

Australian South Sea Islander Community Foundation

2013

Scholarship Guidelines and Application Form

Introduction

In 2000, the Australian South Sea Islander Recognition Statement formally recognised Australian South Sea Islanders as a distinct cultural group in Queensland, receiving bipartisan support in the Queensland Parliament.

The Queensland Government is committed to addressing areas of need identified by the Australian South Sea Islander community, including education and employment.

The Australian South Sea Islander Community Foundation is a trust fund to provide university scholarships for Australian South Sea Islanders. The Foundation is a partnership between the Queensland Government and the corporate sector to create a permanent legacy for the Australian South Sea Islander community.

A Board of Advice makes recommendations to the Foundation regarding scholarship allocation. The Board has a majority of Australian South Sea Islander community members and is chaired by the Executive Director of Multicultural Affairs Queensland. Mr Mal Meninga is the Patron of the Board.

The first scholarships were allocated in the 2002 academic year.

New scholarships will be available in 2013 to Australian South Sea Islanders studying an undergraduate degree. Applications for scholarships are invited from students at the following participating universities:

- James Cook University (JCU)
- Central Queensland University (CQU)
- University of the Sunshine Coast (USC)
- Queensland University of Technology (QUT).

The number of scholarships offered will be determined based on the quality and depth of applications received.

The following section provides important information about the scholarship program.

Please read this information carefully. It will assist you to fill in the application form.

1. What is the purpose of the scholarship?

The Australian South Sea Islander Community Foundation scholarship is designed to assist Australian South Sea Islanders to undertake undergraduate study at university. The scholarship is intended to provide financial assistance towards meeting living and study-related expenses.

Currently, applications for a scholarship may be lodged with one or all of four universities: James Cook University, Central Queensland University, University of the Sunshine Coast, Queensland University of Technology.

2. What is the value of the scholarship?

The value of a scholarship is \$5000 per year for full-time students or \$2500 per year for part-time students. This amount will be paid each year that the recipient is enrolled in the undergraduate course.

For a three-year undergraduate course, the total value of the scholarship (for a full-time student) will be \$15,000.

Each university will have its own scholarship payment process. However, students are encouraged to contact their relevant university to discuss payment methods based on individual circumstances.

Scholarship holders may also receive tuition support at each of the four universities to assist them with academic requirements.

3. Do I have to be a Year 12 school leaver in 2012?

No. It does not matter whether you are a Year 12 school leaver in 2012 or a mature-age applicant. Even if you have never completed Year 12, you may apply for a place at university through the Queensland Tertiary Admissions Centre (QTAC).

Many universities recognise that the skills, maturity and commitment required for successful tertiary study can be developed through a wide range of life experiences and as such, they offer alternative entry to their courses.

4. Do I have to study full-time to receive a scholarship?

No. Scholarships will be available to both full-time and part-time students. The annual amount of a scholarship for a part-time student is half the amount for a full-time student.

5. Do I have to study on-campus to receive a scholarship, or can I study off-campus as well?

In general, the Australian South Sea Islander Community Foundation gives preference to students who study on campus, and can take maximum advantage of all the student support services available. However, all applications will be considered on a case by case basis.

6. How do I know whether I qualify to apply for a scholarship?

You can apply for a scholarship if you meet all the following conditions:

a) You are an Australian South Sea Islander

The scholarships are designed to provide assistance to Australian South Sea Islanders who satisfy university entry requirements for undergraduate studies.

You are an Australian South Sea Islander if you are a direct descendant of the South Sea Islanders who were brought into Queensland between 1863 and 1904 and worked as indentured labourers.

b) You are motivated to undertake and be committed to the program of studies

This is a personal requirement which you will need to write about as part of your application. You may also need to talk about it in an interview as part of the selection process.

c) You do not receive Abstudy benefits

If you are currently receiving Abstudy you do not qualify for consideration in this scholarship program.

d) You must be studying or commencing an undergraduate degree at JCU, at CQU, at USC or at QUT in 2013

To be eligible for the scholarship, you can be either a commencing student or a continuing student in an undergraduate degree at one of the participating universities in 2013.

If you are commencing an undergraduate degree, you need to indicate in the scholarship application form what JCU, CQU, USC or QUT degrees you have listed as preferences on your application lodged with QTAC.

