



Australian Government
Indigenous Business Australia

IBA Scholarship Fund

Pre 2011 Policy

This Policy is applicable for applicants awarded an IBA Scholarship in the 2008, 2009 and 2010 rounds.



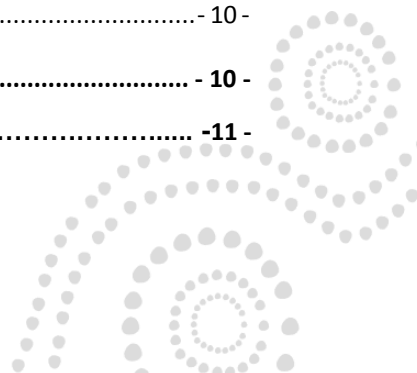
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Part 1 - Background Information for Applicants

The IBA Scholarship Fund

The IBA Scholarship Fund aims to provide assistance to mature age Indigenous Australians 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.

The scholarship focuses on mature age candidates who can bring valuable knowledge and skills to 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 age 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.

This Policy will be reviewed from time to time to allow on-going improvements to be made to the fund. It will be made available on the IBA website prior to each round. IBA reserves the right in its absolute discretion at any time to suspend, amend or vary the Policy.

The IBA Scholarships Committee

Terms of Reference

The aims of the Committee are to:

1. oversee and manage the IBA Scholarship Fund in accord with the principle of fostering commercial and economic education for Indigenous Australians
2. consider and decide upon the selection of successful scholarship recipients according to the published selection criteria and in a timely fashion to meet the publication of application rounds and notifications
3. contribute to the review of the IBA Scholarship Fund operation, its application and selection processes each year.

Committee Governance:

- The Committee shall comprise no more than five persons, consisting of at least two IBA Directors and at least two representatives of IBA Management.
- The quorum at Committee Meetings shall be three.
- The Chairperson shall be appointed by the Committee from amongst the members of the Scholarships Committee.
- Any matter coming before a Scholarships Committee meeting which requires a vote shall be decided by a simple majority of those Committee members present. Each member of the Scholarships Committee shall be entitled to one vote on all matters, save that the Chairperson of a meeting shall have the casting vote.
- The Chairperson shall preside over all meetings of the Committee at which the Chairperson is present and in the absence of the Chairperson, the members of the Committee present shall elect from amongst themselves a person to chair the meeting.

- The Scholarships Committee shall report to the IBA Board from time to time on the activities of the Committee.
- Meetings shall occur at least once a year at dates to be determined to consider the applications received for Scholarships and any other matters requiring the attention of the Committee relating to the Scholarships Fund.
- Other than as provided for in these Terms of Reference the Scholarships Committee shall organise its meetings as it shall see fit.
- Secretariat functions to the Scholarships Committee will be provided by IBA Corporate Branch.

What the IBA Scholarship Fund Offers

The IBA Scholarship is for mature age Indigenous Australians who wish to undertake full time 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 recipients to be able to use their skills and knowledge gained from study to enrich the economic and financial development of their community.

The Scholarship Fund is offered to support a course of study towards qualifications recognised under the Australian Qualifications Framework (AQF Qualifications) delivered through;

- TAFE
- Vocational education and training (VET)
- Higher education which includes undergraduate and post graduate study

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

The scholarship will be offered for full-time or part-time study. Part time study is paid on a pro rata basis. For example, the expenses you might incur in living away from home to attend study may be reimbursed by IBA at a reduced rate.

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 Coordinator if their enrolment 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 and utilities
- transport to and from your educational institution
- child care
- study resources/ancillary course costs and text books
- telecommunication costs
- one off assistance for IT set up 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.

Each applicant will require different financial support due to their individual circumstance, study option chosen and the location of the course. The costs of financial support will also differ as the cost of living and study can differ depending on where the course is located.

On acceptance of an IBA Scholarship, recipients will be required to sign a Learning Agreement form which outlines IBA's expectations and requirements of an IBA Scholarship recipient.

Once the Scholarship Committee has approved individual budgets the agreement amount is final and only under extreme circumstances may additional funding or variations be considered.

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 Coordinator in order for scholarship payments to commence/continue.

IBA will make scholarship payments directly to providers wherever possible, which may include payment of course fees. Other scholarship payments will be made directly to the scholarship recipient's nominated bank account either each semester or as required.

The scholarship recipient will need to provide IBA with details, as appropriate, to set up direct payments from IBA to providers. Where direct payment isn't possible, IBA will make lump sum payment each semester, except for regular payments which will be paid fortnightly or as agreed with the scholarship recipient.

Scholarship payments will only be made during the academic year, commencing in February and ceasing in November. No payments will be made outside of the academic year. Scholarship recipients who utilise financial support for items such as accommodation and childcare will be required to cover these costs for the months of December and January as these months fall outside the academic year.

