsatisfactory Academic Progress**

If you do not meet the progress requirements of your scholarship, you will be given the opportunity to make a written submission to the Coordinator, Student Services and Scholarships.

### **9 TERMINATION OF SCHOLARSHIP**

#### **9.1 Grounds for Termination**

Your scholarship may be terminated if, after proper inquiry, the Victorian College of the Arts determines that:

- you are not making satisfactory progress;
- you have not complied with the conditions of your scholarship; or
- you have not conformed to the obligations placed on students under the University's Statutes and Regulations outlined in your student diary.

## **9.2 Consequences of Termination**

If your scholarship is terminated you will normally be entitled to continue your studies provided that you have maintained satisfactory academic progress in your course and subject to the University's Statutes and Regulations. You may be required to pay back any amounts paid by the University to you or for your benefit for that semester.

## **10 MISREPRESENTATIONS**

The award of your scholarship is based on the information that you provide to the University. Your scholarship may be withdrawn at any stage if you provide incorrect information or withhold relevant information.

## **11 REVIEW OF SCHOLARSHIP DECISIONS**

### **11.1 Review Processes**

The University has established processes that enable you to apply for a review of any decision affecting your scholarship. If you are dissatisfied with a decision you may apply in writing to the Coordinator, Student Services and Scholarships, for a review.

### **11.2 Review Appeals**

If you still feel that a matter is not adequately resolved you may then appeal in writing to the Academic Board. Notice of an intention to appeal an academic progress recommendation should be lodged with the Coordinator, Student Services and Scholarships.

## **12 CENTRELINK AND TAXATION**

The College is unable to provide advice on Centrelink and taxation matters. Your letter of offer contains information about the benefits of your scholarship; retain this document as your record for Centrelink and Taxation purposes. For more information go to: [www.ato.gov.au](http://www.ato.gov.au) and [www.centrelink.gov.au](http://www.centrelink.gov.au)