If you are a continuing student in an undergraduate degree, please write down the degree that you are currently undertaking at JCU, CQU, USC or QUT in the scholarship application form. Please note that the annual scholarship amount can only be paid for the remaining years of your course, not for what you have already completed.

e) You must not have previously completed an undergraduate degree at any university

The scholarships are designed to assist Australian South Sea Islanders obtain an undergraduate degree for the first time. Therefore, those who have previously completed an undergraduate degree are not eligible to apply. The scholarships are not currently available for individuals undertaking post-graduate studies.

f) You may be in receipt of other scholarships in the 2013 academic year

Scholarships will be allocated on a needs basis. Information on other scholarships will be considered along with other selection criteria as part of the selection process. If you are receiving any other scholarship in 2013 you will need to provide details, including the value of the scholarship(s).

g) I previously applied for a scholarship and was unsuccessful, can I apply again?

Yes. Having previously been unsuccessful with your application does not exclude you from applying again. Your application will be assessed against the same selection criteria as all other applicants for 2013.

7. Will the scholarship affect my Youth Allowance or Austudy payments?

Students can earn up to a given amount per fortnight, or per year, without their Youth Allowance or Austudy payments being affected. For more specific information about Youth Allowance or Austudy, you may contact Centrelink on 132490.

8. Is my application confidential?

Yes. All information and documentation you supply is kept confidential. It will not be disclosed to any person outside those people who are involved in the scholarship selection process.

9. How will scholarship recipients be selected?

- a) All applications received will be initially screened for eligibility by a representative of the relevant university and a community member delegated by the Australian South Sea Islander Community Foundation Board of Advice.
- b) Each participating university will organise a selection panel to assess the eligible applications for the university. The selection panel will include the Australian South Sea Islander community member delegated by the Australian South Sea Islander Community Foundation Board of Advice.

If the number of eligible applications is greater than the number of scholarships available, the following elements will be taken into account by the selection panel when assessing the eligible scholarship applicants and applications will be ranked in order of preference:

- The applicant's written personal statement;
- The degree of motivation of the applicant to undertake and complete tertiary studies;
- The ability of the applicant to undertake and complete tertiary studies, including academic performance for continuing students.

If necessary, referees will be contacted for further information. Applicants may be required to attend an interview with the selection panel. An interview will only be held after all other avenues, such as talking to the referees, have been explored. An interview may take place either face-to-face, or over the telephone.

- c) Each university selection panel will recommend scholarship recipients to the Board of Advice, including justifications for their recommendations based on the above three elements.
- d) The Board of Advice makes the final decision on the allocation of scholarships. The Board will consider the recommendations of the universities and the following when making their decision:
 - The applicant's written personal statement;

- The degree of motivation of the recommended applicant to undertake and complete tertiary studies;
- The ability of the recommended applicant to undertake and complete tertiary studies, including academic performance for continuing students;
- The applicant's involvement and engagement with the Australian South Sea Islander community;
- The gender balance of scholarship recipients; and
- The regional distribution of scholarship recipients.

Should the quality of the recommended applicants in a particular year not meet the required standards, the Board of Advice has the discretion not to grant any scholarship for that year.

10. Do I have to wait to receive an offer of a university place before I apply for a scholarship?

No. **You must apply for this scholarship by Friday 8 February 2013.**

The universities need time to process and review all scholarship applications.

11. When will I know if I have been successful?

In January 2013, QTAC will advise the participating universities the result of your application to QTAC if you have been offered a place in an undergraduate degree. If you have not been offered a place at JCU/CQU/USC/QUT, your name will be removed from the scholarship list.

In February 2013 university selection panels will meet and recommend scholarship recipients to the Board of Advice.

The Board of Advice will decide who will receive scholarships and advise participating universities.

The university will notify successful and unsuccessful applicants in writing. It is expected that this will be within 30 days of the application closing date.

Unsuccessful applicants who want feedback on their application will be referred to the Australian South Sea Islander community member who sat on the relevant university selection panel.

12. Do I have to account for how I spend the scholarship money?

No. However, as the scholarship is provided to assist students with living and study-related expenses while they are studying at university, individuals are encouraged to use the money responsibly.

13. If I apply for a scholarship and I am successful, does that mean I will get an offer of a place in my highest preference course?

No. The QTAC offer process is separate from the scholarship selection process. If you are offered a place, a scholarship does not necessarily mean you would be offered a place in your highest preference course.

