

Scholarship Program Policy

Purpose

Foundation Housing is committed to building the capacity of tenants* by providing opportunities to access further education and development. Supporting tenants to achieve this through the Scholarship Program is a way of building community capacity, leading to future social and economic engagement in society. This policy outlines Foundation Housing's Scholarship Program, the assessment criteria and terms and conditions.

Scope

This policy applies to the Foundation Housing Scholarship Program offered to eligible Foundation Housing tenants.

Policy

General Information

Foundation Housing will offer two scholarships a year for tenants who are considering or currently undertaking study to assist in improving their employment opportunities. The scholarships offered include:

- One educational and development scholarship for all eligible tenants
- The Kathleen Gregory scholarship specifically for Aboriginal and Torres Strait Islander tenants

Funding of up to \$2000 per scholarship will be offered to contribute to fees or expenses for a course/activity a tenant has chosen to undertake in the interest of furthering education or employment. These include:

- Tertiary study at university or TAFE
- Traineeships/apprenticeships
- Accredited qualifications

Funding will only be made for approved expenses relevant to the current course of study.

Eligibility

Foundation Housing Scholarships are open to all eligible existing tenants. In order to be eligible, the applicant must:

- Be a current Foundation Housing tenant or member of a household for a minimum of 12 months from date of application
- Have no debt owing to Foundation Housing including rent or non-rent arrears. If there is debt owing, an approved repayment plan must be in place and been adhered to for a minimum of 6 months from date of application
- Be 16 years or above. Parental/guardian consent is required for all applicants under the age of 18
- Not be in receipt of another scholarship

Application Process

Application forms will be mailed out to tenants and made available on the website. Applications can be sent by post, email or delivered in person to one of our offices.

The following guidelines must be followed to ensure all applications are equally assessed:

*tenants also refers to lodging & shared housing residents

- Application forms must be completed in full and signed by applicant (or parent/guardian if applicant is under 16).
- Applications will only be accepted for registered training organisations within Australia.
- The applicant must provide proof of enrolment in the course of study or proof of satisfactory progression in your course if you are in a subsequent year of study.
- A breakdown of costs with supporting documentation for each item listed.
- Late applications will not be considered. No extensions are available.
- Where more than one household member wishes to apply, a separate application form must be completed by each person.
- A maximum of one scholarship will be awarded per household each year.

Selection Process

Applicants will be assessed by a selection panel comprising of Kathleen Gregory (as sponsor for the Aboriginal and Torres Strait Islander scholarship), the Community Engagement Coordinator and a representative from Tenant Services (Team Leader or Operations Manager level). The selection panel will ensure that a fair and transparent process is applied.

Applications will be assessed based on their eligibility, commitment to engage in study and ability to demonstrate how the funds will:

- help the applicant reach their education and employment goals
- remove financial barriers to education opportunities
- enable future employment opportunities
- build the independence and capacity of the applicant

The selection panel will shortlist the applicants and provide details of all shortlisted applications to the General Manager (Operations), together with a recommendation as to the preferred candidates. The General Manager (Operations) will make a final decision from the shortlisted candidates and make a recommendation to the CEO for endorsement. The CEO will confirm the final decision before any contact is made with successful applicants.

The decisions of the selection panel with respect to applications will be final. No appeal will be accepted.

Successful applicants will notified by phone, followed by email/letter outlining next steps. Unsuccessful applicants will be notified by email/letter.

Funding Conditions

Scholarship payments will be made upon confirmation of successful application and approval by the General Manager, Operations.

The participants must provide Foundation Housing with evidence of enrolment once advised the application has been successful.

Funds will be paid directly to the education provider (e.g. TAFE) or deposited into the participant's nominated bank account on receipt of enrolment evidence and invoices.

If scholarship funding is to be paid directly to the provider, the participants must provide an invoice from the activity provider in the name of Foundation Housing so that fees can be paid directly to the provider.

The funding amount provided is final, and no further requests for financial assistance will be made by the scholarship participant to Foundation Housing.

All funding is directly for the purposes outlined in the application, and as such, only that amount will be awarded.

If course/training fees exceed the amount awarded, this amount will be the responsibility of the participant.

Where Foundation Housing have concerns regarding the use of funds, we reserve the right to request additional information to demonstrate that the funds have been used for eligible expenses.

Monitoring and Feedback

The participant must sign a study agreement agreeing to:

- Disclose grade information and meet with Foundation Housing to share progress
- Commit to the contact hours involved in the course
- Agree to repay funds if the course is not completed

Scholarship participants will be regularly contacted and requested to provide information on how the funds have been spent, how it has positively contributed to their education/development and what impact it has had for the participant.

If the tenancy is terminated during the scholarship period, Foundation Housing reserves the right to withdraw support.

Related Documents

FHL Scholarship Application Form

Process of Policy Development / Review

Document Control		
Approving Body	CEO	
Executive Owner	GM Operations	
Functional Manager	GM Operations	
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Document History		
Date	Changes	Author
Feb 2020	<i>Initial Approval</i>	<i>R Carmody</i>

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