

the **PHOEBE** **INDIGENOUS**
WANGANEEN **Scholarship Program**

2012
INTAKE

PHOEBE WANGANEEN
INDIGENOUS SCHOLARSHIP
PROGRAM

GUIDELINES for 2012

The Phoebe Wanganeen Scholarship Program will be offered to Aboriginal and Torres Strait Islander people (aged 25 years or under) who live in the City of Salisbury.
Up to two scholarships of up to \$5,000 per annum each will be offered from 2008.

Applications open NOW and
Close Friday 23rd March 2012 5pm

the PHOEBE WANGANEEN INDIGENOUS Scholarship Program

BACKGROUND

Phoebe Wanganeen was a highly respected Aboriginal Elder, who has played a significant role in Indigenous Affairs in Salisbury and has been recognised as a City of Salisbury Living Legend. Phoebe's passion was for improving access to education for indigenous young people and this was something she championed through out her life.

To recognise her contribution within the Indigenous community, the City of Salisbury announced in January 2008 the Phoebe Wanganeen Indigenous Scholarship. This scholarship recognises the difficulties many young Indigenous people face when trying to access further education and will enable young Indigenous Salisbury residents to study at any tertiary or TAFE institution in South Australia.

ABOUT THE CITY OF SALISBURY

The City of Salisbury has a commitment to enhancing life opportunities for all residents, recognising that specific population groups have specific needs. To this end, the City actively supports education programs for Indigenous residents and the Indigenous Scholarship program will significantly contribute to the City's vision for the community.

More information about The City of Salisbury is available at www.salisbury.sa.gov.au.

GUIDELINES

The objective of the Phoebe Wanganeen Indigenous Scholarship Program is to assist Indigenous residents to contribute to and benefit from the growth the City of Salisbury is experiencing by awarding up to two scholarships of up to \$5,000 per annum each to Aboriginal and Torres Strait Islander people (aged 25 years or under) for the pursuit of post-secondary studies at any tertiary or TAFE institution in South Australia.

The Phoebe Wanganeen Indigenous Scholarship Program complements the 'Just Too Deadly Indigenous Education Awards' by encouraging young Indigenous people to strive for post-secondary qualifications. The Just Too Deadly Indigenous Education Awards recognise all Aboriginal and Islander students who are completing the milestones of Year 7 or Year 12/13 of schooling at a community, family-oriented celebration. Successful scholarship recipients will act as peer role models in their communities, as currently happens with the 'Just Too Deadly' award recipients.

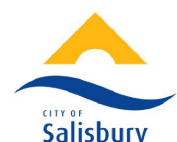
As a merit based scholarship program all applicants will be assessed according to the criteria.

WHO MAY APPLY?

To be eligible for a scholarship you must be:

- Of Aboriginal or Torres Strait Islander descent;
- A resident of the City of Salisbury;
- Please demonstrate how the Phoebe Wanganeen Scholarship program will support you in attaining your educational goals / qualifications; and
- Be enrolled, or eligible to enrol, in their first post-secondary course in either:
 - (i) an Undergraduate degree at South Australian University; or
 - (ii) a vocational training course at TAFE SA.

apply online at www.salisbury.sa.gov.au



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Notes:

If according to the above criteria, there is no suitable candidate, a Scholarship will not be issued.

Scholarships must be declared as income and this may have tax implications and/or affect Australian Government income support payments.

The primary criteria used to assess all applications will be **merit** and **financial need**. The Phoebe Wanganeen Indigenous Scholarship Selection Committee will, however, also consider the extent to which it feels you will fulfil the aims of the program and the future contribution you will make to the community.

CONFIRMATION OF ABORIGINAL AND/OR TORRES STRAIT ISLANDER DESCENT

A person will be considered to be an Indigenous person for the purposes of the scholarship, where the person:

- (a) is of Australian Aboriginal or Torres Strait Islander descent; and
- (b) identifies as an Australian Aboriginal or Torres Strait Islander; and
- (c) is accepted as an Australian Aboriginal or Torres Strait Islander in the community in which he/she lives or has lived.

The following documentation is acceptable as evidence of being Indigenous:

- (a) A completed Confirmation of Aboriginal and/or Torres Strait Islander Descent Form (attached to this Application Form); or
- (b) A letter of confirmation on the letterhead of a recognised incorporated Aboriginal and/or Torres Strait Islander organisation, signed by an authorised representative or officer.

HOW WILL APPLICANTS BE SELECTED?

