

CHANGE OF CIRCUMSTANCES GUIDELINES

The responsible school or TAFE staff member is required to inform the Kids Under Cover Scholarship team of any change in circumstance that may affect an awarded scholarship. This document outlines what needs to be done if there is a change in circumstances.

HOW TO NOTIFY KIDS UNDER COVER OF A CHANGE IN CIRCUMSTANCE

STEP ONE:

Responsible staff members must log into the Kids Under Cover portal.

STEP TWO:

A change of circumstances form can be submitted for all **approved** scholarship applications.

Under your active scholarship applications, click the arrow symbol of the appropriate young person then click the **change of circumstances** button.

My Active Scholarship Applications					
APPLICATION ID	APPLICANT	LOCATION	STATUS	DATE SUBMITTED	
DHHS2020004	Cooper Cooper		Approved	30/04/2019	▼
KUC2019061	Sam Smith		Not Approved		Acquittals
KUC2019062	Samantha Smith		In Progress		Change of Circumstances

STEP THREE:

Select the appropriate change of circumstance, and complete all other fields, then click **next**.

Please note: If scholarship funds have already been spent, please complete an acquittal and upload the relevant receipts and / or invoices.

The screenshot shows a web form titled "Change of Circumstance" with a "Support Docs" link. Under the "CHANGE DETAILS" section, there is a dropdown menu with the instruction: "* Please choose the most appropriate option to represent the change in circumstance." The dropdown is open, showing several options: "None --", "Recipient is moving to a new school or TAFE", "Change of responsible staff member (within the same school or TAFE)", "Recipient is changing type of study course (no longer studying VCE / VCAL)", "Recipient has disengaged from education", "Recipient has moved interstate", and "Other". Below this is a date field with the instruction: "* When will this change occur?" and a calendar icon. Under the "SCHOLARSHIP FUNDS" section, there is another dropdown menu with the instruction: "* Has any of the scholarship been spent?" and the option "-- None --". At the bottom right, a blue "Next" button is circled in red.

STEP FOUR:

If you have selected **recipient is moving to a new school or TAFE** option, use the **school search** function to search for the young person's new institution.

The screenshot shows a web form titled "New School" with tabs for "Change of Circumstance", "New School", "New Contact", and "Support Docs". Under the "SCHOOL DETAILS" section, there is a search bar labeled "School Search" with the text "Albert" entered. Below the search bar, a list of schools is displayed, including "Alberton Primary School" and "Albert Park College". The "School Search" label is circled in red.

STEP FIVE:

If you're changing **responsible contacts** for the young person, fill out all relevant fields on the page, click that you have **read the change of circumstances guidelines** then click **next**.

Change of Circumstance New School **New Contact** Support Docs

NEW RESPONSIBLE STAFF MEMBER

* Salutation: -- None --
* Position: -- None --
* First Name: [text input]
* Last Name: [text input]
* Work Phone: [text input]
* Work Email: [text input]

TERMS & CONDITIONS

Terms and Conditions content is going from the Community Content object with "CHANGE_OF_CIRCUMSTANCE_TERMS_AND_CONDITIONS" placeholder.

I, as the responsible staff member, have read the Change of Circumstances Guidelines document and understand my role and responsibilities in this process.

Previous **Next**

STEP SIX:

Upload files if applicable, then click **save**.

Change of Circumstance New School New Contact **Support Docs**

Upload Files Or drop files

000608_Invoices_2018_Term2 (1)

Previous **Save**

CHANGE OF CIRCUMSTANCES DESCRIPTIONS

DISENGAGEMENT FROM EDUCATION

Disengagement from education may occur in the following circumstances:

- The student informs the responsible school or TAFE staff member that they will be disengaging from education (e.g. they will be entering employment);
- The student does not inform the responsible school or TAFE staff member of their intention to disengage, but does not return to the school or TAFE at the beginning of the academic year;
- The student stops attending at some point during the academic year for a substantial concurrent period, and does not enrol at an alternative educational institution.

Before submitting a *Change of Circumstances Notification Form*, the responsible staff member should confirm the disengagement and attempt to obtain formal / written documentation confirming the disengagement. This may be information from the school or TAFE (i.e. a school exit form), or it could be from the scholarship recipient or legal guardian (i.e. a signed letter stating they have disengaged).

If the student has enrolled at a new school or TAFE in Victoria to undertake Y11 or Y12, they are still entitled to the scholarship funding. The responsible staff member should follow the change of circumstances process for a Change of School or TAFE below in this document.

CHANGE OF SCHOOL OR TAFE

The scholarship has been awarded and the student enrolls at a new State Secondary School or TAFE to study VCE / VCAL for the academic year; or the student changes School or TAFE mid-year.

Please Note: Not all types of educational institutions are eligible. Please contact the Kids Under Cover Scholarship Coordinator to discuss if the new educational institution is anything other than a Victorian Government Secondary School or TAFE.

