

Handover Terms & Conditions

This document provides handover terms & conditions for staff members who are responsible for administering a DFFH Student Scholarship

Scholarship Handover Terms & Conditions

OVERVIEW

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

Scholarship Funds

- 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. The Student Scholarship valued at \$1,100 (GST free) is 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 in their studies.
- The allocated 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 and Human Services and Kids Under Cover.
- Any unspent funds should be returned to Kids Under Cover by the 28th of October 2022.

Administration and Reporting Requirements

- Administration of the scholarship is conducted through the Kids Under Cover online portal. The responsible staff member therefore must supply a valid email address and agrees to complete and upload all required scholarship information via Kids Under Cover's online portal for the purpose of administering the scholarship.
- The responsible staff member is expected to account for the entire scholarship fund of \$1,100 by 28 October 2022. Online expenditure must be submitted with attached receipts and / or financial statements via Kids Under Cover's online portal and should be submitted once the entire scholarship fund has been utilised. If required, a template for a financial statement is available on Kids Under Cover's website.
- Prior to the completion of the academic year, the responsible staff member is required to complete an online evaluation survey. 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 DFFH Student Scholarships Program at the beginning of each school term 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 form. The responsible staff member must then follow the appropriate Change of Circumstance process if applicable.