

INFORMATION FOR PRINCIPALS OR EQUIVALENTS

This document provides information for School Principals or TAFE equivalents for students who have received a DHHS Student Scholarship.



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DHHS STUDENT SCHOLARSHIP PROGRAM

OVERVIEW

The Department of Health & Human Services (DHHS) Student Scholarship Program helps young people living in public or community housing, or those at risk of homelessness, get the support they need to stay at school and achieve their full potential.

The Victorian Government funds the Student Scholarship Program to help young people stay engaged with education and complete years 11 and 12.

The funds from the scholarship can be used for items that broadly assist educational participation and achievement such as books, computer equipment, disability aids or child care.

Aside from financial assistance, the program also acknowledges students for their effort and attendance, and supports them to build a solid foundation for their future.

SCHOLARSHIP FUNDS

HOW ARE THE SCHOLARSHIP FUNDS ADMINISTERED?

Where possible, the institution should purchase goods on behalf of the scholarship recipient. Funds should not be given directly to the successful scholarship recipient wherever possible.

WHAT CAN THE FUNDS BE USED FOR?

The responsible school or TAFE staff member should work closely with the student to determine his or her needs and how the funds will best support their studies throughout the academic year. Funds received are to be used for the purpose of education-related expenses.

Staff members should ensure that when utilising the funds, purchases are cost-effective and reasonable for the purpose of assisting the student to reach their educational potential.

EXAMPLES OF APPROPRIATE EXPENSES

- **School / Course Fees**

School / course fees can be covered by the scholarship.

- **Books**

Books should directly relate to the student's chosen study course.

- **Computer Equipment**

If the student does not own suitable computer equipment, either at school or at home, and it is considered to be hindering the student's education then this would be a reasonable expense.

Responsible staff members are encouraged to undertake research to source the *most cost effective* options to serve the purpose for which it is required. For example, a suitable laptop for basic word processing functions can be sourced for around \$500.

- **Transportation**

Public transport costs are acceptable if the cost is associated with travel to and from school or TAFE.

- **Stationery**

Stationery such as pens, paper, exercise books, rulers and similar items are all acceptable purchases.



- **Uniform and Course-Related Clothing**

Uniform and course-related clothing is an acceptable expense but responsible staff members should first check the student is not eligible for support from State School's Relief prior to utilising the scholarship funds.

- **School Lunches**

The scholarship funds may be used for school lunches in cases where it is apparent that the student may not be eating well and that this is impacting on their studies.

- **Excursions**

School excursions are an acceptable use of the funds. For example, day trips or camps that are educational and relate to the recipient's course of study may be considered acceptable.

- **Tutoring**

If the student requires external tutoring outside of school / TAFE hours this would be an acceptable cost.

- **Other**

The responsible staff member should use their discretion when a student's needs are complex. For example, scholarship funding might be acceptable to be used for child care costs if the student is a young parent and this was identified as hindering their education. Another example could be purchasing a desk to assist the student to complete school work at home.

If the responsible staff member is unsure whether an expense is appropriate, they should contact the Kids Under Cover Scholarship Coordinator to discuss.

WHAT THE FUNDS SHOULD NOT BE USED FOR

- **Back-dated Expenses and Debt**

Scholarship funds must not be used to cover backdated educational expenses / debt incurred in previous years.

- **Expenses for Other Family Members**

The funds cannot be used to pay for education expenses for the recipient's family members.

UNSPENT FUNDS

Scholarship funds should be spent and accounted for by **no later than 26 October** of the year for which the scholarship is allocated. Any unspent funds at this date should be returned to Kids Under Cover via Electronic Funds Transfer (EFT).

REPORTING REQUIREMENTS

RESPONSIBLE STAFF MEMBER DUTIES

The responsible school or TAFE staff member is responsible for undertaking various administration tasks on behalf of the successful scholarship student. The responsible staff member is required to complete the following reporting requirements for each application they are responsible for administering:

EXPENDITURE AND EVALUATION FORM

An online Expenditure Form will be available as soon as the scholarship funds have been transferred into the school or TAFE bank account.

The Expenditure Form will ask the responsible staff member to tick the applicable expenditure categories and provide receipts and / or financial statements showing evidence of expenses.

Responsible staff members are required to complete a short online Evaluation Form for each scholarship recipient at the end of the academic year to evaluate the impact the scholarship has had on the student.

These forms should be completed by no later than 26 October.

CHANGES IN CIRCUMSTANCES

The responsible staff member should inform the Kids Under Cover Scholarship Coordinator if there are any changes in the recipient's circumstances which may affect the scholarship. Changes in circumstances include:

- the scholarship recipient disengages from education;
- the scholarship recipient moves inter-state;
- the scholarship recipient changes school or TAFE;
- the scholarship recipient changes the type of course they wish to study;
- change of responsible staff member (in the same school or TAFE).

ENQUIRIES

Kids Under Cover manage the Student Scholarships Program on behalf of the Department of Health & Human Services (DHHS). For enquiries please contact the Kids Under Cover Scholarship team.

Email: scholarship@kuc.org.au

Telephone: (03) 9429 7444

