



**CUPSA**  
A DEPARTMENT OF CURTIN STUDENT GUILD

# CURTIN UNIVERSITY POSTGRADUATE STUDENT ASSOCIATION GRANTS GUIDELINES

*Semester 2, 2016*

The Curtin University Postgraduate Student Association (CUPSA) allocates money in the form of CUPSA Grants to assist Postgraduate students to undertake the degree. The intent of the CUPSA grants is to provide partial support to students in financial need—they should not be relied upon as an ongoing means of support.

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## ELIGIBILITY CRITERIA

1. Applicants must meet all of the following criteria to be considered for a CUPSA Grant:
2. A Curtin postgraduate student, coursework or research, currently enrolled full-time (at least 75 credits per semester).
3. For Academic Resource Grant, students should be in need of financial assistance. Examples include: students who are sole parents (with at least one child at home); students who are living with a sole parent and/or in a low income family and/or where one or both parents are in receipt of a welfare/pension payment; and students who live independently (or with partner with/out children) and who are on welfare benefits or an equivalent low income who also pay at least 30% of their income in rent.
4. Residing in Australia.
5. Exceptions to full-time enrolment criteria will be considered in exceptional circumstances, for example, if the student is studying part-time because of disability. Full documentation of the circumstances must be included. However, grants may be taxable for part-time students.
6. Consideration will be given to equity groups (Section B), namely Indigenous students; persons with a temporary or permanent disability or medical condition; Australian students from a Non-English Speaking Background; persons from Rural and Regional Areas; and International students from economically developing regions. Extenuating circumstances may be considered in regard to how they impact on your financial situation.

## CONFIDENTIALITY AND PRIVACY STATEMENT

Information given to CUPSA will be kept confidential. CUPSA will ensure that all records are kept secure in accordance with the State Records Act 2000 and the Commonwealth Privacy Act 1988.

## PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Explain why you need financial assistance and what effect your financial circumstances have on your studies.

## FINANCIAL DETAILS

1. The financial information you provide for this application should give a clear overview of your financial circumstances for the **whole** of the current year.
2. If income varies week to week, you will need to average it out over the year to come to a weekly figure.
3. If you think your circumstances may lead to confusion, provide an explanation including specific monetary details.
4. Explanation of money is in Australian dollars and should be calculated per fortnight.
5. Include any scholarships currently received or will receive in the year, i.e. Curtin Completion Scholarship.
6. You must include any of your (and your partner's) current savings.
7. If your expenditure is higher than your income you must provide an attachment explaining how you meet the shortfall, e.g. loan from family, saving amounts.

## DOCUMENTS (SCANNED COPY) TO BE ATTACHED TO YOUR APPLICATION

(Original documents have to be able to be shown if requested)

### ❖ *Compulsory*

- Bank statements
- Current enrolment advice

### ❖ *Preferably provide evidence of low socio-economic status or any relevant information regarding your financial circumstances. Use the following examples if they are relevant to your financial situation:*

- Recent employment pay slip/s
- Centre link Income Statement (if receiving Centre link Benefits),
- Rent receipts
- Parenting payments
- Proof of regional or rural status (bank statement, bill)
- Attachment of further explanation of financial situation.

### ❖ *Any other relevant financial information.*

## INCOMPLETE APPLICATIONS

Incomplete, illegible or incorrectly completed applications will NOT be considered.

## NOTIFICATION OF GRANT

All applicants, both successful and unsuccessful, will be notified via email (a current e-mail address must be provided) of the outcome of their application within 4 weeks after the application close.

## COMMENCEMENT OF GRANT

Successful applicants will be required to provide CUPSA with banking details to allow for a transfer of funds.

## OTHER CONDITIONS

A CUPSA grant is not transferable to another university. Deferral of a CUPSA grant will only be permitted in exceptional circumstances not foreseen at the time of the application.

## INCOME TAX IMPLICATIONS

Please check with the Australian Taxation Office for your individual situation. For the Australian Taxation office, the CUPSA grant is tax exempt if you are a full time student. If you are a part time student, the grant is subject to tax and you will have to state it as income on your Income Tax Return.

## CENTRELINK PAYMENT IMPLICATIONS

If in receipt of Centrelink benefits, you must declare the grant as income to Centrelink. This may affect Centrelink payments.

## APPEALS

If you wish to appeal the process of your grant outcome you can do so only on the grounds of procedural irregularities. To lodge an appeal you must do so in writing to the CUPSA President ([cupsagrants@guild.curtin.edu.au](mailto:cupsagrants@guild.curtin.edu.au)) within 14 days from the notification date.

## REAPPLICATION

Previous applicants and awardees of CUPSA grants are eligible to re-apply in the following round, should the financial situation warrant. In the interest of equity, CUPSA wishes to disburse the grants to as many students as possible. As such, priority may be given to students who have not received an award previously.

## SUBMISSION OF APPLICATIONS

**Wednesday 31 August 2016, 5 pm.**

## IMPORTANT NOTES

- Please note that you are not automatically entitled to receive a CUPSA grant even if you meet the application criteria.
- Funding for the program is limited and grants will be allocated based on the ranking that each application is given.
- The decision of the panel is final.