Taxation

IBA provides no securities 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 check whether your scholarship is tax exempt. Visit 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.

Part-time students are not exempt from PAYG tax withholding and will need to contact the ATO for further advice. IBA will need to take PAYG from part-time student's regular payments and students may need to pay tax on any fee payments made by IBA. Part time scholarship recipients will need to complete a tax declaration form and provide IBA with their tax file number (TFN).

Upon request, IBA may assist eligible 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 or study related financial support they receive at the time of application, including Commonwealth Scholarships, ABSTUDY and AUSTUDY. IBA will take into account the value and purpose of other scholarship funds received to determine the financial need of the applicant. If further financial assistance is received after the initial application recipients must notify the Scholarship Coordinator of their change of circumstances.

It is assumed that students seeking financial assistance may apply for a number of scholarships to cover the costs of studying. IBA will consider applicants who are in receipt of other scholarship support and will require applicants to declare these scholarships. The value of any other scholarship may reduce the value of the IBA Scholarships, at the discretion of the Committee.

Learning Agreement

The Learning Agreement will outline IBA's requirements of the recipient and their responsibilities. This can include expected behaviours, providing six monthly reports, providing academic results, meeting academic requirements, involvement in promotional activities and notifying IBA of any changes to living arrangements, contact details, enrolment and financial status.

Applicants will be required to sign a Learning Agreement on acceptance of an IBA scholarship. Recipients must commence study by semester two in the year following their offer, otherwise their offer will lapse.

Study Assistance and Support

To provide support whilst studying, IBA Scholarship recipients will, where possible, be linked into Indigenous Higher Education Centers (IHEC) or Indigenous Study Support Centers. These programs are located in Australian Universities and TAFE's to provide support to Indigenous students, to further Indigenous academic studies, to create a network of Indigenous students and to provide an Indigenous presents on campus.

Part 2 - Ongoing Eligibility for IBA Scholarship recipients

Scholarship recipients must comply with the following conditions in order to maintain entitlement to scholarship payments.

- sign and return the Learning Agreement
- enrol and maintain enrolment in approved course of full-time study, unless otherwise agreed in writing
- pass a probation period during the first semester/term of study for final Scholarship Agreement to be approved
- achieve satisfactory academic progress, including receiving a pass grade or better for all course units undertaken as part of the approved course of study
- scholarship recipients who fail up to two units will receive notification that a further fail will lead to their Scholarship being terminated
- comply with the reporting requirements set out in the Scholarship Policy, as in force from time to time
- treat all IBA staff, and others involved with the Scholarship Fund, with respect and courtesy and without harassment
- display honesty when responding to a request for information made in connection with the Scholarship fund
- promote and publicise the IBA Scholarship Fund
- advise IBA promptly of any changes to contact details, including address, telephone number and email address
- advise IBA immediately of any changes to financial circumstances and any alterations to 3rd party payments
- notify IBA within 7 days of any changes to enrolment
- comply with the IBA Scholarship Fund Learning Agreement

Guidelines for Recipients including Learning Agreement and Expectations

On acceptance of the scholarship, recipients must sign a Learning Agreement form as attached to this Policy. Outlined below are the requirements and expectations of IBA Scholarship recipients to ensure that scholarship funding continues.

Reporting

Scholarship recipients are required to provide a report to the IBA Scholarships Coordinator 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. Failure to provide these reports will put all scholarship payments on hold until these documents have been received by the IBA Scholarship Coordinator.

IBA is interested to understand how the newly gained skills and knowledge have benefited you, your workplace and/or community. After 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 former recipients 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 their name and case study for promotional purposes, participating in interviews and speaking about the learning experience at presentations.

Academic Requirements

Scholarship recipients must pass their set course requirements for the agreed Scholarship payments to continue. Recipients must inform IBA if they are not passing units or if their enrolment status changes, including withdrawal from enrolled units or change of study load.

Any unapproved changes that require further funding support outside the approved budget will need to be paid for by the recipient.

Scholarship recipients who fail upto two units in the duration of their Scholarship agreement with IBA will receive notification that a further fail will lead to their Scholarship being terminated.

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 consider deferrals of no longer than 12 months. Recipients must write to the IBA Scholarship Coordinator explaining their circumstance and reason for deferring study. Deferrals of longer than 12 months will be considered as a course withdrawal.

Part 3 - Suspension or Termination of IBA Scholarship

IBA may terminate or suspend a scholarship on the following grounds:

- fraud
- failure to enrol in an approved full time course or program
- withdrawal from full-time study or approved part-time study in an approved course or program
- deemed withdrawal under university or college rules
- failure to meet academic requirements
- other serious non-compliance with the Scholarship Guidelines, as in place from time to time.