The Phoebe Wanganeen Indigenous Scholarship Selection Committee will select all scholarship recipients. If a large number of applications are received, The City of Salisbury staff may assist with short listing. Decisions are final and no correspondence will be entered into regarding unsuccessful applications.

ARE THERE ANY CONDITIONS ATTACHED?

If you are awarded a Phoebe Wanganeen Scholarship you must be prepared to abide by the conditions of the scholarship. The scholarship will be conditional upon continued progress in the course of study. The City of Salisbury reserves the right to cancel or withdraw a scholarship if, in its opinion, the purposes for which the scholarship was approved change substantially. You must also provide six-monthly reports to The City of Salisbury.

See section on **Conditions of the Scholarship** below for further information.

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HOW DO I APPLY?

Thoroughly read the application guidelines (available at www.salisbury.sa.gov.au) to ensure you are eligible.

If eligible, complete the Phoebe Wanganeen Indigenous Scholarship Application Form.

Send your application to The City of Salisbury via one of the following methods:

Post: Phoebe Wanganeen Indigenous Scholarship Selection Committee
c/- Administration Officer – Community Development
City of Salisbury –
PO Box 8,
SALISBURY SA 5108

Email: city@salisbury.sa.gov.au OR Fax: (08) 8281 5466

Applications will be accepted until the middle of March each year (date will vary annually) but an offer of a Scholarship is conditional upon receipt of a Formal Offer from TAFE SA or the nominated University.

Late applications will not be considered.

Do not include any documents that are NOT requested by The City of Salisbury. Any extra documents will not be considered and will not be returned to you.

WHAT DO I NEED TO PROVIDE THE CITY OF SALISBURY WITH TO APPLY?

In order to provide The City of Salisbury with a complete Application Form, you must present;

- All school results, to date, from the last year you studies;
- Current (at the time of sending application) conformation of enrolment, or eligibility to enrol, and subject list (if appropriate)
- Contact details for two referees (you need to advise your referees that you are application for the scholarship and that the Selection Committee may be contacting them); and
- Confirm in writing of your Australian Aboriginal and/or Torres Strait Islander descent

REFEREE CONTACT DETAILS

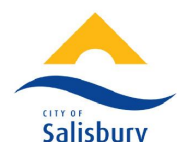
The two requested referees should, where possible, come from two people who know the applicant in different capacities, such as personally, professionally or academically. This excludes members of the applicant's family.

WHERE CAN I GET AN APPLICATION FORM?

If you have access to the Internet you can download an application form from our website: www.salisbury.sa.gov.au or email city@salisbury.sa.gov.au

Otherwise, the Administration Officer, Community Development, at the City of Salisbury on (08) 8406 8368 OR by fax on (08) 8281 5466.

apply online at www.salisbury.sa.gov.au



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WHAT HAPPENS AFTER I APPLY?

- The City of Salisbury will notify you to confirm receipt of your application within **10 working days of the closing date** for applications. A receipt of application will be forwarded to the email address provided on your application. If you do not have an email address, The City of Salisbury will forward a written confirmation letter to your fax number or postal address.
- If you do not receive notification after the closing date, it is your responsibility to contact The City of Salisbury by phone and follow up on your application. This must be **after the 10th working day of the closing date**.
- Applications received via mail after the closing date will be accepted if they are post marked on or before the closing date.
- Your application will be assessed by the Phoebe Wanganeen Indigenous Scholarship Selection Committee, who may contact you for clarification, further information, and to request an interview (either by phone or in person).
- Final decisions will be made **within one month after the closing date** for applications.
- When final selection decisions have been made, successful applicants will be notified by telephone and unsuccessful applicants will be notified via mail within **5 weeks after the closing date**.
- Successful applicants will receive a formal letter of offer, which will include a Grant Agreement and grant payment form to be completed and signed by the successful applicant and a witness, and returned to The City of Salisbury.

NB Successful applicants who are under 18 years of age must have a nominated adult sign the grant agreement on their behalf.

- Successful applicants will also receive a Report Form to submit upon completion of the initiative, outlining the extent to which the initiative met its goals and objectives. This is to be returned to The City of Salisbury by the date specified in the applicant's Grant Agreement.

WHAT MAY I SPEND THE SCHOLARSHIP PAYMENT ON?

If you are awarded the scholarship you must spend the payment on any costs involved in undertaking post-secondary studies, informal or formal studies such as HECS fees, travel expenses, computer equipment or the cost of textbooks.

