



## Community Training Australia Pty. Ltd.

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# SCHOLARSHIP TERMS AND CONDITIONS

This document outlines the Terms and Conditions for all scholarships bestowed and administered by Community Training Australia Pty. Ltd. (hereby referred to as **CTA**) during the 2011 calendar year.

## Program of Study

The scholarships conditionally waive the cost to the student of enrolment fees associated with the following mixed-mode courses only:

- CHC40408 Certificate IV in Alcohol and Other Drugs (partnership with Mount Isa Institute of TAFE as issuing RTO)
- CHC41808 Certificate IV in Youth Work (partnership with Central Queensland Institute of TAFE as issuing RTO)
- CHC42308 Certificate IV in Mediation (partnership with Mount Isa Institute of TAFE as issuing RTO)
- CHC51708 Diploma of Counselling (partnership with Mount Isa Institute of TAFE as issuing RTO)

## Eligibility Criteria

Applicants for scholarship for any of the aforementioned courses must meet the following criteria:

- Must be an Australian citizen or permanent resident, currently residing in Queensland
- Must not currently owe any debts to any TAFE institute in Queensland, nor to **CTA**
- Must not currently be enrolled into another scholarship course with **CTA** (multiple concurrent scholarships will not be approved)
- Must not have previously been approved for a scholarship with **CTA** for the same qualification (lifetime quota of one scholarship approved per student per qualification)

## Required Documentation

All documents required to be completed as part of the application for scholarship process are included in the enrolment pack provided, and include:

- Scholarship Application Form
- TAFE Queensland New Student Details Form
- TAFE Queensland Student Authority to Release Information Form
- Queensland Government Publication Permission Form
- TAFE Queensland Declaration from the local Aboriginal or Torres Strait Islander Community Council or Indigenous Organisation Form (*for indigenous applicants only – not required if concession card is provided*)

Applicants who hold a current concession card are asked to provide a photocopy of this card with their application.

## Conditions of Continued Eligibility of Scholarship

1. The scholarship is provided with the expectation of **full** attendance. Students are required to attend **all** classes for **all blocks** of their course, no exceptions. It is the responsibility of each student to keep track of block dates and ensure they are in class on time, every time. It is also the students responsibility to be back in class on time after scheduled breaks.
2. All assessments for each block **must** be *submitted* no later than 12:00pm the Monday one week after the end of each respective block.
3. Students enrol into a set order and series of blocks, the dates of which are made available to all applicants before and at the time of enrolment. Scholarship students are not permitted to change to alternative blocks in separate intakes.
4. Students wishing to withdraw from study are required to complete a *Course Withdrawal Form* prior to ceasing study. Acceptance or denial of the withdrawal request is at the discretion of **CTA**.

## Consequences of Student Breach of Conditions

If any of the above conditions are breached at any stage during the students enrolment, their scholarship will be terminated, they will be withdrawn from the remainder of the course, and the withdrawn student will be retroactively invoiced the full enrolment fees for the course appropriate to their concession level. **CTA** reserves the right to recover enrolment fees from students in breach of the scholarship terms and conditions via third-party debt recovery services if required.

## Grievances and Appeals

Complaints and appeals regarding academic or administrative matters can be lodged under Policies 018 – Student Complaints Procedures for Academic Matters, or Policy 019 – Student Complaints Procedures for Non-Academic Matters, available via the website <http://www.communitytrainingaustralia.com.au/policies-and-procedures.html>.

## Privacy

The **CTA** Policy 016 – Privacy can be accessed via the website <http://www.communitytrainingaustralia.com.au/policies-and-procedures.html>.

## Definitions

**Block** – Generally consisting of a five-day period from 9:00am – 5:00pm Monday to Friday, when students are expected to be physically present in class for training. Breaks are scheduled throughout the day, generally with a one-hour lunch break starting from 12:30pm and two 15 minute breaks at 10:30am and 3:00pm, however these times may be altered by the trainer on occasion, generally with class consensus. For some courses, blocks may be shorter or longer than five days in length. Details regarding blocks for each course can be found at the website <http://www.communitytrainingaustralia.com.au>.

**Concession Card** – Provided by Centrelink for recipients of some Government allowances. Concession cards include Health Care Cards and Pensioner Concession Cards.

**Enrolment Fees** – Cover administrative costs associated with student enrolment, as determined by TAFE Queensland. Enrolment fees are calculated per unit, based on the concession status of the applicant. They do not include extra costs associated with extra printed copies of learning materials, cost of travel to and from training, accommodation, food, any stationery required by the student, loss or damage to property, or other expenses associated with study. Course costs, the costs associated with actual training and assessment, are funded to **CTA** by TAFE Queensland and are not payable by the student.

**Mixed-Mode** – Courses delivered at **CTA** consist of a number of blocks for face-to-face training, and home study after blocks to complete assessments not finished during class time. Blocks may be run in consecutive weeks, or may be spread apart with as much as two months between, depending on the course and intake. Dates for blocks are available to applicants before and at the time of enrolment.

**Period of Study** – For each block, the period of study begins on the first day of block training, and ends at 12:00pm on Monday one week after the end of the block. This is also the final due date for all assessments associated with the block.



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