

Disability Scholarship Program 2018

Scholarship Guidelines

Diversity Issues Unit

Disability Scholarship Program

I am pleased to introduce the 2018 Department of Justice and Regulation Disability Scholarship Program. The department has been proud to administer this initiative annually for the past 13 years.

The administration of the Disability Scholarship Program has provided Victorians living with disability a strong foundation for learning and for securing employment – a goal consistently articulated in our disability action plans. The department recognises the rights of all Victorians to achieve educational goals, to contribute their perspectives and ideas and to participate in the life of the state.

Our experience has shown that, in some cases, students living with disability encounter barriers to achieving their academic and professional aspirations. I am proud to report that, since our first Disability Action Plan was published in 2008, the Disability Scholarship Program has assisted almost 40 Victorian tertiary students to achieve their educational goals.

An equally important outcome is the enrichment and strengthening of the Victorian justice sector. Through the participation of people who are able to bring varied perspectives, lifestyles and experiences, the justice sector can more intelligently and equitably respond to the requirements of the community it serves.

I am confident that the Disability Scholarship Program will provide Victorians living with disability a real opportunity to realise their academic potential and make a positive contribution to the Victorian justice sector.

Greg Wilson

Secretary, Department of Justice and Regulation

Guidelines for all Applicants to the Disability Scholarship Program

General information

The Disability Scholarship Program (the Program) is an initiative from the Department of Justice and Regulation's Disability Action Plan. The Program aims to achieve a long-term increase in the number of employed qualified people with a disability across all areas and all levels of the public service.

The Program will offer three scholarships for people with a disability in Victoria at the diploma, advanced diploma, undergraduate or postgraduate level. Scholarships will be offered in the following areas of study:

- law
- criminology
- para-legal
- psychology
- social work
- other justice-related fields.

Scholarships will only be offered for study at tertiary institutions within Victoria, or to Victorian residents who are engaged in accredited distance or online learning.

Scholarships will be awarded on merit, taking into account an applicant's eligibility, past academic results, personal circumstances and ability to complete the course of study.

Scholarships will be provided to eligible students in the form of a fortnightly study allowance to support full-time study for a maximum of two years. Where part-time study is undertaken support will be

provided for a maximum period equivalent to two years full time study.

You can request an application form by contacting the Disability Scholarship Contact Officer:

Mr Peter Heazlewood

- Telephone: (03) 8684 1706
- Email: peter.heazlewood@justice.vic.gov.au.

The closing date for applications is 5.00pm on 27 April 2018.

If you require this document in another accessible format, or if you have certain requirements to enable you to participate in the application process, please contact the Disability Scholarship Contact Officer.

Scholarships on offer for 2018

The Program will provide scholarships totalling \$60,000, distributed as follows:

- One scholarship valued at \$40,000 paid over two years or pro-rata payment where the recipient completes the course in under two years.
- Two scholarships valued at \$10,000 each paid over two years or pro rata payment where the recipient completes the course in under two years.

The Department reserves the right to vary the number and value of scholarship awards.

The scholarship will be paid fortnightly and will start following the signing of the scholarship agreement by all parties. Where part-time study is undertaken, payments will be made on a pro-rata basis. An initial payment will include any back-payment of entitlements to the commencement of the academic year.

Eligibility

To be eligible for a scholarship, an applicant must:

- have a disability
- have resided in Victoria on a full-time basis for a minimum of two years immediately preceding lodgement of the application
- earn less than \$25,000 gross per annum from employment undertaken during the scholarship period (if an applicant has dependents, gross annual income from employment may include an extra \$5,000 per annum per dependent)
- declare, and provide details of, any scholarships currently awarded by the Victorian state government or non-Victorian government entities
- if a current undergraduate student, demonstrate a minimum pass grade in all subjects undertaken in the semester immediately preceding the intake semester when the application is lodged
- be seeking a scholarship for an accredited course. All registered higher education providers and their courses are listed on the national register for tertiary education providers and courses: <https://www.teqsa.gov.au/national-register>

Undergraduate applicants

Undergraduate students are eligible to apply for a scholarship if they:

- have successfully completed all units for:
 - one year of a three-year full-time course (or part-time equivalent), or
 - two years of a four-year full-time course (or part-time equivalent) and
- have not withdrawn from the course of study for which they are seeking the scholarship

Postgraduate applicants

For postgraduate applicants to be eligible for a scholarship, they will need to have successfully gained entry into a postgraduate course.

Persons ineligible for a scholarship

Persons are ineligible to receive a scholarship if they are currently:

- completing a sentence through non-custodial means (for example parole)
- on bail or on remand in custody
- in lawful custody for committing an offence (in a Youth Justice Centre as defined in section 478 of the *Children, Youth and Families Act 2005* or imprisoned in an adult correctional facility within Australia), or
- currently in receipt of a scholarship offering financial assistance for study purposes and which exceeds \$20,000.

