

# Information for Scholarship Recipient

This document provides information for recipients of a DFFH Student Scholarship for the 2022 educational year

## DFFH STUDENT SCHOLARSHIP PROGRAM

### OVERVIEW

The Department of Families, Fairness and Housing (DFFH) 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 VCE / 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 childcare.

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 (GST free).

#### 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 funds are usually transferred to your school or TAFE in December. The scholarship funds must be spent before 28 October 2022.

#### 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 FUNDS BE USED FOR?

##### Examples of appropriate expenses include:

- 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 you do not own suitable computer equipment, either at school or at home, and is considered to hinder your education, then this would be a reasonable expense.

- **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 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 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 you require external tutoring outside of school / TAFE hours this would be an acceptable cost.

- **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 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.

## 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 Scholarship 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 28<sup>th</sup> of October 2022.

## **ENQUIRIES**

Kids Under Cover manage the Student Scholarships Program on behalf of DFFH. For enquiries please contact the Kids Under Cover Scholarship team.

Email: [scholarship@kuc.org.au](mailto:scholarship@kuc.org.au)