



**Australian Government**  
**Indigenous Business Australia**

# **IBA Scholarship Fund Guidelines for Applicants**

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## **Background Information**

### **Indigenous Business Australia**

Indigenous Business Australia (IBA) is an Australian Government Statutory Authority with a charter to advance the commercial and economic interests of Indigenous Australians. Its vision is for a nation in which the First Australians are economically independent and an integral part of the economy.

More information on IBA can be found at [www.iba.gov.au](http://www.iba.gov.au)

### **IBA Scholarship Fund**

The IBA Scholarship Fund aims to provide assistance to working mature-aged Indigenous people who aspire to achieving nationally recognised educational qualifications in the area of business and administrative skills development with a focus on financial, commercial and/or economic management.

This scholarship is focused on working mature age Indigenous people to bring valuable knowledge and skills into the scholarship recipient's workplace and community. This in turn can strengthen economic development and leadership within their community.

It is well recognised that mature-aged people make great personal and financial sacrifices in order to achieve greater levels of education to advance their personal and career goals. By providing both financial and structural support mechanisms, this scholarship is designed to relieve the financial burden and many of the structural burdens encountered when aspiring students wish to participate in further educational opportunities.

An overarching intention of the IBA Scholarship Fund is that it be flexible in awarding scholarship places depending on the individual needs and circumstances of the applicant. The IBA Scholarship Committee will consider all applications on a case by case basis.

### **What the IBA Scholarship Fund Offers**

The IBA Scholarship is for working mature age Indigenous people who wish to undertake study to further their knowledge and skills in commercial and economic management in the areas of:

- ⇒ Business
- ⇒ Finance
- ⇒ Leadership

The intention of the IBA Scholarship is for the scholarship recipients to use their skills and knowledge gained from their study to enrich the economic and financial development of their community.

This scholarship round is offered for study including;

- ⇒ Vocational Education Training (VET) course
- ⇒ TAFE course
- ⇒ Undergraduate Degree

The scholarship offers support to mature age Indigenous people from remote, rural and urban areas. The scholarship offers comprehensive financial support for successful applicants who many need to study away from their home to be able to attend and successfully complete their course of study.

The scholarship will be offered for full time study. IBA will only consider part time study if the applicant has exceptional circumstances. A written request outlining the reasons for part time study must be provided to IBA. If part time study is approved then the scholarship will be paid on a pro rata basis.

Scholarship financial assistance is only for the duration of the chosen course of study and will not exceed four years. Only in exceptional circumstances will IBA consider providing scholarship support longer than a four year period. Scholarship applicants must notify the IBA Scholarship Manager if their enrollment status changes or if they have difficulty meeting the academic requirements of their course.

## **Scholarship Value**

To support mature age Indigenous people in completing their studies the IBA Scholarship can offer comprehensive financial support for:

- ⇒ Course fees
- ⇒ Accommodation
- ⇒ Living costs
- ⇒ Transport
- ⇒ Child care
- ⇒ Study resources/ancillary course costs
- ⇒ Communication costs
- ⇒ Family visits

Set up, one off financial support can include:

- ⇒ Relocation costs
- ⇒ IT costs

As each individual's financial needs will differ, applicants are required to outline what financial support they will require to complete their chosen course and the reasons why. Applications must include an itemised budget, including annual costs and set up costs if applicable. Successful applicants will be offered a scholarship amount as determined by the IBA Scholarships Committee using information provided to it by the applicant and from other sources.

To meet the entry requirements for some courses applicants may first need to undertake a tertiary enabling program or a prerequisite course. These

courses are eligible to attract IBA Scholarship support. On application any prerequisite course or study must be identified as well as the chosen course of study.

## **Scholarship Payment**

Proof of enrolment in the chosen course must be provided to the IBA Scholarship Manager in order for scholarship payments to commence.

IBA will make scholarship payments directly to providers wherever possible. Such direct payments to providers are expected to include for example, course fees, accommodation, child care and air travel. Other scholarship payments will be made directly to the scholarship recipient's nominated bank account either every semester or as required.

