

# Student Scholarships 2019

## **INFORMATION PACK FOR SCHOOL & TAFE STAFF**

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This document provides information for staff members who are responsible for administering a DHHS Student Scholarship on behalf of a student.



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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 Victorian CE / VCAL.

The funds from the scholarships 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.

## **RESPONSIBLE STAFF MEMBER DUTIES**

### **OVERVIEW**

The responsible school or TAFE staff member is responsible for undertaking various administration tasks on behalf of the successful scholarship student.

As well as enabling the student to access the scholarship funds for appropriate education-related expenses, the responsible staff member is required to record how the scholarship has been spent online, as well as provide evidence of expenditure (i.e. receipts, financial statements etc).

At the end of the academic year, the responsible staff member should complete an Evaluation Survey with input from the scholarship student. The information gathered in this survey is used to evaluate the Scholarship Program.

## **SCHOLARSHIP FUNDS**

### **WHEN WILL THE SCHOLARSHIP FUNDS BE PAID?**

Unless otherwise stated, \$1,100 will be deposited into the bank account of the educational institution outlined on the submitted application form in November. The responsible staff member should liaise with the institution's accounts department to ensure the recipient can access the full scholarship funds throughout the academic year.

### **HOW DO I ADMINISTER THE SCHOLARSHIP FUNDS?**

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 education-related expenses, the definition of which is broad and gives the responsible staff member flexibility to tailor the funds to each student's individual circumstances.

Staff members should ensure 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 is considered to hinder 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 an acceptable use of the scholarship funds 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 any expenses relating to the recipient's family members.



## UNSPENT FUNDS

Scholarship funds should be spent and accounted for by the **26<sup>th</sup> of October** 2019. Unspent funds should be returned to Kids Under Cover. Electronic Funds Transfer (EFT) to the bank account detailed below is preferred. Please ensure remittance / payment confirmation is sent to [accounts@kuc.org.au](mailto:accounts@kuc.org.au) and the reference includes the student's Application ID. The Application ID is a unique identifier given to each application that begins with DHHSYYYY and ends in 3 digits (e.g. DHHS2019111). It is very important that you provide the correct Application ID when returning unspent funds.

### Bank Transfer Details (Preferred)

*Name of Bank:* St. George Bank  
*Account Name:* Kids Under Cover Operating Account  
*BSB:* 333-030  
*Account No:* 700285625  
*Reference:* Application ID  
*Remittance Email:* [accounts@kuc.org.au](mailto:accounts@kuc.org.au)

## REPORTING REQUIREMENTS

### ONLINE ADMINISTRATION AND LOGIN WEBPAGE

All administration is conducted online via the Kids Under Cover Scholarship Management System, powered by *SmartyGrants*. To login to *SmartyGrants*, the responsible staff member should go online to:

[dhsstudentscholarships.smartygrants.com.au/applicant/login](https://dhsstudentscholarships.smartygrants.com.au/applicant/login)

It is recommended that this page is 'bookmarked' or saved as a 'favourite' for easy access.

The responsible staff member is required to complete the following reporting requirements for each application they are responsible for administering:

### EXPENDITURE AND EVALUATION FORMS

- An online Expenditure Form will be available as soon as the scholarship funds have been transferred into the school or TAFE bank account. This online form can be accessed via *SmartyGrants*.
- Each application submitted was given a unique Application ID number. Upon login to *SmartyGrants*, the responsible staff member should click "My Submissions" (located at the top left of the screen directly under the Student Scholarships banner) to see a list of all applications. An Expenditure Form will be attached to each successful application form.
- To complete the form, the responsible staff member should tick the applicable expenditure categories and upload receipts and / or financial statements showing evidence of expenses.
- For those staff members responsible for administering scholarships on behalf of multiple students, it is important that an expenditure form is completed for each scholarship recipient.
- Kids Under Cover strongly advise responsible staff members to complete the Expenditure Form as soon as the funds have been spent. Staff members can save the Expenditure Form but it should not be submitted until all of the scholarship funds have been utilised and accounted for.
- Responsible staff members are required to complete a short online Evaluation Form for each scholarship recipient. This online form will be accessible via the responsible staff member's *SmartyGrants* account.
- The Expenditure Form will be available throughout the academic year. The Evaluation Form will be available at the end of term three. Both should be completed by **no later than the 26<sup>th</sup> of October** 2019.



## CHANGE 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. Change 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).

Depending on the change, the staff member may be required to arrange a handover of the scholarship to a different staff member within their current school or a staff member at a new 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](mailto:scholarship@kuc.org.au)

**Telephone:** (03) 9429 7444

