

# Aboriginal Teacher Education Scholarship 2021 Terms and Conditions

## 1. ABORIGINAL AND TORRES STRAIT ISLANDER STATUS

- Be of Aboriginal and/or Torres Strait Islander descent
- Identify as Aboriginal and/or Torres Strait Islander
- Accepted as Aboriginal and/or Torres Strait Islander within their community

The applicant must provide evidence of their Aboriginal and/or Torres Strait Islander descent on application either through a Confirmation of Aboriginal and/or Torres Strait Islander descent letter or a [Statutory Declaration](#) confirming his or her heritage.

## 2. RESIDENCY

The Scholarship Recipient (recipient) must remain a resident of the Northern Territory for the duration of the scholarship.

## 3. ENROLMENT IN A TEACHER EDUCATION DEGREE OR QUALIFICATION

The applicant must:

- 3.1 be enrolled, or intend to be enrolled, full-time or part-time in a teacher education degree or equivalent teaching qualification at a Northern Territory tertiary institution.
- 3.2 agree to study a **minimum of 20 credit points** per semester; consideration will be given to final semester enrolments where fewer than 20 credit points are required to complete the qualification.

## 4. PERIOD OF THE SCHOLARSHIP

The scholarship will continue for the period required to complete the degree or equivalent teaching qualification on an approved study load.

## 5. OTHER SCHOLARSHIPS, BURSARIES OR TRAINEESHIPS

- 5.1 Applicants and recipients must notify the Program Manager in writing if they are a recipient of any other scholarship, bursary, traineeship or other benefit from the Commonwealth government, the government of the Northern Territory or any other authority or organisation during the term of the scholarship.
- 5.2 The recipient may not be eligible for the scholarship if they receive financial assistance from other programs offered by the department.
- 5.3 The full scholarship may not be payable if the recipient receives funding from another program. The decision on continuing or terminating the scholarship where the recipient is receiving other benefits will be made by the Director Teach NT, or their delegate. The decision to continue, terminate or reduce the amount of the scholarship will consider the following factors:
  - i. The amount of the assistance received
  - ii. The source of the financial assistance
  - iii. The financial circumstances of the recipient and the impact that the loss of or any reduction in the amount of the scholarship might have on their ability to complete the studies
  - iv. The general rate of progress by the recipient in their studies to date, and results achieved.

## 6. GENERAL CONDUCT AND ACADEMIC PROGRESS

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- 6.1 For the duration of the scholarship the recipient must be enrolled at all times during the academic year and attend classes in accordance with the course requirements. The recipient must forward a copy of the confirmation of enrolment for each semester (including a list of the units) to the Program Manager as soon as it is available; and before the start of the following semester.
- 6.2 The recipient must fulfil the requirements of the university in relation to academic content of courses, academic progress and general conduct.
- 6.3 The recipient must complete all teaching practicums in a Northern Territory Government (NTG) school.
- 6.4 The scholarship may be terminated if the recipient fails a total of three (3) or more units within an academic year. Consideration will be given under exceptional circumstances, with the final decision being made by the Director Teach NT or their delegate.
- 6.5 At the commencement of the scholarship the recipient must complete an authority allowing the department to obtain a copy of their academic transcript from their tertiary institution.

### 7. FINANCIAL ASSISTANCE

- 7.1 The recipient will receive a scholarship of up to \$15 000 per financial year, dependent on the study load and credit points successfully completed.
- 7.2 Upon commencement of the scholarship, the recipient will receive \$1000 which will be deducted from the first semester's payment.
- 7.3 Payment will be paid after academic results are received at the end of each semester by the Program Manager and assessed as satisfactory. The amount to be paid will be dependent on the number of successfully completed credit points. It is requested that the recipient submits academic results within **14 days** of results being released by the university.
- 7.4 Providing all terms and conditions are met, the scholarship payment will be at the following rate:
  - \$1875 will be payable for each 10 credit points attained
  - \$3750 will be payable for each 20 credit points attained
  - \$5625 will be payable for each 30 credit points attained
  - \$7500 will be payable for each 40 credit points attained.
- 7.5 Bonus payment:  
Providing all terms and conditions are met, the annual bonus payment for a GPA of 6.0 (Distinction) or higher in an academic year, will be at the following rate:
  - \$500.00 will be payable if 80 credit points were undertaken
  - \$437.50 will be payable if 70 credit points were undertaken
  - \$375.00 will be payable if 60 credit points were undertaken
  - \$312.50 will be payable if 50 credit points were undertaken
  - \$250.00 will be payable if 40 credit points were undertaken.
- 7.6 All payments will be made via electronic transfer to the recipient's nominated bank account, which is to be provided to the Program Manager when the recipient accepts the scholarship.

