

Student Scholarships 2019

SCHOLARSHIP HANDOVER TERMS & CONDITIONS

OVERVIEW

If the school or TAFE staff member responsible for administering the DHHS Student Scholarship changes, the new responsible staff member must agree to the following Scholarship Handover Terms and Conditions.

SCHOLARSHIP FUNDS*

- The Student Scholarship is a value of \$1,100 to be used for the purpose of education-related expenses. The responsible staff member should work closely with the scholarship recipient to determine their needs and how the funds will best assist them in their studies.
- The responsible staff member is responsible for the administration of the scholarship and should liaise with their education institution's accounts department to ensure recipients have access to the scholarship funds.
- The scholarship funds should only be used to cover educational expenses incurred in the academic year in which the scholarship was awarded and cannot be used to cover back-dated expenses incurred by the applicant.
- Scholarship funds should not be used to cover expenses for any individual other than the scholarship recipient unless authorised by the Department of Health & Human Services and Kids Under Cover.
- Any unspent funds should be returned to Kids Under Cover by 26 October 2019.

ADMINISTRATION AND REPORTING REQUIREMENTS

- Administration of the scholarship is conducted through the Kids Under Cover online scholarship management service powered by *SmartyGrants*. The responsible staff member therefore agrees to supply a valid email address and create a free online *SmartyGrants* account for the purpose of administering the scholarship.
- The responsible staff member is expected to account for the entire scholarship fund of \$1,100 by 26 October 2019. An online expenditure form will be available via the responsible staff member's *SmartyGrants* account and should be submitted once the entire scholarship funds have been utilised. Copies of receipts and / or financial statements should be uploaded and attached to the online Expenditure Form (if applicable).
- Prior to the completion of the academic year, the responsible staff member is required to complete an online Evaluation Form. This form evaluates the impact of the scholarship on the student's educational aspirations and general well-being.
- The responsible staff member will receive Kids Under Cover updates and information in regards to the DHHS Student Scholarship Program throughout the year.
- If circumstances change for the responsible staff member and / or the scholarship recipient, Kids Under Cover must be notified via submission of the online Change of Circumstances Notification Form. The responsible staff member must then follow the appropriate Change of Circumstance process if applicable.

* It is recognised that in some circumstances the terms and conditions relating to the administration of the scholarship funds may not be applicable (for example if the scholarship recipient has moved to a new school or TAFE after the scholarship funds have already been spent).