

# Aboriginal Tertiary Education Scholarship Guidelines 2024



**Opening Date**

**Thursday 14 March 2024**

**Closing Date**

**5pm, Thursday 23 May 2024**

## About The Aboriginal Tertiary Education Scholarships

The City of Port Adelaide Enfield is pleased to offer twelve-month Aboriginal Tertiary Educational Scholarships of up to \$5,000 for Aboriginal or Torres Strait Island students to undertake tertiary studies at Flinders University, the University of Adelaide or the University of South Australia. Up to two Scholarships will be available annually.

The purpose of the Tertiary Education Scholarships is to encourage and support Aboriginal and Torres Strait Islander residents to achieve educational aspirations and contribute to development in the City of Port Adelaide Enfield.

## Am I eligible to apply?

In order to be eligible for the Aboriginal Tertiary Educational Scholarships you need to meet the following criteria:

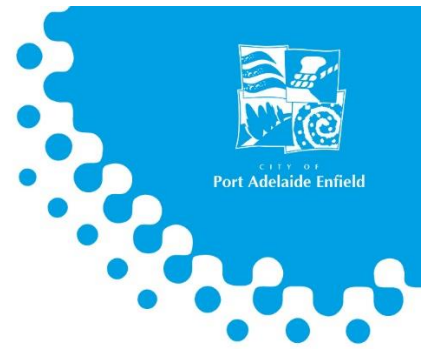
- Be a resident of the City of Port Adelaide Enfield
- Be a person who is of Australian Aboriginal or Torres Strait Islander descent; identifies as an Australian Aboriginal or Torres Strait Islander; and is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived
- Be enrolled as a full-time student beyond the census date (*which is the last day to withdraw without incurring liability for student contributions or tuition fees*) at Flinders University, the University of Adelaide or the University of South Australia
- Receive and maintain the nominated University's formal offer stating that you are enrolled throughout the scholarship
- Be enrolled in or undertaking an undergraduate course in any university discipline

Priority for the Scholarships will be given to individuals who have **NOT** already completed an Australian bachelor's award or equivalent, however Scholarships for applicants studying higher awards will be considered.

## What may I spend the Scholarship on?

If you are awarded the scholarship, you must spend the money on any costs involved in undertaking University studies such as HECS fees, travel expenses, childcare, computer equipment, programs, software, stationery or the costs of textbooks.

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## *How do I apply?*

If you believe you are eligible for an Aboriginal Tertiary Education Scholarship, please complete an application form (available on the City of Port Adelaide Enfield website) and submit your application to the City of Port Adelaide Enfield via one of the following methods:

**Post:** City of Port Adelaide Enfield Indigenous Scholarship  
PO Box 110 Port Adelaide SA 5015

**Email:** [rikki.wilson@cityofpae.sa.gov.au](mailto:rikki.wilson@cityofpae.sa.gov.au)

Applications close at **5pm, Thursday 23 May 2024**.

Unfortunately, we cannot consider late applications.

## *What documentation am I required to provide?*

In order to provide the City of Port Adelaide Enfield with a complete Application Form, you must present:

- All school results to date from the last year you studied
- Current confirmation of enrolment or eligibility to enrol and subject list
- Contact details for two referees (you need to advise your referees that you are applying for the scholarship and that the Selection Committee may be contacting them)

Please do not include any documents that have **NOT** been requested by the City of Port Adelaide Enfield. Any extra documents will not be considered and will not be returned to you.

## *Who can be my referees?*

Your two referees should be people outside of your immediate family who, where possible, know you in different capacities, such as personally, professionally or academically. They should be people who can tell us a bit about you and why you would benefit from receiving a Scholarship.

## *How will I receive my Scholarship payments?*

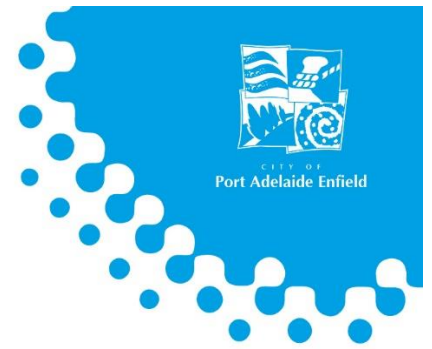
Payment to the successful applicants will be made in three instalments as follows:

- (1) on proof of enrolment beyond the census date
- (2) on presentation of mid-year results
- (3) on presentation of end of year results

## *What happens after I apply?*

The City of Port Adelaide Enfield will email your nominated email address to notify you that your application has been received within 10 working days after the closing date.

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If you do not receive notification, it is your responsibility to contact the City of Port Adelaide Enfield, on telephone: 8405 6831 or via email to: [rikki.wilson@cityofpae.sa.gov.au](mailto:rikki.wilson@cityofpae.sa.gov.au).