14. Will I be able to keep the scholarship if I accept a place at another university?

No. The scholarships are currently specific to JCU, CQU, USC or QUT. The scholarship cannot be transferred to another university.

A limited number of Australian South Sea Islander Community Foundation scholarships are available for JCU, CQU, USC or QUT in 2013. Applications for these scholarships must be made to JCU, CQU, USC and/or QUT. If successful, the offer from only one of these four universities can be accepted.

15. What are the conditions of the scholarship?

- The university will be the first point of contact for the scholarship recipient for matters relating to the scholarship.
- The university will monitor the academic progress of scholarship recipients and will recommend tuition support for students where required. Information on the academic progress of scholarship recipients will be provided to the Board of Advice via Multicultural Affairs Queensland.
- Ongoing payment of scholarship money depends on continued satisfactory progress towards degree completion. Continued unsatisfactory academic progress may result in cancellation of scholarship payments. Students will be given sufficient warning if scholarship payments are to be cancelled. If a student fails more than three subjects in their first semester, continuation of the scholarship will be contingent on the student undertaking additional tuition support as provided within the terms of the scholarship.
- A student can defer their studies at the university for a period of up to one year and maintain their scholarship eligibility. This is granted only if there is personal or family illness or bereavement, or other exceptional circumstances.
- The decision to discontinue or defer an individual's scholarship payments rests with the university, in consultation with the Australian South Sea Islander Community Foundation Board of Advice.
- If a scholarship recipient changes his or her degree, ongoing payment of the scholarship will be at the discretion of the Board of Advice in consultation with the university.
- Should a scholarship recipient change from full-time to part-time study, they must notify their participating university's scholarship payment administrators immediately, as this will impact on the level of financial support available through the scholarship.
- The community representative member of the Board of Advice will make contact via email or telephone twice a semester regarding the scholarship recipient's progress and may provide support and guidance as required.
- While the university is the scholarship recipient's primary point of contact, the student is encouraged to advise the community representative member of the Board of Advice of any circumstances likely to prevent successful completion of the semester.

- Successful scholarship recipients agree to their name and case study being used by the Australian South Sea Islander Community Foundation and Multicultural Affairs Queensland for promotional purposes.

16. What happens if I decide to stop studying?

You must notify the university immediately; from that moment, you are no longer entitled to receive payments.

17. How do I apply for a scholarship?

If you believe that you meet all the criteria set out in section 6 a) to f), and if applicable, you have lodged an application with QTAC for 2013, you can prepare your application package. This should include:

- Completed Scholarship Application Form 2013.
- Your résumé (also known as CV). This should include details of your secondary school education and any other qualifications or achievements including any previous tertiary education.
- A written personal statement of no more than 300 words, describing what you want to achieve by studying at university and whether your studies might assist you to contribute to the Australian South Sea Islander community.
- Two written references. The references should give an indication of your motivation and ability to undertake tertiary study, and should state the nature of the relationship between you and the referee and how long they have known you.
- A letter from any Australian South Sea Islander community organisation to verify your Australian South Sea Islander heritage.
- Copies of any additional documentation which you feel will support your application. For example, if you plan to study externally it would be wise to submit a statement setting out your reasons for studying externally and why you think you will succeed as an external student.
- Please do not include photographs in your application material.

Important Notes

- Applications which do not contain all the required information will not be considered.
- **Applications close on Friday 8 February 2013.**
- Late applications will not be accepted unless the circumstances are exceptional. To submit a late application the applicant would need to advise the relevant university of such circumstances and obtain permission to lodge a late application. Late applications will only be accepted at the discretion of the university.
- Once you have completed the application, make sure you have included all the necessary attachments. Please mark the envelope, ***Australian South Sea Islander Community Foundation - Scholarship Program*** and send the application package to one or all of the universities as applicable:

<p><u>James Cook University</u></p> <p>Ms Julie Reynolds Enrolments and Fees James Cook University TOWNSVILLE QLD 4811</p>	<p><u>Central Queensland University</u></p> <p>Ms Margaret Hood Prizes and Scholarships Administration Officer Central Queensland University CQ Mail Centre ROCKHAMPTON QLD 4702</p>
<p><u>University of the Sunshine Coast</u></p> <p>Ms Kerry Shutz Co-Ordinator, Scholarships and Access University of the Sunshine Coast Locked Bag 4 MAROOCHYDORE DC QLD 4558</p>	<p><u>Queensland University of Technology</u></p> <p>Ms Smitha Mandre-Jackson Senior Equity Officer (Scholarships and Projects) Queensland University of Technology GPO Box 2434 BRISBANE QLD 4001</p>

Australian South Sea Islander Community Foundation
Scholarship Program
2013 Application Form

Applications for scholarships close on *<insert date>* 2013

Personal Details

Are you an Australian South Sea Islander?

