



Australian Government
Indigenous Business Australia

IBA Scholarship Fund

Post 2011 Policy

This Policy is applicable to applicants awarded an IBA Scholarship from 2011.



Updated September 2011





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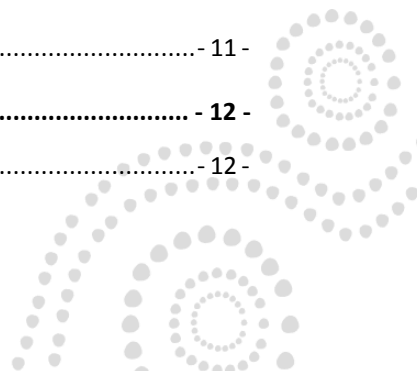
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Part 1 - Background Information for Applicants

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 candidates who can bring valuable knowledge and skills to the 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 financial support, this scholarship is designed to relieve some of the financial burden 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 Scholarships Fund in accord with the principle of fostering commercial and economic education for Indigenous people
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, save that the Chairperson of a meeting shall have a 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 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) delivered through;

- TAFE
- Vocational education and training (VET)
- Higher education which includes undergraduate and postgraduate degrees.

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

The IBA Scholarship is valued at a maximum of \$20,000 per annum, paid directly to the Scholarship recipient fortnightly over the academic year once enrolment is confirmed. This amount will be paid pro-rata for part-time students. Funding is to be used towards study related expenses which may include fees, transport, text books, accommodation

and communication costs. The maximum period for an IBA Scholarship is four years full-time. Consideration will be given to part-time study.

For students that have a good academic standing and pass all units within the full academic year a possible one off payment of up to \$2500 maybe payable towards the recipients fees for the approved course.

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

Once the Scholarship Committee has approved a Scholarship and has received a signed Learning Agreement form from the successful applicant the agreement amount is final and under no circumstances will additional funding be considered.

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

Scholarship payments will be made directly to the scholarship recipient's nominated bank account on a fortnightly basis. The scholarship recipient will need to provide IBA with bank account details prior to the commencement of a Scholarship.

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.

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 deductions 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 also assist eligible recipients to seek independent taxation advice.

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 to determine the financial need of the applicant.

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 but does require applicants to declare other scholarships. The value of any other financial assistance may reduce the value of the IBA Scholarship, at the discretion of the Committee.

IBA Scholarship Round

IBA Scholarships will be offered once a 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 Timing

The round is expected to open in October and close at the end of November each year unless otherwise advertised. The successful recipients will be notified by January of the following year.

The timing of the announcement provides applicants time to prepare themselves for impending study and for IBA to set up payment process for Scholarships funds.

Further scholarship rounds outside of the main round are announced at IBA's discretion. IBA reserves the right to award scholarships to individuals outside the formal advertised rounds.

Application and Selection Process

Application Process

Applications will initially be assessed for compliance with the eligibility criteria by IBA's Corporate Branch. All eligible applications will be considered and assessed by the IBA Scholarships Committee. The determination of scholarships and individual value will be assessed by the Committee.

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 time of applying and not have finished secondary schooling within the previous 18 months
- have the 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
- be accepted into an approved course, enrol and maintain enrolment in the approved course at agreed course loadings

- applicants who have undertaken previous study must provide an academic referee who can be contacted to support their application. Previous academic results will also need to be attached to the application
- comply with Scholarship Guidelines (as in force from time to time)
- enter into and adhere to a Learning Agreement
- provide IBA with tax file number (TFN) and complete a tax declaration form.

For applicants to demonstrate their eligibility documents could include:

Certified copy of evidence of Aboriginal or Torres Strait Islander descent from a local Aboriginal Community Organisation or Aboriginal and Torres Strait Islander Commission Office.

Certified copy of Birth certificate and/or drivers license

Two signed letters of support from their employer, community official, Office bearers of Aboriginal or Torres Strait Islander organisation.

Selection Criteria

The following selection criteria will be used in considering applicants for an IBA Scholarship.

- Suitability for the purpose of the scholarship
- Demonstrated need for financial assistance to undertake study, for example:

Annual income, combined if applicable (pay slip, Australian tax statement)

Number of dependent children

Distance from residence to location of course

Cost to undertake chosen course

- Demonstrated ability and capacity to undertake study, for example:

Education qualifications (Year 10, 12 Certificate, undergraduate degree)

Courses completed, particularly recent/related courses demonstrating capacity to study at the proposed level, including bridging courses

Current work role and responsibilities

- Opportunity to utilise the newly acquired skills and/or knowledge within their community or organisation, for example:

Relevant workplace and/or position

Position and networks within their community

Relevant information contained in applicants letters of support

The IBA Scholarship Committee will conduct interviews with short listed applicants to assist in the selection process, either in person, by teleconference or video conference.

Phone interviews may also be conducted with applicants' nominated referees as part of the selection process during short listing of applications.

An order of merit will be used during the selection process with preference given to applicants that have undertaken previous study or who are currently enrolled and passing at a TAFE or University. Applicants need to provide evidence of their previous results and the selection committee will take this into account when short listing candidates. The committee also needs to take into consideration the applicants' experience and capacity to study and the likelihood of success.

Selection of Successful Applicants

Successful applicants must respond to their scholarship offer by the date outlined in their letter of offer. 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 conditions of the Scholarship Policy, and 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.

Learning Agreement

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

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 presence 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
- 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 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
- notify IBA within seven 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.

Enrolment Requirements

Scholarship recipients must provide confirmation of enrolment prior to the commencement of fortnightly payments.

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 recipients, their 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 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.

Scholarship recipients who fail up to 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 course or program
- withdrawal from 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 Policy, 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 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 shall terminate. 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

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.

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

These guidelines are 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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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 Policy, 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 seven 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 Guidelines, as in force from time to time.
5. I will treat 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 this 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) _____