## **IBA Scholarship Rounds**

IBA Scholarships will be usually offered twice each year, depending on availability of funding and other circumstances. The number of scholarships awarded in each round is at the discretion of the IBA Scholarships Committee, up to the limit of available funds.

### **Round One**

The first round will open in August, close at the end of September and the successful recipients will be announced in November. It is intended that successful applicants will commence study in Semester one the following year.

### **Round Two**

The second round will open in January, close at the end of February and will be announced in April. It is intended that successful applicants will commence study in Semester two of that same year.

Further Scholarship rounds outside of the two main rounds will be announced at IBA's discretion.

## **Application and Selection Process**

### **Application Process**

Application forms can be downloaded from the IBA website: [www.iba.gov.au](http://www.iba.gov.au)

Otherwise contact the IBA Scholarship Manager by email or phone to request an application form to be posted out to you.

Contact IBA on **1800 107 107**

Email IBA on [scholarships@iba.gov.au](mailto:scholarships@iba.gov.au)

IBA will send a confirmation receipt of your application within 10 working days of the closing date for applications. A receipt will be forwarded to the email

address provided on the application. If you do not have an email address, IBA will forward written confirmation letter to the postal address provided.

Applications received via mail after the closing date will be accepted if they are post marked on or before the closing date.

Scholarships will be awarded on the basis of individual application, supplied on a standard application form, which will be assessed against the eligibility criteria below.

### **Eligibility Criteria**

Applicants must demonstrate the following to be eligible for an IBA Scholarship:

- Be of Aboriginal or Torres Strait Islander descent
- Be of mature age – generally this means that applicants must be no younger than 19 years old at the time of applying, and did not finish secondary school within the previous 18 months.
- Support of their employer or community or an Aboriginal or Torres Strait Islander organisation to undertake study. This must be demonstrated by two letters of support with the application.

### **Selection Criteria**

The following selection criteria will be used in considering the successful recipients of IBA Scholarship funds.

- Applicant's suitability for the purpose of the scholarship
- Demonstrated need for financial assistance to undertake study
- Demonstrated ability and capacity to undertake study
- Opportunity to utilise the newly acquired skills and/or knowledge within their community or organisation.

More information on the selection criteria is contained within the application form.

The IBA Selection Committee may conduct interviews with applicants to assist in the selection process, either in person or by phone.

### **Selection of Successful Applicants**

If a scholarship is declined by a successful applicant, the scholarship may be awarded to the next highest ranked applicant. In some circumstances IBA may choose not to award any scholarships in a given round.

Successful applicants must formally agree to the terms and guidelines of the scholarship, and will be required to sign an agreement on acceptance of an IBA scholarship.

Successful applicants may be invited by IBA to attend a formal function, ceremony or event for the presentation of their Scholarship.

## **Study Assistance and Support**

To provide support whilst studying, IBA Scholarship applicants will, where possible, be linked into Indigenous Higher Education Centres (IHEC) or Indigenous Support Workers. IHEC are located in Australian Universities to provide support to Indigenous students, further Indigenous academic studies, create a network of Indigenous students and academics, and provide an Indigenous presence on university campuses. Where the scholarship recipient is undertaking study at TAFE, students will be linked to Indigenous Support Workers where available. Indigenous Support Workers provide support and advice to Indigenous students while studying.

Tutorial assistance is available through the Indigenous Tutorial Assistance Scheme (ITAS) to eligible Indigenous students undertaking tertiary or VET studies. ITAS is provided by the Department of Education, Employment and Workplace Relations. Through ITAS students can receive up to 2 hours a week tutoring for up to 34 weeks in an academic year. Students can seek ITAS support through their IHEC, Indigenous Support Worker or Student Services Centre.