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- 7.7 The recipient is required to submit any and all remaining results or other requested documentation within three (3) months of the release of their final academic results. Payment of the scholarship and/or the bonus will not be made after three months has elapsed.

If a recipient achieves a Grade Point Average (GPA) of 6.0 (Distinction) or higher in an academic year, the department will pay the recipient a bonus. The maximum bonus amount payable over the completion of an undergraduate course is \$2000 the maximum bonus amount payable over the completion of a postgraduate course is \$1000.

### 8 RESPONSIBILITIES OF SCHOLARSHIP RECIPIENT

The recipient must:

- 8.1 in the first year of your scholarship, or as soon as practicable in consultation with the Program Manager, undertake the Literacy and Numeracy Test for Initial Teacher Education (LANTITE) and provide the LANTITE results to the Program Manager. If the recipient has already begun a teacher education course and has sat the LANTITE before being awarded the scholarship, they must provide the results to the Program Manager by the end of their first year of the scholarship. If the recipient does not pass the LANTITE, the recipient agrees to cooperate with the university and/or the department in participating in support options identified to assist their achievement. Passing the LANTITE is a prerequisite to passing the course and early identification of issues is in the best interests of recipients.
- 8.2 comply with any request from the Program Manager for information relating to the administration of the scholarship.
- 8.3 present their semester results to the Program Manager within 14 days of the academic results being released.
- 8.4 provide the Program Manager confirmation of enrolment, including the units to be undertaken, before the start of each semester.
- 8.5 ensure that written advice is provided to the Program Manager of any changes to their address, telephone number, email, banking details and next of kin (or alternative contact person).
- 8.6 take responsibility for establishing any tax implications that may occur as a result of receiving the scholarship and be responsible to the Australian Taxation Office for any taxation due and payable.
- 8.7 in the case of being in receipt of any Commonwealth benefits such as Abstudy, take responsibility for contacting Centrelink about the possible impact of the scholarship on your benefits.

### 9 RESPONSIBILITIES OF DEPARTMENT

Throughout the term of the scholarship, the department will:

- i. support the recipient in networking with other recipients of scholarships under the Program
- ii. process payments to recipient within 14 days of receipt of academic results
- iii. assist the recipient to connect with mentors and relevant academic support providers
- iv. refer the recipient to relevant support services as required
- v. guide the recipient through the teacher recruitment process on attaining their qualification.

## 10 DEFERRAL OF SCHOLARSHIP

In exceptional circumstances the recipient can apply to defer the scholarship for up to one academic year provided the student has satisfactorily completed at least one semester of study. The recipient must apply for a deferral in writing stating the circumstances to the Program Manager. Your request will be referred to the Assistant Director Aboriginal Workforce Development or delegate.

You are also required to formally apply to your tertiary institution for a deferral and forward a copy of your approval to defer to the Program Manager within 14 days of receipt.

## 11. TERMINATION OF SCHOLARSHIP

### 11.1. Termination by the Department

11.1.1. The scholarship may be terminated by the department by notice in writing to the recipient if:

- i. the recipient fails to abide by the terms and conditions of the scholarship
- ii. the recipient fails a total of three (3) or more units of study for the qualification within an academic year
- iii. the recipient has engaged in serious misconduct as determined by the university or the department
- iv. or it is established that the recipient:
  - a) is no longer residing continuously in the Northern Territory
  - b) is not making an acceptable rate of progress towards obtaining the qualification by the termination date or
  - c) misled or misrepresented to the department in relation to their initial eligibility or ongoing eligibility for the scholarship.

11.1.2. If the delegate decides to terminate the scholarship under subclause 11.1, the termination will be effective from the date stated in the notice in writing. No further instalments of the scholarship will be payable to the scholarship recipient.

11.1.3. In the event that the scholarship is terminated due to initial or ongoing ineligibilities due to misleading or misrepresentation, the scholarship recipient will repay to the department all instalments of the scholarship and any bonus received by the recipient since the awarding of the scholarship. The monies are to be repaid within 60 days after written demand is made by the department for repayment.