Assessment of applications

If an application meets all eligibility criteria, it will be assessed on merit, together with the applicant's personal circumstances, academic history and achievements, and any previous assistance received for study purposes, excluding financial assistance provided through Centrelink.

Scholarship requirements

Scholarship recipients must provide proof in writing to the Department's Disability Scholarship Contact Officer of:

- enrolment at the commencement of each academic year;
- continued enrolment at the educational institution and in the course of study throughout each semester. Such documentation is required to be endorsed by the educational institution;
- copies of results at the end of each semester;

- their Tax File Number; and
- any change to their workload or contact details, address and telephone number (within 14 days of the change).

A scholarship holder is required to complete the proposed course of study within the duration of the scholarship. Scholarship holders will be required to demonstrate a satisfactory standard throughout the duration of the scholarship for both the academic and work placement, if undertaken. Failure in any subject in any semester could result in the scholarship being cancelled.

A scholarship will not be approved until the applicant is formally accepted into the course of study, as detailed in their scholarship application. Evidence of acceptance will be required in the form of written advice from the educational institution.

Other documents you will be required to provide

Past academic results

An essential element in assessing an applicant's ability to complete their course of study for the duration of the scholarship is their past academic performance.

Applicants will be assessed on their documented results from previously undertaken study, for example at the secondary or other academic level.

Academic reference

Each applicant is required to provide, as part of their application, an academic reference from a nominated referee who can provide an appraisal of their academic performance and ability. A template for the referees report is included with the Program application forms.

Study load

The applicant is required to provide the Department with written

confirmation of the part-time or full-time workload status of their course of study from the educational institution at which they will be studying during the scholarship period.

Receipt of other scholarships

It is the responsibility of the applicant to immediately advise the Disability Scholarship Contact Officer if they accept an offer of other financial assistance through a study scholarship after lodgement of their application.

Centrelink payments

It is the responsibility of each scholarship holder in receipt of Centrelink payments to advise Centrelink that they have been successful in securing a scholarship.

HECS or HELP Fees

Any Higher Education Contribution Scheme (HECS) or Higher Education Loan Payment (HELP) fees associated with an applicant's study will be met by the applicant.

Taxation

It is the responsibility of successful applicants to apply to the Australian Taxation Office (ATO) for an individual private ruling for an exemption from income tax to the scholarship received through the Program. Information on how to apply to the ATO for an exemption will be provided to successful applicants by the Disability Scholarship Contact Officer at the commencement of the scholarship.

Lodgement of application forms

Please forward your completed application form, and all accompanying documentation, by one of the following methods:

- by **post:**

Mr Peter Heazlewood
Contact Officer
Diversity Issues Unit
Department of Justice and Regulation
GPO Box 4349
MELBOURNE VIC 3000

- by **email:**

peter.heazlewood@justice.vic.gov.au

- by **hand:**

Please contact Mr Peter Heazlewood on (03) 8684 1706 to arrange an appointment to deliver an application by hand to 121 Exhibition Street, Melbourne.

If required, applications will be received in alternative formats.

Additional documentation may be requested after the closing date for applications.

Glossary

Accredited Course	A course accredited through the educational institution or the Victorian Qualifications Authority and which complies with the Australian Qualifications Framework policy.
Approved Institution	An education institution as recognised under the <i>Tertiary Education (Amendment) Act 1998</i> and/or the <i>Vocational Education and Training Act 1990</i> .
Justice Portfolio	The Justice Portfolio consists of business units and statutory entities aligned under key functions. These include police and prosecution functions; administration of the court system; provision of the prison and community corrections services; provision of youth justice services; administration of various tribunals and agencies established to protect citizens' rights; emergency management; provision of emergency services; policy on racing and gaming issues and the provision of legal advice to government. Statutory entities within the Justice Portfolio include such bodies as the Equal Opportunity and Human Rights Commission; Office of the Public Advocate; Country Fire Authority; Road Safety Camera Commissioner; and Victoria Police.
Designated Service	Arrangement with the Department of Justice and Regulation and its Provider agencies, which provides a service to the community in accordance with agreed
Provider	Agencies, which provides a service to the community in accordance with agreed terms.
VPS	Victorian Public Sector. The VPS comprises Departments and Administrative Offices of the Victorian Government as described in the <i>Public Sector Management and Employment Act 1998</i> .

Information collection – Your privacy

For information about how we collect and manage personal information, please see the Department of Justice and Regulation Information Privacy Policy, which is accessible at www.justice.vic.gov.au or upon request to the Manager, Privacy and Feedback by calling (03) 8684 0178.

The Diversity Issues Unit collects personal and health information in this Program application form. This is for the purpose of enabling assessment of your Scholarship application.

If you do not provide the information sought as part of the application process, the Diversity Issues Unit may not be able to process your application.

Personal and health information provided by you in applying for this scholarship will not be used for any other purpose beyond the assessment of your application for this Program.