

the **PHOEBE WANGANEEN** **ABORIGINAL AND TORRES STRAIT ISLANDER**
Scholarship Program



2025 Guidelines



Acknowledgement of Country

The City of Salisbury acknowledges the traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

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The objective of the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program is to assist Aboriginal and Torres Strait Islander residents by awarding scholarships for the pursuit of tertiary studies at any University, TAFE or Registered Training Organisation (RTO) in Australia.

Whilst all post-secondary (tertiary) study is eligible, preference is given to people who are undertaking their first post-secondary (tertiary) study.

Eligibility

To be eligible for a scholarship you must be:

1. of Aboriginal or Torres Strait Islander descent; and
2. A resident of the City of Salisbury; and,
3. Enrolled, in
 - (i) Any undergraduate or postgraduate program at any university in Australia; or
 - (ii) a vocational training course at TAFE or RTO in Australia (Note: previously participating in a school based apprenticeship does not preclude applying)

What can this scholarship be used for?

If you are awarded the scholarship you must spend the payment on any formal or informal costs involved in undertaking post-secondary studies. The following list provides items that are accepted as expenditure for the Phoebe Wanganeen Scholarship:

- Text and program related books
- Technology- for educational purposes *laptops, *ipad, *software programs etc.
- Administration Fees (There must be a clear and direct relationship to the approved education and the fee type).
- HECS reimbursement (i.e. only payable with the provision of receipt).
- Specialised equipment related to field of study (purchased or rented)- tools whose function can be directly demonstrated as essential to program of study (e.g chefs knives for culinary course)*
- Tutoring- related to chosen study field (i.e. only payable with the provision of receipt)
- Logoed uniforms required for study program (e.g nursing, beauty therapy etc.)
- Memberships or accreditation fees associated with field of study

*A maximum of 50% of one payment can contribute to the cost of these items. There must be a clear and direct relationship to the approved education and technology type.

Please make contact with your City of Salisbury staff representative if you are unsure about the purchasing requirements, or have any questions about items you might like to purchase with scholarship funds.

Confirmation of Aboriginal and/or Torres Strait Islander descent

A person will be considered to be an Aboriginal and/or Torres Strait Islander person for the purposes of the scholarship, where the person:

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

The following documentation is acceptable as evidence of being Aboriginal and/or Torres Strait Islander:

- (a) a completed Confirmation of Aboriginal and/or Torres Strait Islander Descent Form (attached to the 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.

(Note: a Statutory Declaration will not be accepted as evidence)

Please be aware of timing of organisations' Board meetings when applying for confirmation of Aboriginal and/or Torres Strait Islander descent. A confirmation letter can be supplied at the time of application or upon short listing.

How do I apply?

Thoroughly read the application Guidelines to ensure you are eligible. If eligible, complete the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Application Form found on our website. Please remember to include the required evidence with your submission.

Late applications will not be considered.

Please do not include any additional documents that are not requested by the City of Salisbury.

What documentation do I need to supply with my application?

In order to provide the City of Salisbury with a complete Application Form, you must attach to your online application the following documentation:

1. evidence of Aboriginality or Torres Strait Islander descent from a registered organisation. This can be provided at time of application or upon shortlisting.
2. evidence of living in the City of Salisbury (attached eg: photocopy of your current drivers' license, bank or government letterhead with your name and address etc)
3. proof of enrolment from any University, TAFE, or RTO in Australia.
4. support letters from two referees

Documented evidence must be current at the time of sending application.

If details change, please notify City of Salisbury.

What happens after I apply?

The City of Salisbury will notify you to confirm receipt of your application within five working days of the closing date for applications. A receipt of application will be forwarded to the email address provided on your application.

Your application will be assessed by the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Working Group, who may contact you for clarification, further information and, if shortlisted, you may be asked for an interview either by phone or in person (if a large volume of applications are received).

Final decisions will be made as soon as practicable after the closing date for applications and will be submitted to Council for endorsement.

When final selection decisions have been endorsed, applicants will be notified by phone within five weeks.

Successful applicants will receive a formal letter of offer, which will include a Grant Agreement to be completed and signed by the successful applicant and a witness, and returned to the City of Salisbury.

Note: Successful applicants who are under 18 years of age must have a nominated adult sign the Grant Agreement on their behalf.

How will applicants be selected?

Applications will be assessed by the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Selection Panel. When applying, applicants will be asked to demonstrate their strengths across a number of areas, which includes:

- Future Aspirations — tell us about your future goals, why you are applying for this scholarship and how it will help you achieve your goals.
- Academic achievements to date- tell us about any study or schooling you've participated in and what you're most proud of.
- Involvement and/ or Leadership in the Community- tell us about your involvement and/or contributions to the community (e.g. involvement in sporting, community or cultural clubs/ organisations).
- Referee support letters- Please provide the names and letters from two referees who can support and speak to your achievements, involvement in the community and your ability to meet the requirements of the scholarship.

Assessment of applications will consider the written component in addition to personal communications and/or support letters from your nominated referees to assess applications.

Scholarships are awarded to those applicants who can best demonstrate how the Phoebe Wanganeen Scholarship will help them achieve their goals.

