The Coursework Scholarships Unit (CSU) manages the overall administrative operations of university, faculty, government and externally funded/donor funded coursework scholarship programs and the development of coursework scholarship policies and programs across the University.

These guidelines provide information in relation to the types of scholarships and bursaries available within the University and how they are administered.

**Scholarship staff contact details**

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Mailing address: Coursework Scholarships Unit  
Student Administration and Systems,  
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Scholarships overview

Coursework scholarships and bursaries are offered to students in coursework programs to encourage and reward academic excellence and to ensure equitable access to a world-class Monash education. Monash currently offers over 2000 new scholarships each year in a program totaling over $15 million. They are divided into a number of broad categories:

**Merit** – awarded for academic achievement. In most cases, Year 12 students must have achieved a minimum ATAR or equivalent of 95 to be eligible. Current Monash students are assessed based on their weighted average mark (WAM). In most cases, students must have a minimum WAM of 80% to be eligible.

The CSU will liaise with Faculties in relation to the selection of Monash Faculty Scholarships. In most instances, the CSU will make offers on behalf of the faculty and provide the faculty with a list of students who have received an offer.


**Equity** – Equity-based scholarships and bursaries are awarded to domestic students who are from one or more of the following Monash defined equity or personal disadvantage groups:
- People of Australian Indigenous descent
- People from regional and remote areas
- People experiencing financial hardship
- People with a disability or long-term medical condition
- People from a non-English-speaking background
- People experiencing long-term family difficulties
- People from under-represented schools

Points are allocated for each equity category and a total equity score is calculated. Students are ranked in order according to their total equity score.


**Merit and Equity** – awarded to students who have high academic achievement and who are also from one or more of the equity or personal disadvantage groups.


**Accommodation** - are awarded based on either merit or equity to either assist students relocating from a regional or remote area or with the costs associated with living in Monash Residential Services.


**Vacation Scholarships** – are awarded to high achieving undergraduate students who may be interested in furthering their studies via an honours program or who are considering a career in research. Vacation Scholarships are only available during vacation periods i.e. December – February and occasionally June-July.

Indigenous Scholarships – offered to Indigenous Australians based on academic achievement or need.


Sports Scholarships – awarded to students involved in non-professional sports who also demonstrate a commitment to representing Monash at interuniversity competitions.


Commonwealth Scholarships - These scholarships are now administered by Centrelink. There are two scholarships available, StartUp Scholarship and Relocation Scholarship.

Universities are still allocated a small number of Commonwealth Scholarships each year to offer to eligible Indigenous students enrolled in approved enabling or undergraduate courses.

Further information can be obtained from Centrelink [www.centrelink.gov.au](http://www.centrelink.gov.au)

Postgraduate Scholarships – limited postgraduate coursework scholarships are available. Most coursework scholarships are for undergraduate students.


Monash College Scholarships – scholarships and bursaries are available for international students and domestic students who apply under certain SEAS categories. Monash college students are also eligible for the Sport Scholarship.


International Scholarships – there is a number of international scholarships available for high achieving students. With the exception of honours scholarships, eligible direct students applying for a course through IRS will be automatically assessed for international scholarships and will be sent a scholarship offer at the same time of their course offer. International students interested in honours must apply for scholarships directly through Monash.

The Monash University International Scholarships for Excellence are offered to the highest achieving students from strategic areas determined by the Marketing team annually. A minimum of one scholarship is awarded to a student in each faculty each year.


Travel and Placement Scholarships – awarded based on merit or equity, these are awarded to students who are enrolled in an approved exchange program or completing a placement as part of their degree.

Coursework Scholarships responsibilities

- Assess all scholarship applications and provide reports to the faculties of eligible applicants for selection where required.
- Maintain records of all current scholarship holders including details of payments and record merit scholarships on student transcripts.
- Process all scholarship offers to eligible applicants, process all payments within ATO policy and monitor student's eligibility.
- Report to Coursework Admissions and Scholarships Committee (CASC) and Student Equity Committee (SEC) on the number and value of scholarships and bursaries offered each year and any new scholarships available.
- Set up all eligible prizes in Callista so that they can be recorded on the academic transcript by the faculties.
- Administer the Monash Medals and liaise with the faculties and graduations team to award the medals.
- Assist in the development of the VTAC and Monash Scholarship application form and provide one application for all scholarships available.

New Scholarships

All new coursework scholarships (including donor or faculty funded) must be approved at the next Coursework Admissions and Scholarships Committee (CASC). This committee meets 4 times a year. The scholarship proposal template (http://adm.monash.edu/scholarships/staff-only) must be submitted to CASC via the Manager, Coursework Scholarships.

Scholarship process

Scholarship applications

Students can apply for the full range of scholarships on one application form through VTAC (VTAC course applicants only) or direct to Monash (current Monash students only).

Main application period: August – October
Late applications (select scholarships only): January - February
Mid year applications (select scholarships only): June - July.

Monash students submit an application on the Monash website using the eAdmissions portal: https://emuconnect.monash.edu.au/connect/webconnect

VTAC course applicants (including international VTAC applicants) must submit an application on the VTAC website (between August and mid October only) www.vtac.edu.au/scholarships. Scholarship applications will be sent to all participating* universities on the student’s preference list (*participating in the VTAC centralised scholarship application process).

International students who are applying directly to IRS for a course do not apply for scholarships. These international students are assessed for scholarships based upon their course admissions information and, if successful, will be made a scholarship offer at the same time their course offer is made. Current Monash
students, students completing Year 12 or IB in Australia and prospective honours students must apply for scholarships.

