



University and TAFE

Tertiary Scholarship Scheme
Information Booklet



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Tertiary Scholarship Scheme Information Booklet

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Applications for the Tertiary Scholarship Scheme are invited from eligible students on the *Learning for Life* program

The Smith Family recognises that there are many career and study choices available to Australian students.

In 1996, Tertiary Scholarships were established to support talented young people from our *Learning for Life* program to pursue an accredited program of university study. In 2007, the Tertiary Scholarship was expanded nationally to introduce TAFE Scholarships to support students who choose to continue their education with accredited courses at TAFE.

Learning for Life students are able to apply for a TAFE or University Scholarship.

The Tertiary Scholarship Scheme is a fantastic opportunity for *Learning for Life* students. By joining the Scheme, *Learning for Life* students become ambassadors for The Smith Family.

Scholarships are awarded nationally and there are limited places available. Each application will be considered individually so please provide as much detail as possible when answering each question. An application is not a guarantee of a place.

Scholarship eligibility criteria

To be eligible for the Tertiary Scholarship Scheme you must:

- Be an existing *Learning for Life Scholarship* student
- Intend to undertake full time study in a vocational course (usually at TAFE) at a level of Certificate 3 and above; or
- Intend to undertake full time study at University
- Attend the Tertiary Scholarship Induction
- Agree to maintain a partnership with The Smith Family based on mutual respect, accountability, and contribution. This will be demonstrated by:
 - 1** Provision of any requested documentation in a timely manner which may include:
 - evidence of enrolment for each semester or course
 - end of year results
 - Student Profile
 - mid year results
 - 2** Commitment to your education
 - 3** Ensuring The Smith Family is updated on any changes to details such as:
 - financial circumstances
 - name change
 - address
 - telephone number
 - bank/credit union account
 - course and/or institution transfer

Note: The Tertiary Scholarship Scheme supports a maximum of eight Semester payments of Tertiary study.

Important dates and activities

Key Activities and Process Steps	Date
1. Students submit application	Please check specific timings with your Family Partnership Coordinator or the Program & Scholarship Admin Team
2. Applications reviewed	
3. Assessment and selection	
4. Students informed	

The selection process

Applications must be submitted to your *Learning for Life* Family Partnership Coordinator or Program & Scholarship Admin Team at The Smith Family.

Please return the following documents:

- 1 A completed Tertiary Scholarship Application Form
- 2 A photocopy of your latest school Semester Report
- 3 A completed Tertiary Student Reference Form

Students will be notified of the outcome of their Application.

Student Reference Form

Students must provide a written reference from a teacher, year-level coordinator, student counsellor, or other person who is familiar with your commitment to study.

The reference should include:

- Who the referee is in relation to the student;
- The length of time the referee has known the student;
- Information as to why they believe the student is committed to their program of study at TAFE and/or University.

A reference form template is enclosed as part of the Application Form. Referees are welcome to use the template. As an alternative, they may wish to write a reference on their own letterhead.

Be mindful of school holiday timing if your written reference is from someone working at a school.

Questions

If you have any questions about the Tertiary Scholarship application process, please do not hesitate to contact your *Learning for Life* Family Partnership Coordinator or the Program & Scholarship Admin Team.

Scholarship amounts

Scholarship Amount	<p>The Tertiary Scholarship can be up to a maximum amount of \$2,757 per annum across institutions and course type. The Scholarship funds are paid in two instalments, the first one at the beginning of Semester 1 and the second one at the beginning of Semester 2.</p> <p>All payments are made directly into the student's bank account, so it's important that this information is kept up to date.</p>
Use of Scholarship	<p>The scholarship can be used for educational costs such as:</p> <ul style="list-style-type: none">• Enrolment and registration fees• Textbooks• Library charges• Public transport travel expenses• Laboratory / field trips / practical fees, etc.• Additional course materials / tools / equipment <p>The scholarship payment must not be used to pay the student's HECS-HELP fees or accommodation costs.</p>

Scholarship benefits

The Career Transition Program

To help support your transition from study into meaningful employment, The Smith Family has developed several programs.

These programs will provide you with skills and knowledge to prepare you for life after study.

The career transition programs include:

- Career related events and activities
- *Cadetship to Career*

Cadetship to Career

Professional cadetship opportunities are offered to a limited number of Tertiary Scholarship students through a competitive application process. This opportunity will help you to gain practical experience, key employability skills, training and development, industry exposure and build valuable networks. You will be paid award wages during your employment; whilst also retaining your Scholarship payments. Previous Cadetships have been offered by Qantas, ANZ, Programmed, Kmart, SAP, Telstra, Cochlear, Macquarie and others.

"I think the Cadetship program is going to give me a big head start. Eight weeks of work experience for five years is not the same as the practical training we do at university; it will be real life challenges that I need to overcome. This will make a huge difference." - Zahra

Textbook discount offers

Pearson Australia (a textbook publisher) offers *Learning for Life* Tertiary Scholarship recipients a 50% discount on textbooks published by Pearson. Please note, this discount does not apply to digital books.

Student rights and responsibilities

Students have the right to:

- Be treated with courtesy and respect, to have and express their own opinions, and to be listened to and taken seriously
- Set their own goals and priorities, and to have career and life aspirations
- Feel safe in their environment and in their relationships
- Ask for information and be responsible for the decisions and actions that they then take
- Receive payments at the agreed times when they have provided the necessary documentation
- Know that the privacy and confidentiality of their personal and sensitive information will be preserved, within the provision of the Privacy Amendment (Private sector) Act 2000
- Be informed promptly of any issues that may lead to a discontinuation of the Scholarship
- Participate in other *Learning for Life* program activities or events but retain the right to decline this request without loss of Scholarship
- Not respond to requests to participate in satisfaction surveys without loss of Scholarship or career transition support
- Make comments or complaints regarding the program without fear of retribution or removal from the program because of the complaint being made. Students will be informed of the comments and complaints process

Students are responsible for:

- Attending the student induction session - This is a great way to meet other students and to chat to their Tertiary Coordinator and others about the program. During this interactive session you will explore your rights and responsibilities on the program, and receive more information on the Career Transition Programs. The session provides important information so attendance is mandatory. Induction sessions will be arranged in person or via teleconference, if applicable.
- Maintaining satisfactory academic performance and having a personal commitment to succeed in Tertiary studies
- Providing information in a timely manner
- Attending Smith Family events that celebrate success and promote the program
- Making sure their documentation is provided on time. At the end of each semester, students are required to send their *Learning for Life* Family Partnership Coordinator/ Tertiary Coordinator a copy of their semester results and any other information as requested by their Family Partnership Coordinator/ Tertiary Coordinator. This enables The Smith Family and the student to fulfil their obligations to the sponsor who is paying for the Scholarship
- Making sure all Scholarship funds are spent on educational related expenses and keeping receipts. Students need to keep receipts for 12 months and may be asked to participate in an audit which will require them to send their receipts to their Tertiary Coordinator

- Immediately informing their Tertiary Coordinator of any changes of address, phone number, email address, bank or study details
- Providing feedback to their Tertiary Coordinator on the effectiveness of the Tertiary Scholarship Scheme
- Considering participation in Smith Family events, media and volunteering opportunities
- Complying with any of The Smith Family policies and procedures necessary for The Smith Family to meet their duty of care to students and staff, and fulfil insurance and legal obligations
- Respecting the rights of other students and of The Smith Family staff



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