The process for suspension or termination is set out below.

Written warning

- Where IBA considers that the scholarship recipient is not complying with the Scholarship Policy, as in place from time to time, IBA may give the scholarship recipient a written warning.
- If the scholarship recipient fails to rectify the non-compliance, or repeats the non-compliance, IBA may provide the recipient with a further written warning or a show cause notice, as appropriate.

Show cause notice

- IBA will advise the Scholarship recipient in writing of any non-compliance that IBA considers justifies the suspension or termination of the scholarship and will request that the scholarship recipient show cause why the scholarship should not be terminated for that reason.

Notice of suspension or termination to be provided in writing

- The Assistant General Manager (AGM), Corporate will recommend to the IBA Scholarship Committee whether or not to suspend or terminate a recipient's scholarship. Consideration will need to be given to all relevant matters, including any material, reasons or submissions provided by the scholarship recipient. An out of session committee meeting may be required for a final decision to be made.
- If an out of session meeting is not possible the final decision can be approved by the Chief Executive Officer (CEO) or the Deputy Chief Executive Officer (DCEO) Business Support.
- The AGM, Corporate will advise the scholarship recipient in writing of the Committee's decision, the reasons for this decision and the date upon which the scholarship shall be suspended or terminated. If the scholarship is to be suspended, the AGM, Corporate will advise the scholarship recipient in writing of the period of suspension and any non-compliance that must be rectified in order to re-commence scholarship payments.

Right of review

- The scholarship recipient may seek a review of a decision to suspend or terminate a scholarship, within one month of receipt of notice of the decision.
- The Scholarship Committee will review the decision. In doing so, the Scholarship Committee will consider all relevant material, including any material provided by the scholarship recipient.
- The decision of the Scholarship Committee on a review will be final.

Repayment of Funds

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 cases, 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.

Study Assistance and Support

The IBA Scholarship Fund intends to provide a broad package of support to assist students in completing their study. There are existing support mechanisms such as tutoring and mentoring for Indigenous students at Universities, TAFE and Vocational Education and Training centres that the IBA Scholarship will encourage recipients to engage with. Where such support is not provided, the IBA Scholarship Coordinator will endeavour to obtain these services for scholarship recipients if required.

IBA also provides a support network through the IBA Scholarship Fund Network for current scholarship recipients to chat, share information and provide advice to other recipients. Recipients are also encouraged to share useful documents and links to websites that are relevant to other recipients' studies.

Important Information

This Policy is intended to reflect IBA's administration of the Scholarship Fund. The decision to grant any scholarship is entirely discretionary, and the Policy does 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.



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Indigenous Business Australia

IBA SCHOLARSHIP FUND LEARNING AGREEMENT

Scholarship Recipient	
Recipient's contact details	Postal address: Email address: Tel. No. for contact Mon.-Fri. 9AM-5PM work hours A.E.S.T.:
Approved Course	XX year course for a Bachelor of XX at U.XX commencing Semester 1 20XX
Max. total scholarship	\$XXX,XXX

I hereby accept IBA's offer of a scholarship in order to undertake the Approved Course, in accordance with the IBA Scholarship Guidelines, which I have read. I agree my scholarship is conditional on continuing compliance with the IBA Scholarship Policy, as amended from time to time, and understand that IBA may terminate the scholarship in future if I fail to comply with the IBA Scholarship Policy. Without detracting from the Policy, I commit in particular to the following:

1. My contact details set out above are correct and I will advise the IBA Scholarship Coordinator immediately of any change to my postal or email address or my telephone number for contact during Monday-Friday 9am-5pm work hours Australian Eastern Standard Time.
2. I will enrol in and maintain enrolment full-time (unless IBA agrees otherwise in writing) in the Approved Course for the duration of the Scholarship.
3. I will notify the IBA Scholarship Coordinator within 7 days of confirmation of my enrolment in the Approved Course, and in any study course units or other components, and of withdrawal, deemed withdrawal, or other change of this enrolment status.
4. I will comply with the reporting requirements set out in the Scholarship Policy, as in force from time to time.
5. I will treat all IBA staff, and others involved in the IBA Scholarship Program, with respect and courtesy and without harassment.
6. I will provide true and complete information to the IBA Scholarship Coordinator when it is requested in connection with the IBA Scholarship Fund.
7. I will promote and publicise the IBA Scholarship Fund.
8. I will advise the IBA Scholarship Coordinator immediately of any changes to my financial circumstances including changes to income and alterations to third party payments.
9. I understand that at the commencement of this agreement I will be on a probation period for the first semester/term of my studies. If I do not comply with this agreement or if I fail my course IBA has the right to terminate my Scholarship.

Recipient's signature _____ Date: _____

Witness signature _____ Date: _____

Witness name (printed) _____