### 11.2 Termination by Recipient

11.2.1 The recipient may terminate the scholarship by written notice to the Program Manager of their intention to terminate.

11.2.1 If the scholarship is terminated, the recipient will not receive any further payments of the scholarship from the date the department receives the notice.

## 12 REVIEW OF DECISIONS

12.1 In any instance where the Program Manager and the recipient are not in agreement, the parties will endeavour to resolve the matter internally as follows:

- i. In the first instance, the recipient will attempt to resolve the matter with the Program Manager
- ii. If the matter cannot be resolved by the Program Manager, it will be referred to the Assistant Director Aboriginal Workforce Development for a decision
- iii. If the matter cannot be resolved by the Assistant Director Aboriginal Workforce Development, it will be referred to the Director Teach NT for a decision which will be final and binding.

- 12.2 If the disagreement is based on a decision of the department then the recipient must notify the department in writing that they dispute the decision within 21 days from the date the department notifies the recipient of the decision.
- 12.3 The department will use its reasonable endeavours to resolve the dispute within 21 days of receipt of notice of the dispute.

### 13 CONFIDENTIAL INFORMATION

Applicants should note that all information, including personal information, provided to the department as part of the application process will be shared with members of the scholarship selection panel, Program Manager and other authorised departmental officers.

### 14 PRIVACY

14.1 All personal information collected by the department for the purpose of the program is collected in accordance with the *Information Act NT (2002)*. *Schedule 2 of the Information Act* contains the *Information Privacy Principles (IPP)* which prescribe the rules for handling personal information. The department collects applicants' personal information for the purpose of delivering and administering the program. Names of scholarship recipients may be published on the department's website or in the department's publications. The department will not otherwise disclose or publish an applicant's personal information without their consent to do so, or as otherwise required or authorised by law including as permitted by the *IPPS*.

14.2 Complaints about breaches of privacy should be referred to the Information Commissioner:

Phone (08) 8999 1500

Free Call 1800 005 610

Facsimile (08) 8942 6512

Post GPO Box 3750, DARWIN NT 0801

Street Level 7, 9-11 Cavenagh Street, DARWIN NT 0800

Email [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au)

Web <http://www.inforcomm.nt.gov.au>

Privacy complaints can be made directly to the Information Commissioner however, the Information Commissioner generally prefers that the department is given an opportunity to deal with the complaint in the first instance.

### 15 FREEDOM OF INFORMATION/APPEALS

15.1 All documents in the possession of the department, including those in relation to the program, are subject to the *Information Act NT (2002)*. Decisions regarding requests for access under the *Information Act* will be made by an authorised decision-maker in accordance with the requirements of the *Information Act*.

The *Information Act* creates a general right of access to documents in the possession of the department and this right of access is limited only by exceptions or exemptions necessary for the

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protection of essential public interests and the private and business affairs of persons in respect of whom the information relates.

- 15.2 To the extent required by the *Information Act*, where documents captured by a request contain personal information or relate to the business, commercial or financial affairs of third parties, the decision-maker will consult with individuals affected prior to making any decision on access to such documents.
- 15.3 All Freedom of Information (FOI) requests are to be referred to the Information Commissioner via the details noted in Section 12 above however requests for information should be referred to the Department of Education in the first instance.

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### 16 TERMS AND CONDITIONS

- 16.1 I acknowledge that I have received an Aboriginal Teacher Education Scholarship and agree to comply with the Terms and Conditions of the Aboriginal Teacher Education Scholarship issued to me. I understand that my Northern Territory Government scholarship is subject to the terms and conditions outlined in this document effective from the date of my signing.
- 16.2 The Aboriginal Teacher Education Scholarship Terms and Conditions Agreement, is a binding agreement between the recipient and the Department of Education.

	Full Name	Signature	Date
Recipient			
Parent/Guardian/Caregiver If under 18 years of age			
Witness signature			
Director Teach NT			
Witness signature			

### 17 QUERIES OR CORRESPONDENCE

Any queries or correspondence regarding scholarships need to be directed to

Email: [aboriginalschola.doe@education.nt.gov.au](mailto:aboriginalschola.doe@education.nt.gov.au)

Phone: (08) 890 14981

Post: Attention: Program Manager

Aboriginal Teacher Education Scholarship

Department of Education

GPO Box 4821

Darwin NT 0801