

## 333 Education Scholarship Program & Guidelines

### 1. Purpose

Link Housing is committed to providing opportunities to eligible applicants and residents to help them achieve their full potential and realise a better future. Link Housing is committed to building the capacity of eligible applicants and residents and offering opportunities for further education, training and development. The program aligns with Link Housing's vision to 'enhance lives through community housing. The Education Scholarship program makes a key contribution to Link Housing's Tenant Engagement and Community Development Strategy, it assists our residents to achieve their aspirations and life goals.

The Education Scholarship Program provides eligible applicants and residents with the opportunity to access financial assistance towards the cost of education, training and development. The funding is aimed towards assisting eligible applicants and residents with school age children (Kindergarten to Year 12), tertiary students and eligible applicants and residents pursuing professional development activities. The funding provides eligible applicants and residents with financial assistance to participate in development activities in their chosen area.

### 2. What does the scholarship program offer?

The Scholarship Program offers eligible applicants and residents with school age children and household members in tertiary education the opportunity to apply for funding to assist with education, training and development related costs.

Stream	Eligible amount up to maximum
Primary school age (Kindergarten to Year 6)	\$1000.00
Secondary school age (Year 7 to Year 12)	\$1500.00
Tertiary education (University and TAFE) and professional development	\$2000.00

The scholarship funding can be used to pay for a wide range of items/ services including but not limited to:

- School/TAFE/University fees
- text books
- computer equipment
- uniforms
- sports kit/equipment
- school trips, educational visits or camps
- employment related skills
- specialist skills development
- extra-curricular activities

Primary school age children can apply for a maximum funding amount of \$1000.00. Secondary school age children can apply for a maximum funding amount of \$1500.00. Professional

development including tertiary and further education applicants can apply for a maximum funding amount of \$2000.00.

### 3. Essential criteria

- Applicants must be a Link Housing tenant or household member.
- Applicants should have a clear rent account and have no other debt owed to Link Housing or have a repayment plan in place. However, a scholarship award may still be provided where residents have an existing debt where hardship can be demonstrated on a case by case basis.
- Non Link Housing residents are eligible if in receipt of a Start Safely Subsidy.
- Non Link Housing residents are eligible if receiving an active Private Rental Subsidy.
- Applicants must fully complete the Education Scholarship Application Form and submit it to Link Housing before the deadline. Applications received after the deadline may not be considered.

### 4. Completing the application form

- Application forms can be obtained from the Link Housing office or can be completed online via the Link Housing website.
- The applicant will be required to provide supporting documents about activities, enrolment and costs associated with their application. e.g. cost of activity, course fees and equipment costs
- Advice on appropriate supporting information can be provided by the Link Housing Community Programs Team as required.
- All information supplied on the application form and any supporting information will be treated in accordance with Link Housing's privacy and confidentiality requirements.

### 5. Scholarship program process

- All applications open at the beginning of every financial year (July).
- All applications are assessed by a panel of Link Housing officers.
- Successful and unsuccessful applicants will be notified by email/letter with next steps outlined for successful applicants.
- Invites to the successful tenants/households sent out for the Award Ceremony which is scheduled to take place November/December.
- All payments made to successful applicants in November/December.

### 6. Monitoring and feedback

All successful applicants will be contacted four to six months following the receipt of their scholarship payment in order to request information on how the money has been spent, how it has positively contributed to the awardee's life/achievements in their chosen area and what impact it has had for the recipient.

The monitoring/feedback information will be used in Link Housing promotional material and all successful applicants by accepting the scholarship funds agree to their information/images/story being used for such purposes and will also be used to improve/refine the scholarship process.

Where Link Housing have concerns regarding the award of scholarship funds we reserve the right to request additional information to demonstrate that the funds have been spent on eligible expenses.

If Link Housing are not satisfied that the funds have been used in accordance with the program guidelines steps may be taken to recover the funds from the recipient. Where it has been shown that the applicant provided false or misleading information Link Housing reserve the right to take steps to recover the funds from the recipient.

## 7. Privacy

Link Housing will be mindful of its responsibilities under its Privacy Policy. Information released will be on 'a need to know' basis only unless required by law.

## 8. Complaints & Appeals

A tenant who is not happy with a decision made by Link Housing or who believes that Link Housing has not followed this policy can complain or appeal using the complaints and appeals policies that are available on the Link Housing website [www.linkhousing.org.au](http://www.linkhousing.org.au) or by phoning Link Housing on 9412 5111.

## 9. Quality Assurance

The Education Scholarship Program & Guidelines will be formally reviewed annually or when necessitated through a sufficient change in circumstances.