Your application will be assessed by the City of Port Adelaide Enfield, who may contact you for clarification, further information and to request an interview (either by phone or in person).

When final selection decisions have been made, successful applicants will be notified via telephone and unsuccessful applicants will be notified via email by **May 2024**.

If you are a successful applicant, you will receive a formal letter of offer, which will include a Scholarship Agreement form to be completed and signed by yourself and a witness and returned to the City of Port Adelaide Enfield.

If you are a successful applicant and aged under 18 years you must have a nominated adult sign the Scholarship Agreement on your behalf.

Successful applicants will be acknowledged at a Council meeting in 2024.

## *Who can I talk to?*

### **Rikki Wilson**

Aboriginal Community Development Officer

Email [rikki.wilson@cityofpae.sa.gov.au](mailto:rikki.wilson@cityofpae.sa.gov.au)

Telephone 8405 6831

## *What are the conditions of the scholarship?*

### **Commencement of the Scholarship**

The Scholarship and payment cannot commence until the City of Port Adelaide Enfield has received the successful applicant's signed Agreement Form.

### **Withdrawal from course**

If you withdraw or fail to complete the course identified in your successful application you must immediately advise the City of Port Adelaide Enfield in writing, PO Box 110 Port Adelaide SA 5015 or email [rikki.wilson@cityofpae.sa.gov.au](mailto:rikki.wilson@cityofpae.sa.gov.au)

### **Deferred studies**

The scholarship cannot be deferred as deferring your studies will rescind your Aboriginal Tertiary Educational Scholarship with the City of Port Adelaide Enfield. You may reapply once you have reengaged the deferred studies.

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## **Unforeseen circumstances**

After the commencement of the Scholarship, you may seek to temporarily suspend your Scholarship because of unforeseen circumstances by applying in writing to the City of Port Adelaide Enfield.

- Each applicant will be assessed case by case by the City of Port Adelaide Enfield and we may request that you provide further information or evidence to assist us in assessing your request to suspend your Scholarship
- The maximum period of a suspension will be six months unless otherwise specified in writing to you by the City of Port Adelaide Enfield
- Please be aware that suspending a Scholarship may affect payment instalments

## **Change of course of study**

If you change to another course of study during the period of your Scholarship agreement, you are required to apply in writing to the City of Port Adelaide Enfield for approval.

## **Failure of subjects**

As per University guidelines, Scholarship will not be extended due to failure of subjects.

## **Termination of a Scholarship**

The City of Port Adelaide Enfield may terminate a Scholarship if the:

- applicant fails to comply with any condition of the Scholarship as identified in these guideline;;  
or
- applicant fails to maintain satisfactory academic progress

## **Student reporting requirements**

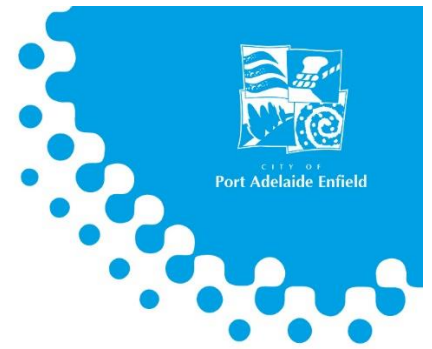
During the term of your Scholarship, you may be required to attend meetings with a staff member from the City of Port Adelaide Enfield for the purpose of providing an update on the progress of your studies, or to identify (if any) further educational support/assistance is required.

You will also be required to demonstrate to the City of Port Adelaide Enfield successful completion of study by providing a copy of your academic transcripts each semester and on completion of study.

## **Confidentiality**

All information provided by applicants will be treated as confidential, according to Council's Code of Conduct for Employees. Your personal information can only be released in special circumstances, where the law requires, or where you give permission.

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## **Grievance procedures**

Any grievances regarding the Aboriginal Tertiary Education Scholarship Program should be submitted in writing to:

City of Port Adelaide Enfield  
PO Box 110  
Port Adelaide SA 5015

or via email to [rikki.wilson@cityofpae.sa.gov.au](mailto:rikki.wilson@cityofpae.sa.gov.au)

Grievances relating to your university studies should be directed to the relevant educational institution.

## **Scholarship guidelines review**

These guidelines will be reviewed annually and will be available on the City of Port Adelaide Enfield web site prior to applications opening for the following year.

Scholarships are subject to change and are awarded based on conditions current at the time of award.

## **Media promotion**

The City of Port Adelaide Enfield requires that you acknowledge the assistance provided by the City of Port Adelaide Enfield in any printed material relating to the Scholarship.

## **Tax**

It is the responsibility of you, the applicant to ensure you comply with all Australian Tax Office (ATO) requirements in relation to receiving scholarship funding.