**Scholarship offers**

The first round of scholarship offers is made in December. The majority of these scholarship offers are made to students completing year 12 or IB in Australia. All students offered a scholarship are sent:

- A scholarship offer letter (conditional upon enrolling in or maintaining enrolment in a Monash University course)
- Instructions on how to respond to the offer in WES (within 2 weeks)
- Details on when and how the scholarship will be paid
- Students who are made a scholarship offer in December will also be sent an SMS to advise them of their offer.

Scholarship offers continue through January and March depending on the number of students that reject their offer or do not receive a Monash course offer.

If a person enquires as to whether a scholarship has already been offered, the offer status (i.e. ‘not yet offered’, ‘in progress’, or ‘offered’), can be viewed at the following web address: [http://www.adm.monash.edu/scholarships/scholarshipoffers.html](http://www.adm.monash.edu/scholarships/scholarshipoffers.html).

Once the offer process is complete each semester, the faculty scholarship contacts will be emailed a list of new and continuing scholarship holders in the faculty. This information is not accessible in Callista.

Monash University holds an event annually on the day ATAR results are released (mid December) to congratulate the highest-achieving Year 12 students who receive a merit or merit and equity scholarship. Select students will be invited to the event. This is an opportunity for high achieving students to speak to staff about their course preferences and participation by faculty staff and senior staff is required.

**Scholarship Payments**

Most scholarships are paid on the following basis: ‘payable for the minimum number of credit points required to complete the degree the student first enrolls in’.

Payments are made twice each year, within four weeks after the main University census dates, i.e. in April and September.

Scholarship payments are made via EFT, and students submit their banking details through the Web Enrolment system (WES). Some merit scholarships can be paid directly to a student's fees, and students can select this option in WES by 15 March each year.

CSU will journal the scholarship payments to the cost centre and fund number nominated by the faculty for faculty and donor funded scholarships.

**Scholarship impact on Centrelink benefits**

Up to $6,762 (2012 value) of equity and merit-based scholarships is exempt from the income test. Any amount of the scholarships over $6,762 will still be considered personal income and may affect the student’s payment rate.
The amount of the scholarship exempt from the personal income test is indexed each year and it will always be equal to the combined value of the Commonwealth Education Costs Scholarship and Commonwealth Accommodation Scholarship.


Taxation of scholarships
In order for a payment to be exempt from income tax under section 51-10 of the Income Tax Assessment Act 1997, the payment must be:

- made to a full time student of a university (must be enrolled in a minimum 18 credit points);
- of a scholarship, bursary, education allowance or other form of educational assistance; and
- not otherwise excluded under section 51-35 of the ITAA 1997.

When does section 51-35 apply?
Section 51-35 applies to remove the exempt status of a scholarship in cases where:

- the payment is made by a person or authority on condition that the student will, or will if required, become, or continue to be, an employee of the person or authority;
- the payment is made by a person or authority on condition that the student will, or will if required, enter into, or continue to be a party to, a contract with the person or authority that is wholly or principally for the labour of the student; and
- the payment is under a scholarship where the scholarship is not provided principally for educational purposes.

It is important to note that:

- tax exempt payments must be for educational purposes to full time students
- there is no income tax exemption for scholarships awarded to part-time students

Further information about the tax status of scholarships can be found by using the scholarship tool on the Australian Taxation Office (ATO) website www.ato.gov.au/individuals/content.aspx?doc=/content/34815.htm.

Scholarship retention

Academic performance
The CSU reviews the academic progress of all scholarship holders to determine their eligibility to receive payments. This is done following the release of results each semester.

The Coursework Scholarships Unit has a Probation and Suspension Policy for Under Performing Students www.adm.monash.edu.au/scholarships/holders/probation-suspension.html

The CSU will notify the faculty scholarship contacts of any students placed on probation, suspension or termination in accordance with this policy. The CSU will send letters to students advising them of the probation, suspension, or termination status of their scholarship or bursary. The faculty must advise CSU of any students who have received special consideration and are exempt from this policy for the semester.

Receiving multiple scholarships
Scholarship offers are spread out amongst the student cohort as much as possible to ensure we are assisting the maximum number of students. As such, students can generally only hold one merit and one equity scholarship at a time. In addition, they may also hold an accommodation scholarship and/or a one-off scholarship or a travel or placement scholarship. The scholarships website provides more information on
which scholarships can be held concurrently http://www.adm.monash.edu.au/scholarships/holders/concurrent-scholarships.html

**Scholarships recorded on Academic Transcripts**

All merit scholarships (with no equity component) are recorded on student’s academic transcripts. This is the responsibility of CSU.

**Management of Prizes**

A prize is defined as: An award in recognition of outstanding academic achievement or work related performance. For students, prizes carry no condition for further study.

Prizes are established and managed by the faculties. CSU assists with the process by setting up Prizes in Callista so that faculties can record them on the student’s transcripts.

All prizes that are over $1000 can be recorded on the student’s transcript (Person Prize Maintenance Form IASF0171). It is the faculty’s responsibility to record prizes on student’s academic transcript.

**University Medals**

CSU is responsible for administering the following medals:

- Academic Medal for Excellence in Graduate and Postgraduate Coursework Study
- Sir John Monash Medal
- University Medal for Undergraduate Academic Excellence

In November each year, CSU will notify the faculty of the number of each medal they can award. Once the faculty has selected the recipients and notified CSU, a medal is engraved with the students details and either sent to the student or presented to them at their graduation ceremony.