Yes / No

You are an Australian South Sea Islander if you are a direct descendant of the South Sea Islanders who were brought into Queensland between 1863 and 1904 and worked as indentured labourers.

Given Name/s: _____

Surname: _____

Date of Birth: ____/____/____

Sex: Male / Female

Residential Address: _____

Suburb/Town: _____

State: _____

Post Code: _____

Postal Address (if different): _____

Phone (day): _____

Mobile: _____

Email: _____

Study Details

If you have applied to commence an undergraduate degree in 2013, write down your preferred course(s):

If you have already commenced undergraduate studies at JCU, CQU, USC or at QUT please provide the name of the degree you are studying and your student number (if known):

Are you going to study full-time or part-time in 2013? Full-time / Part-time

Have you previously completed an undergraduate degree at any university? Yes / No
(if yes, you will not be eligible for this scholarship)

Have you applied for any other scholarship for the 2013 academic year? Yes / No

If yes, what scholarship have you applied for and at which university?

Do you currently receive Abstudy benefits? Yes / No
(if yes, you will not be eligible for this scholarship)

How did you hear about this scholarship program?

- James Cook University
- Central Queensland University
- University of the Sunshine Coast
- Queensland University of Technology
- Australian South Sea Islander community organisation/s
- Multicultural Affairs Queensland
- Media
- Word of Mouth
- High School/s
- Other
(please specify)

Checklist

Please ensure that you have attached the following documents to the application form:

Your résumé (also known as CV). This should include details of your secondary school education and any other qualifications or achievements including any previous tertiary education.

A written personal statement of no more than 300 words, describing what you want to achieve by studying at university and whether your studies might assist you to contribute to the Australian South Sea Islander community.

Two written references. The references should give an indication of your motivation and ability to undertake tertiary study, and should state the nature of the relationship between you and the referee and how long they have known you.

A letter from any Australian South Sea Islander community organisation to verify your Australian South Sea Islander heritage.

Copies of any additional documentation which you feel will support your application, for example, if you plan to study externally it would be wise to submit a statement setting out your reasons for studying externally and why you think you will succeed as an external student.

Applications which do not contain all of the required information will not be considered.

Declaration

I, _____
(full name)

declare as follows:

1. All information in this form to be correct and up to date.
2. I will abide by the decision of the university in awarding the scholarship.
3. If my application is successful I will abide by the conditions of the scholarship:
 - The university will be the first point of contact for the scholarship recipient for matters relating to the scholarship.
 - The university will monitor the academic progress of scholarship recipients and will recommend tuition support for students where required. Information on the academic progress of scholarship recipients will be provided to the Board of Advice via Multicultural Affairs Queensland.
 - Ongoing payment of scholarship money depends on continued satisfactory progress in the course of study. Continued unsatisfactory academic progress may result in cancellation of scholarship payments. Students will be given sufficient warning if scholarship payments are to be cancelled. If a student fails more than three subjects in their first semester, continuation of the scholarship will be contingent on the student undertaking additional tuition support as provided within the terms of the scholarship.
 - A student can defer their studies at the university for a period of up to one year. This is granted only if there is personal or family illness or bereavement or other exceptional circumstances.
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 - Should a scholarship recipient change from full time to part time study, they must notify their participating university's scholarship payment administrators immediately, as this will impact on the level of financial support available through the scholarship.
 - The community representative member of the Board of Advice will make contact via email or telephone twice a semester regarding the scholarship recipient's progress and may provide support and guidance as required.
 - While the university is the scholarship recipient's primary point of contact, the student is encouraged to advise the community representative member of the Board of Advice of any circumstances likely to prevent successful completion of the semester.
 - Successful scholarship recipients agree to their name and case study being used by the Australian South Sea Islander Community Foundation and Multicultural Affairs Queensland for promotional purposes.
4. I understand that if I am successful my details may be used to promote the Australian South Sea Islander Community Foundation - Scholarship Program.

(signature)

Date ____/____/____