

INFORMATION PACK FOR SCHOLARSHIP RECIPIENTS

This information pack contains information for students who have received a DHHS Student Scholarship. It provides information about how the scholarship works and what your responsibilities are as a scholarship recipient to enable you to get the most out of your 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 MUCH IS THE SCHOLARSHIP?

The student scholarship you have been awarded is \$1,100.

WHEN CAN I USE THE MONEY?

The scholarship has been awarded to assist you to complete your Y11 or Y12 VCE / VCAL studies at school or TAFE. The scholarship funds should be spent by the end of the academic year.

HOW DO I GET THE MONEY?

The scholarship funds will be paid directly to your school or TAFE bank account. The staff member who submitted the application form is responsible for the administration of your scholarship. You should speak to your responsible staff member about how the scholarship funds can be used.

In most cases, your responsible staff member will purchase goods on your behalf.

WHAT CAN THE SCHOLARSHIP BE USED FOR?

- **School / TAFE Course Fees**

School / TAFE course fees can be covered by the scholarship funds.

- **Books**

Books should directly relate to your chosen study course.

- **Computer Equipment**

If you do not own suitable computer equipment and this is considered to hinder your education, then this would be a reasonable expense. You should attempt 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 can be bought 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 paper, exercise books, pens, pencils, erasers, rulers, and similar items are all acceptable purchases.

- **Uniform and Clothing**

Uniform and course-related clothing is an acceptable use of funds. However, there are other organisations that can assist with these expenses for example, State School's Relief. It is recommended that you check your eligibility for these other services before spending the scholarship funds on these items.

- **Excursions**

School excursions may be an acceptable use of the funds if they are educational and relate to your course of study.

- **Other**

You should speak to the staff member responsible for the administration of your scholarship if you wish to use the scholarship funding for any other education-related expenses not included above. For example, you may not have a desk at home to do your homework and this may be an acceptable expense.

WHAT THE SCHOLARSHIP 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 your family members who are not scholarship recipients.

YOUR RESPONSIBILITIES AS A SCHOLARSHIP RECIPIENT

Change in Circumstances

It is extremely important that you keep the staff member responsible for the administration of your scholarship updated with any changes to your study that may affect your scholarship.

Change in circumstances include if you are:

- Intending to leave school or TAFE;
- Intending to move to a new school or TAFE in Victoria;
- Moving inter-state;
- Changing type of study course (e.g. you no longer intend to study VCE / VCAL).

Please see the relevant sections below for more information about your responsibilities in such circumstances.

Intending to leave school or TAFE

- If you leave school or TAFE and you are not intending to enrol in another course you will not be able to use your scholarship funds. You should inform your responsible staff member and be issued with a formal exit form or letter.

Intending to move to a new school or TAFE in Victoria

- If you are intending to move to a new school or TAFE in Victoria to undertake Y11 or Y12 VCE / VCAL studies, you are still entitled to the scholarship.

Please Note: Not all types of educational institution are eligible. Victorian Government Secondary Schools and TAFEs are examples of approved educational institutions. Your responsible staff member should contact Kids Under Cover to discuss if your new educational institution is anything other than a Victorian Government Secondary School or TAFE.

- You must notify your responsible staff member as soon as possible so they are able to arrange a handover to the new school or TAFE.
- It is your responsibility to inform the staff member responsible for your scholarship if you wish to maintain access to the scholarship funds.

Moving Interstate

- As the Student Scholarships Program is a Victorian Government initiative, if you move interstate you will not be able to access the scholarship funds.

Changing Type of Study Course

- If you are thinking about changing the course you plan to study (for example, from VCAL to Certificate III) you should inform your responsible staff member as some courses may not be considered eligible for using the scholarship funds.

WHAT HAPPENS WHEN ALL THE MONEY HAS BEEN SPENT?

The staff member responsible for the administration of the scholarship is required to complete an Expenditure Form to let us know how the funds have been used. They will be asked to provide evidence of expenses (for example by sending receipts for all purchases).

This staff member is also required to complete a short online Evaluation Survey to inform us of the impact the scholarship has had on you. Your responsible staff member will ask for your input to complete this form. Both forms should be completed by no later than the 26th of October 2018.

QUESTIONS

If you have any questions, you should first speak to the school or TAFE staff member responsible for the administration of your scholarship. If you have any further questions you can speak to the Kids Under Cover Scholarship team. Call (03) 9429 7444 or email scholarship@kuc.org.au.

