Information for School and TAFE Staff

This document provides information for staff members who are responsible for administering a DFFH Student Scholarship for the 2027 academic year

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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 / VCE Vocational Major for the 2027 academic year.

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.

RESPONSIBLE STAFF MEMBER DUTIES

The responsible school or TAFE staff member is responsible for undertaking various administration tasks on behalf of the successful scholarship student.

As well as enabling the student to access the scholarship funds for appropriate education-related expenses, the responsible staff member is required to record how the scholarship has been spent online, as well as provide evidence of expenditure (i.e. receipts, financial statements etc).

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.

SCHOLARSHIP FUNDS

WHEN WILL THE SCHOLARSHIP FUNDS BE PAID?

Unless otherwise stated, $1,100 (GST free) will be deposited into the bank account of the educational institution outlined on the submitted application form in December 2025. The responsible staff member should liaise with the institution's accounts department to ensure the recipient can access the full scholarship funds throughout the academic year.

HOW DO I ADMINISTER THE SCHOLARSHIP FUNDS?

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 FUNDS BE USED FOR?

The responsible school or TAFE staff member should work closely with the student to determine his or her needs and how the funds will best support their studies throughout the academic year. Funds received are to be used for education-related expenses, the definition of which is broad and gives the responsible staff member flexibility to tailor the funds to each student's individual circumstances.

Staff members should ensure when utilising the funds, purchases are cost-effective and reasonable for the purpose of assisting the student to reach their educational potential.

If you are unsure if your scholarship purchase is eligible, please contact Kids Under Cover before approving the expenditure.

EXAMPLES OF APPROPRIATE EXPENSES

- School / Course Fees

Compulsory School / course fees can be covered by the scholarship. Any non-compulsory/optional school fees are not 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 is considered to hinder 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 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 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

If you wish to use more than $200 on food for a student, please contact us. The scholarship funds may be used for school lunches 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 child care 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 school work at home.

If the responsible staff member is unsure whether an expense is appropriate, they should contact the Kids Under Cover Scholarship Coordinator to discuss.

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.

UNSPENT FUNDS

Scholarship funds should be spent and accounted for by the 31st of October 2027.

Unspent funds over $100 should be returned to Kids Under Cover. Electronic Funds Transfer (EFT) to the bank account detailed below is preferred.

Kids Under Cover's Bank details are as follows:

Name of Bank: St. George Bank

Account Name: Kids Under Cover Operating Account

BSB: 333-030

Account No: 700285625

Reference: Application ID

Remittance Email: accounts@kuc.org.au

REPORTING REQUIREMENTS

ONLINE ADMINISTRATION AND LOGIN WEBPAGE

All administration is conducted online via the Kids Under Cover's online portal. To login to, the responsible staff member should go online to:

https://kuc.force.com/portal/s/login/

It is recommended that this page is 'bookmarked' or saved as a 'favourite' for easy access. Please note that your username is your allocated email address.

The responsible staff member is required to complete the following reporting requirements for each application they are responsible for administering:

EXPENDITURE AND EVALUATION

- The ability to submit expenditure will be available as soon as the scholarship funds have been transferred into the school or TAFE bank account. This online form can be accessed via Kids Under Cover's online portal. The ability to submit expenditure will be available throughout the academic year. The Evaluation Form will be available for submission at the end of term three. Both should be completed by no later than the 31st of October 2027.
- Each application submitted was given a unique Application ID number. Upon login to the portal, the responsible staff member should click the "Scholarships" tab and scroll downwards to see a list of all submitted applications from your institution. Click the arrow button next to each successful applicant to submit acquittals.
- To submit expenditure, the responsible staff member must select the applicable expenditure categories and upload receipts and / or financial statements showing evidence of said expenses.
- For those staff members responsible for administering scholarships on behalf of multiple students, it is important that an expenditure form is completed for **each scholarship recipient individually.**

- Kids Under Cover strongly advise responsible staff members to submit expenses as soon as the funds have been spent.
- Responsible staff members are required to complete a short online Evaluation Survey for each scholarship recipient.

CHANGE IN CIRCUMSTANCES

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

Depending on the change, the staff member may be required to arrange a handover of the scholarship to a different staff member within their current school or a staff member at a new school or TAFE.

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