Terms and Conditions

These conditions apply to all scholarships bestowed by the University of Melbourne for undergraduate courses excluding travelling scholarships or scholarships funded by trusts or donations from external organisations, or those scholarships that are administered by the University on behalf of other organisations such as the Mildura Alumni Scholarship and the Mary Jane Lewis Trust Scholarship.

Key Terms

Benefits - components of the scholarship that provide value to the recipient such as fee remission or allowance payments.
Conditions - regulations that govern scholarship tenure ensuring the scholarship benefits are delivered only to eligible students.
Full study load - Normally completion of 100 points within a calendar year but may be broken down by teaching periods (50 points in semesters 1 and 2).
Full-time enrolment - Determined on the basis of enrolment per semester for semesters 1 and 2. Normally, a study load of at least 37.5 points in each of semesters 1 and 2.
Part-time enrolment - Determined on the basis of enrolment per semester for semesters 1 and 2. Less than 37.5 points in either semester would normally constitute a part-time enrolment.
Semester - In accordance with current federal Government guidelines, subjects undertaken from:
  - 1 January - 30 June will count towards a student's semester 1 load.
  - 1 July - 31 December will count towards a student's semester 2 load.

Academic progress requirements

Each semester, Melbourne Scholarships conducts an academic progress review of Melbourne National scholars.

National scholars are expected to pass all subjects in their first year and achieve at least a 70% grade point average in the second and subsequent years of their course.

*We do not review the results of recipients of other scholarships. Other scholarship recipients are required to be approved by their faculty to progress each year.*

Additional subjects

Scholarships that provide a fee remission will not cover:
- Community Access Program (CAP) subjects. Exception: National Scholarships will cover an enrolment in a CAP program up to a maximum of 25 points if approved by the relevant Student Centre in accordance with the University's policy on over-enrolment. For information about the over-enrolment policy, refer to [http://policy.unimelb.edu.au/UOM0378#section-3.1](http://policy.unimelb.edu.au/UOM0378#section-3.1)
- Cross-institutional subjects. Students who provide an enrolment statement from the cross-institution may continue to receive the scholarship allowance component if eligible.

Scholarships that provide a fee remission will cover:
- Subjects undertaken as part of a University approved exchange program.
- Over-enrolment in the degree up to a maximum of 25 points if approved by the relevant Student Centre in a Commonwealth Supported Place in accordance with the University's policy on over-
enrolment. For information about the University’s over-enrolment policy, refer to http://policy.unimelb.edu.au/UOM0378#section-3.1

– If completion of an over-enrolment requires a scholarship recipient to enrol for longer than the normal duration of their course, the allowance component of their scholarship will not be extended.

**Concurrent Diplomas**

Scholarship recipients will be permitted to extend their scholarship to cover one concurrent diploma. This applies to fee remission and allowance components of the scholarships.

**Concurrent Scholarship Awards**

– No student is permitted to hold a National Scholarship and an Access Scholarship.
– No student is permitted to hold fee remission scholarships from separate sources with a total value of more than 100% of the fee for the relevant course.
– Recipients of a Melbourne Scholarship may be permitted to hold other scholarships, but should be advised to check the conditions of any other scholarships carefully and seek independent advice about whether holding multiple scholarships will affect their eligibility for Centrelink benefits or their taxation status.

**Course transfer**

– Scholarship recipients will not be permitted to retain their scholarship if they transfer to a course at an institution other than the University of Melbourne.
– Scholarship recipients may be permitted to transfer their scholarship to another course at the University of Melbourne providing that they remain eligible.
– Normally approval will be given if the new course is at the same level as the original course, and students enrolled in the new course also would be eligible for the scholarship concerned.
– Transferring to a new course does not constitute grounds to extend the duration of a scholarship. The duration should be the normal duration of the new course if the student undertakes a full study load. Calculation of expired duration should take into account the component of the original course for which the student has already been in receipt of the scholarship.

**Deferring/Deferment of Scholarship**

Deferment of a scholarship will be permitted providing the recipient is permitted to defer commencement of their course.

**Duration of allowance**

– Normal duration of the course if the student undertakes a full study load of 100 points per year.
– A recipient who undertakes a study load of between 75 and 100 points per year will not normally be permitted to extend the duration of their allowance for this reason.
– A student who elects to study part-time without having received approval to retain their scholarship will forfeit their entitlement to any allowance payments that would ordinarily have been made during the period in which they are studying part-time.
**Duration of fee remission**

For scholarships that provide a full fee remission the scholarship will cover the full cost of the fees for the minimum number of points normally required to complete the degree for which the scholarship is offered.

**Exception:** National Scholarships will cover an enrolment in a CAP program up to a maximum of 25 points if approved by the relevant Student Centre in accordance with the University's policy on over-enrolment. For information about the over-enrolment policy, refer to: [http://policy.unimelb.edu.au/UOM0378#section-3.1](http://policy.unimelb.edu.au/UOM0378#section-3.1)

**Honours**

Scholarship recipients, including International Undergraduate Fee Remission Scholarship recipients, will not be permitted to extend their scholarship to cover an Honours year.

**Exception:** Commonwealth Scholarship recipients may be eligible if they have not already used the maximum four years of funding.

**Leave**

Permitted providing the student is permitted to take leave from their course.

**Part-time**

Scholarships are generally awarded on the basis that the student maintains a full time load and is enrolled full-time. A full-time enrolment is at least 37.5 points per semester. See Key Terms for more details.

Students may be permitted to retain their scholarship and study part-time if there are socially compelling reasons for them to do so. Socially compelling reasons could be one or more of the following:

- primary care responsibilities for a pre-school child;
- primary care responsibilities for school-aged children as a sole parent with limited access to outside support;
- primary care responsibilities for an invalid or disabled partner, child or parent; or medical condition/s.

Students who are given permission to retain their scholarship and study part-time may, at the discretion of the Coursework Scholarships & Awards Committee, continue to receive their allowance payments at the full-time rate for a period not more than the normal part-time duration of their course (usually twice as long as the full-time duration of their course).

Students who wish to retain their scholarship and study part-time must apply to Melbourne Scholarships and provide documentary evidence of their socially compelling circumstances. If successful they will be required to complete a Tax Declaration form.

Where no such socially compelling reasons exist students may take leave from their scholarship until they are ready to resume a full-time enrolment.

Information about how part time enrolment affects your scholarship payments.
Repeating subjects

Scholarships that provide a fee remission will not normally sponsor subjects that are being undertaken to make up for other subjects that the student has failed, or from which they have withdrawn after the census date.