## **Scholarship Payments and Taxation**

IBA provides no sureties or advice about a scholarship recipient's taxation status. Therefore scholarship recipients are to make their own enquiries with the Australian Taxation Office (ATO) regarding the status of the scholarship, and any other income, for taxation purposes.

The ATO website provides information regarding scholarships and tax, including a tool to help you check whether your scholarship is tax exempt. Visit [www.ato.gov.au](http://www.ato.gov.au) and enter 'scholarships' in the search facility in the top right-hand corner of the page. For further information contact the ATO enquiry line on 13 28 61.

Upon request, IBA can also assist eligible scholarship recipients to seek independent taxation advice.

Scholarship recipients applying for, or receiving, Australian Government benefits through Centrelink, such as ABSTUDY, AUSTUDY or any other benefit, should seek advice from Centrelink on how the receipt of a scholarship may affect their payments.

## **Other Scholarships**

Applicants will need to notify IBA of any other scholarships that they receive, either at time of application or after, including Commonwealth Scholarships. IBA will take into account the value and purpose of other scholarship funds received so to determine the financial need of the applicant.

## **Expectations and Requirements of Scholarship Recipients**

On acceptance of the scholarship, recipients must sign an Agreement form. Outlined below are some of the requirements and expectations of IBA Scholarship recipients.

### **Reporting**

Scholarship recipients are required to provide a report to the IBA Scholarships Manager every six months on educational achievements. The educational report must include a copy of recipient's academic results and a report on their educational experience.

IBA is interested to know how the newly gained skills and knowledge have benefited the recipient, their workplace and/or community. After the course completion scholarship recipients are expected to provide IBA with information on the benefits of undertaking their chosen course. To gather this information IBA will be in contact with recipients after the completion study either by phone, email, letter or survey.

### **Promoting IBA Scholarships**

Scholarship recipients may be required for promotional activities for the IBA Scholarship fund. This may include using name and case study for promotional purposes, participating in interviews and speaking about the learning experience at presentations.

### **Academic Requirements**

Scholarship recipients must successfully pass their set course requirements. Scholarship recipients must inform IBA if they are not passing courses and if there is any change to enrolment status.

### ***Deferral of Studies***

It is IBA's preference for scholarship recipients not to defer their studies. However in exceptional circumstances IBA will be willing to accept deferrals of no longer than 12 months. Scholarship recipients must write to IBA Scholarship Manager explaining their circumstance and reason for the need to defer studies. Deferrals of longer than 12 months will be considered as a course withdrawal.

### **Withdrawal**

Scholarship recipients who withdraw from their course will forgo their scholarship. There will be no requirement to return any scholarship funds paid prior to the date of withdrawal, unless IBA has reason to believe that cessation of course participation occurred prior to withdrawal. In such case IBA may seek repayment of scholarships funds from the determined time of course withdrawal.

### **Repayment of Funds**

If a scholarship recipient ceases to fulfil the terms of the scholarship and fails to inform IBA, they will be required to repay funds received from the time they ceased to be eligible.

## **Ongoing Eligibility**

Once awarded a scholarship, participants will maintain their scholarship eligibility provided they continue to meet the eligibility requirements.

Scholarship holders will be required to provide verification documents in addition to their annual Scholarship Agreement to certify ongoing eligibility. These documents include:

- Academic results
- Confirmation of enrolment for the current academic year
- Scholarship report on the learning experience

IBA will send participants a Scholarship Agreement and accompanying forms each year. Scholarship payments for the year will not commence until all the required verification documents are received and ongoing eligibility is confirmed.

## **Important Information**

These Guidelines are administrative and reflect the intentions of IBA as to how the Scholarship program is to be administered. The decision to grant any scholarship is entirely discretionary, and these guidelines do not confer any entitlement to a person to receive a scholarship. IBA will not accept liability for any loss or damage incurred by a person in expectation of the grant of a scholarship.

These Guidelines will be reviewed from time to time and made available on the IBA website prior to the main rounds. IBA reserves the right in its absolute discretion at any time to suspend, amend or vary the Guidelines.