Successful scholarship recipients **must provide receipts of all Grant money spent.**

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PAYMENT OF THE SCHOLARSHIP

If you are awarded a scholarship you will be paid in advance, in instalments, as outlined in the Grant Agreement. Where scholarship funds are not used for the purpose of the scholarship, or there is non-compliance with the conditions, funds must be returned to The City of Salisbury.

The scholarships will be paid for a period of 1-3 years (full time), dependant on length of course. If study is undertaken on a part-time basis, payment will be made on a pro-rata basis for the duration of the course.

Successful students will be paid a stipend of:

- (a) \$5,000 for each year they are enrolled in a full-time University course;
- (b) \$2,500 for each year they are enrolled in a full-time TAFE course; or
- (c) if undertaking part-time study at either of these providers, payment on a pro-rata basis.

CONDITIONS OF THE SCHOLARSHIP

Commencement of the Scholarship

- (1) The scholarship and payment cannot commence until City of Salisbury receives the signed Letter of Acceptance.
- (2) The scholarship cannot be deferred if you defer your program of study. You may reapply for a scholarship when you apply to take up your deferred offer.

Suspension of the Scholarship

- (1) After commencement of the scholarship, a student may seek to *suspend* the remainder of the scholarship by applying in writing to City of Salisbury.
- (2) Unless otherwise specified in writing to the student by City of Salisbury, the maximum period of a *suspension* will be six months.

Withdrawal from Course

If a student withdraws from or fails to complete the course of study in which they are enrolled, they must immediately advise City of Salisbury in writing.

Failure of Subjects

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

Change of Course of Study

A student may change to another course of study during the tenure of the scholarship with the approval of City of Salisbury. Students must apply in writing to City of Salisbury for approval.

Transfer of a Scholarship

- (1) The City of Salisbury may approve transfer of a scholarship from TAFE to University or vice versa. Transfer between campuses is also permissible.
- (2) Any request to transfer a scholarship must be in writing to the Scholarship Committee.
- (3) Once the Committee approves a transfer, written advice will be provided to the student, the original educational institution and the new educational institution, indicating the commencement date of the approved transfer.

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Work

As per University or TAFE guidelines.

Leave

As per University or TAFE guidelines.

Termination

The Scholarship Committee may terminate a scholarship if:

- (a) the student fails to comply with any condition of the scholarship as identified in these Guidelines; or
- (b) it determines that the student has failed to maintain satisfactory academic progress.

Student Reporting Requirements

- (1) A month after completion of the first six month period of study, the student must provide a Statement of Progress to City of Salisbury from the student's supervisor.
- (2) To provide six monthly subject results to the City of Salisbury, to demonstrate progress.
- (3) A month after completion of the scholarship, the student must provide a final report to City of Salisbury including a copy of their academic transcript.

Other

Scholarship recipients are expected to attend Just Too Deadly, Reconciliation Week and NAIDOC events organised by the City of Salisbury and other functions as required.

OTHER INFORMATION

Phoebe Wanganeen Indigenous Scholarship Selection Committee

The membership of the Phoebe Wanganeen Indigenous Scholarship Selection Committee will include:

- The Mayor of the City of Salisbury;
- A representative of the University of South Australia;
- A representative of TAFE; and
- A representative of the local Indigenous community.

An Executive Officer for the Selection Committee will be selected from staff. However, City of Salisbury staff are not involved in the decision-making process and therefore are unable to give feedback to applicants who are unsuccessful.

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.
- Application forms for unsuccessful applicants will be destroyed 60 days after the scholarships are awarded for the year.

Grievance Procedures

- Grievances in relation to the Phoebe Wanganeen Indigenous Scholarship will be resolved in accordance with the Internal Review of Council Decisions Procedures (in Accordance with Section 270 of the Local government

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Act 1999), and must be made within twenty (20) working days of receiving notification of the outcome of the selection process.

- All other grievances are to be directed to the relevant educational institution ie the University of South Australia or TAFE.

Scholarship Guidelines Review

- These Guidelines will be reviewed annually and will be available on the City of Salisbury 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 the award.

Media and Promotion

The City of Salisbury requires that you acknowledge the assistance provided by The City of Salisbury in all printed material relating to the scholarship. The City of Salisbury will provide media materials and logos on CD to successful applicants in an information pack.

GST

It is The City of Salisbury's understanding that grants made by The City of Salisbury do not attract GST. However, grantees should seek independent tax advice if they require further clarification.