CHANGE OF RESPONSIBLE STAFF MEMBER (IN SAME SCHOOL OR TAFE)

This refers to a change of staff member responsible for scholarship administration in the same school or TAFE. For example, the responsible staff member will be taking long-term leave so the administration of the scholarship has been delegated to another staff member.

Please Note: It is possible to transfer individual and multiple scholarship applications associated with a SmartyGrants account. Therefore, Kids Under Cover can arrange for a bulk transfer of all scholarship applications to a new staff member; or can arrange for individual applications to be transferred to various staff members. Contact the Kids Under Cover Scholarship Coordinator for more information.

MOVE INTERSTATE

As the DHHS Student Scholarships Program is a Victorian Government initiative, scholarship recipients who move interstate will not be able to access the scholarship funds.

CHANGE OF STUDY COURSE

Students can utilise their scholarship funding to undertake Vocational Education and Training (VET) qualifications so long as they are ultimately contributing to the completion of a VCE or VCAL qualification.

Students who complete all or part of a nationally recognised qualification may receive credit towards satisfactory completion of their VCE and / or VCAL. Recognition can be achieved through being:

- enrolled in a Victorian Curriculum and Assessment Authority (VCAA) approved VCE / VET program, or in a school-based or part-time apprenticeship or traineeship.

If a scholarship recipient changes their study course to something other than the description above (e.g. the student decides to undertake a Diploma at TAFE rather than continuing VCE or enrolling in a VET program in the VCE at Secondary School) the student may forfeit their scholarship.

In such circumstances, information about the new study course and new institution (if applicable) should be provided to Kids Under Cover. A decision regarding whether the student is or is not approved to use the scholarship funds for the new course will be made at the discretion of DHHS and Kids Under Cover.

FREQUENTLY ASKED QUESTIONS

Should I undertake a change in circumstances process if the change in responsible staff member is a temporary arrangement (e.g. if I am taking short-term leave for a holiday)?

The change of circumstances process should only be initiated if the change in responsible staff member is a permanent change. However, Kids Under Cover should be informed of a temporary contact person in periods of prolonged absence.

What is the process if the student moves school or TAFE prior to the start of the academic year, and the scholarship funds have not yet been transferred to our school or TAFE bank account (as originally stated in the application form)?

The *Change of Circumstances Notification Form* will ask the original responsible staff member to provide the new school and TAFE bank details. Once this form is submitted, the scholarship handover has been initiated and Kids Under Cover Scholarship Coordinator will arrange for the funds to be transferred into the new school or TAFE bank account.

What do I do if the entire scholarship funds have been spent and then the student moves to a new school or TAFE? Do I still need to complete an Expenditure Form?

The responsible staff member should complete and submit a *Scholarship Expenditure Form* to record where the scholarship funds have been spent whilst the student was at their school or TAFE.

If all funds have been spent before the student moves to a new school or TAFE, why does the responsible staff member need to organise a Scholarship Handover to a staff member at the new institution?

The new school or TAFE would still be expected to provide support to the student and to complete a *Scholarship Evaluation Form* at the end of the academic year. This form comments on the student's progress throughout the year and how the scholarship has impacted upon the student which is important in assisting with evaluation and continued improvement of the DHHS Student Scholarships Program.

If some of the funds have been spent and I am arranging for the remaining funds to be transferred to the new school or TAFE, should I complete the Expenditure Form or is it the responsibility of the new responsible staff member at the new school or TAFE?

The original responsible staff member should only complete the *Scholarship Expenditure Form* for expenses made at their school or TAFE. The new responsible staff member will be provided with another Expenditure Form to account for remaining funds. *Please Note: The expenditure form should be submitted before submitting the Change of Circumstances Notification Form as this finalises the scholarship handover process.*

What if the student moves to a new school or TAFE and the new institution is unable (or unwilling) to take on the responsibility of administering the scholarship?

The school or TAFE staff member should contact the Kids Under Cover Scholarship Coordinator to discuss.

If the student moves to a new school or TAFE do I still need to complete an Evaluation Form?

The responsible staff member should complete and submit a *Scholarship Evaluation Form* if funds were spent even if the student moves schools.

The scholarship recipient was doing VCE at the time of application but has since enrolled in VCAL. Do I need to submit a Change of Circumstances Notification Form?

No. You do not need to submit a Change of Circumstances Notification Form as the student is still undertaking an approved study course (VCE / VCAL). You will only need to submit a form if the student is completing VCAL at a different institution.

The scholarship recipient has decided to undertake a Certificate II in Community Services. Should I submit a Change of Circumstances Notification Form?

If the Certificate will not contribute as credit towards a VCE or VCAL qualification, then you are required to submit a Change of Circumstances Notification Form to notify Kids Under Cover of the change. However, you do not need to submit the form if the Certificate is being undertaken under an approved arrangement where the qualification will ultimately contribute to the completion of a VCE or VCAL qualification.

QUERIES

Please contact the Kids Under Cover Scholarship team via email at scholarship@kuc.org.au or by phone on (03) 94 9 7444 with any queries or for more information.