For tips on writing your application, you can access the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Application Tips sheet online by visiting salisbury.sa.gov.au/pws

Payment of the scholarship

If you are awarded a scholarship you will be paid in instalments, as outlined in the table below. 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.

Successful students will be paid up to:

- (a) \$3,000 for each year (maximum three years) amounting to \$9,000 (maximum) if enrolled in a full-time University course.
- (b) \$1,500 for one year if enrolled in a full-time TAFE or RTO course.
- (c) if undertaking part-time study, at any of these providers, payment will be made on a pro-rata basis.

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

ACTION	DATE	NOTES	UNI	TAFE
Payment 1	March	Payment made at the commence of first semester activities.	\$1,500	\$1,000
Acquittal for first payment	July	Acquit for all spending in first semester to release second funding instalment (Submit: scholarship spending related receipts and survey).		
Payment 2	August	Payment made at the commence of second semester activities (Payment is only made where prior payments have been properly acquitted).	\$1,500	\$500
Acquittal for second payment	December	Acquit for all spending in second semester. (Submit: scholarship spending related receipts and survey) This will conclude grant for TAFE and continuation for second/third year (first) payment for Uni students.		
Total			\$3,000*	\$1,500

*University students will be paid within these time frames annually for the maximum 3-year term of funding/active study.

This scholarship is set up to reimburse funds used for educational purposes. Funding amounts are capped and will be paid at amounts according to your acquittal of receipts.

Conditions of the scholarship

If you are awarded a Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship you must abide by the conditions of the scholarship.

Commencement of the Scholarship

1. The scholarship and payment cannot commence until City of Salisbury receives the academic enrolment transcript information from your nominated Tertiary Education Institution.
2. The scholarship cannot be deferred if you defer your program of study. You may reapply for a Scholarship when you have re-enrolled in your nominated tertiary education institution.
3. The scholarship will be conditional upon continued progress in the course of study. This includes successfully completing 75% of a full-time load, or all of a part-time load. Additionally, payments will not continue if the previous installment has not been acquitted. Any payments unacquitted past their due date (unless agreed) must be paid back to the council.

Suspension of the Scholarship

1. After commencement of the scholarship, if a student takes a leave of absence from studies they may seek to suspend the remainder of the scholarship by applying in writing to City of Salisbury and include documentation from the university, TAFE or RTO confirming their leave of absence from studies.
2. Unless otherwise agreed in writing to the student by City of Salisbury, the maximum period of a suspension will be six months.

Withdrawal from Studies

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

Failure of Subjects

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

Change of Study or Study Load

A student may change to another course of study during the tenure of the scholarship. Please inform the City of Salisbury at the earliest convenience to ensure that the new study complies with scholarship requirements. Change of study found not to be in alignment with the scholarship guidelines will require any monies provided after this change to be returned to the City of Salisbury.

A student changing from a full-time to a part-time study load, within the duration of the Scholarship, must notify the City of Salisbury in writing as soon as possible. If Council is not notified, any monies paid after the time of change will need to be paid back to council.

Payments will be made in accordance with the study load of each semester. Essentially, if a student drops from a full time to a part time load, this will affect the payment in the semester undertaken part time.

Termination

The City of Salisbury 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 successful completion of at least 75% of subjects of a full time study load; or failed to maintain successful completion of all subjects in a part-time study load (eg: 50% of FTE or less).
- (c) It determines that TAFE or RTO students have not successfully completed their subjects enrolled in as determined from advice from TAFE or RTO.
- (d) the student is no longer a resident in the City of Salisbury.
- (e) 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.

Student Reporting Requirements

Students will be required to complete reporting surveys along with acquittals in accordance to the payment schedule (see table on page 8). Students will be contacted by the allocated City of Salisbury staff member prior to acquittal to provide support with this submission. The allocated City of Salisbury staff member can be contacted by the student at any time to discuss issues related to the scholarship which could include: acquittal matters, changes to study, clarity regarding purchasing guidelines prior to purchase etc.

The student will be required to demonstrate to the City of Salisbury successful completion of study via academic transcripts each semester and on completion of study.

The student will be required to provide evidence of receipts of how the scholarship payments were used or to provide a Justice of the Peace certified declaration that scholarship funds have been used to support undertaken studies.

The student will also be required to provide enrollment details in each semester in order to be eligible for installed payments.

If students fail to report these items, their scholarship maybe placed on hold or canceled.

OTHER INFORMATION

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.

Grievance Procedures

Grievances in relation to the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program should be directed to the City of Salisbury. In accordance with the City of Salisbury's Compliments, Comments and Complaints Handling Procedure, a complaint can be lodged:

- in person at the Council office (34 Church Street Salisbury) or relevant council facility
- by phone: 8406 8222
- by email: city@salisbury.sa.gov.au
- by letter to the City of Salisbury PO Box 8 Salisbury 5108
- by using the Compliments, Comment and Complaints form available in all Council facilities

Scholarship Guidelines Review

- These Guidelines will be reviewed annually and will be available on the City of Salisbury website when applications open 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 media relating to the scholarship.

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 advice if they require further clarification.

the. PHOEBE WANGANEEN
Scholarship Program

ABORIGINAL AND TORRES STRAIT ISLANDER

salisbury.sa.gov.au/pws

