

Information for Principal or Equivalent

This document provides information for Principals or Equivalent regarding the DFFH Student Scholarship Program for the 2027 academic 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.

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 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 ARE THE SCHOLARSHIP FUNDS ADMINISTERED?

Where possible, the institution should purchase goods on behalf of the scholarship recipient. Funds **should not** be given directly to the successful scholarship recipient wherever possible.

WHAT CAN THE SCHOLARSHIP BE USED FOR?

- 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 the student does not own suitable computer equipment, either at school or at home, and it is considered to be hindering the student's education then this would be a reasonable expense.

Responsible staff members are encouraged to undertake research to source the *most cost effective* options to serve the purpose for which it is required.

- Transportation

Public transport costs are acceptable 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 expense, but responsible staff members should first check the student is not eligible for support from State School's Relief prior to utilising the scholarship funds.

- School Lunches

The scholarship funds may be used for school lunches, to a maximum of \$200, in cases where it is apparent that the student may not be eating well and that this is impacting on their studies.

- 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 the student requires external tutoring outside of school / TAFE hours this would be an acceptable cost.

- Other

The responsible staff member should use their discretion when a student's needs are complex. For example, scholarship funding might be acceptable to be used for childcare costs if the student is a young parent and this was identified as hindering their education. Another example could be purchasing a desk to assist the student to complete schoolwork at home.

If the responsible staff member is unsure whether an expense is appropriate, they should contact the Kids Under Cover Scholarship for more information.

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 education expenses for the recipient's family members.

UNSPENT FUNDS

Unspent scholarship funds over \$100 in value per recipient should be returned by **no later than 31 October 2027**. Any unspent funds at this date should be returned to Kids Under Cover via Electronic Funds Transfer (EFT).

REPORTING REQUIREMENTS

EXPENDITURE AND SURVEY

The responsible staff member has the ability to upload expenditure information as soon as the scholarship funds have been transferred into the school or TAFE bank account. The Expenditure Form will ask the responsible staff member to tick the applicable expenditure categories and provide receipts and / or financial statements showing evidence of expenses. Responsible staff members are also required to complete a short online Evaluation Survey for each scholarship recipient at the end of the academic year to evaluate the impact the scholarship has had on the student.

These forms should be completed by **no later than 31 October 2027**.

CHANGES IN CIRCUMSTANCES

The responsible staff member should inform Kids Under Cover Scholarship if there are any changes in the recipient's circumstances which may affect the scholarship. Changes in circumstances include:

- the scholarship recipient disengages from education;
- the scholarship recipient moves inter-state;
- the scholarship recipient changes school or TAFE;
- the scholarship recipient changes the type of course they wish to study;
- change of responsible staff member (in the same school or TAFE).

The responsible staff member must update this information on the Kids Under Cover portal.

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

Telephone: (03) 9107 4333