1. **Introduction**

These terms and conditions apply to the following scholarships awarded from 2015:

- Rae and Edith Bennett Travelling Scholarship
- W.E.J. Craig Travelling Scholarship
- Sir Arthur Sims Travelling Scholarship

2. **Definitions**

*Overseas course* means the course of study at the institution as specified in your scholarship offer.

3. **Benefits**

The benefits of the Scholarship are specified in your scholarship offer and may include:

3.1. **Living allowance**

   a. The value of the living allowance is specified in your scholarship offer.
   
   b. Living allowances are paid in two instalments per year (usually in November and May)
   
   c. Part-time students who have received approval to continue to receive the living allowance, will receive the living allowance at 50% of the full-time student rate up to the total value of the living allowance

4. **Conditions**

The following conditions apply:

4.1. **Enrolment and study load**

   a. This scholarship is conditional on maintaining full-time enrolment in your overseas course.
   
   b. If you enrol as a part-time student, you scholarship will be suspended, unless there are compassionate or compelling circumstances that prevent you from enrolling as a full-time student.
   
   c. If approval is given for you to continue to receive the living allowance while you are enrolled as a part-time student, you must provide the University with a Tax File Number Declaration form before the next payment. Payments may be subject to income tax.

4.2. If you are undertaking an undergraduate course at the University of Melbourne at the time of application and accepting an offer for a Scholarship, you must complete your undergraduate degree course before undertaking the proposed overseas course.

4.3. **Commencement**

   a. The Scholarship will commence when you start your overseas studies.
   
   b. You must commence your overseas study in the year for which the scholarship was offered, unless approval is obtained from Melbourne Scholarships to commence at a later date.
4.4. Scholarship reports

a. You must provide a scholarship report (max 250 words) and an official statement from the overseas institution confirming your enrolment in the overseas course by 15 October and 15 April of each year for the duration of the Scholarship.

b. You must submit a written report (1000 words) within 14 days of the end of the scholarship. The report should describe how the scholarship has helped you with your studies (both academically and personally) and your future aspirations.

c. The content in these reports may be provided to donors who supported your Scholarship.

d. You must forward the scholarship reports and enrolment statements to:
   scholarships-administration@unimelb.edu.au

4.5. Payments and concurrent scholarships

a. After having received confirmation of enrolment, the University will make the scholarship payments to your nominated Australian bank account, (usually early-November or early-May).

b. You cannot receive the Scholarship concurrently with another, substantial scholarship, without prior approval from Melbourne Scholarships.

4.6. Change of circumstances

a. You must notify Melbourne Scholarships within 14 days of any change to your circumstances that may affect your eligibility to continue receiving the Scholarship, including:
   i. Withdrawal, suspension or leave from the overseas course;
   ii. Change to your enrolment status from full-time to part-time or vice versa;
   iii. Completion the overseas course for which the scholarship has been awarded.
   iv. Being awarded another scholarship for undertaking your overseas course.

b. If you have been overpaid as a result of the changes in your circumstances, you will be required to repay the scholarship benefits to the University of Melbourne.

4.7. It is the responsibility of the scholarship recipient to organise appropriate health and travel insurance for undertaking overseas graduate study or research training.