

QUT Equity Work Integrated Learning Bursaries

Terms and conditions

Overview

The QUT Equity Work Integrated Learning Bursaries (*'the Bursaries'* or *'the Bursary'*) is a bursary valued at up to \$3,000 offered to continuing domestic and international students. This is provided to the Participant via funds transfer to their nominated bank account.

These terms and conditions apply to Participants commencing the Bursary from 2026 and onwards unless otherwise advised. The Bursary requires an application and is offered from Semester 2, 2026.

Purpose

The purpose of the Bursary is to support low-income students who are completing a work integrated learning (WIL) placement at QUT.

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Part 1 <i>Eligibility Requirements</i>	To be eligible for the Bursary, Participants must satisfy the below eligibility requirements: 1. Must be admitted in a QUT award course and enrolled in a placement unit that is mandatory for that QUT award course 2. Must have received confirmation for a WIL placement that is connected to that placement unit 3. Must apply for the Bursaries before the end date of that WIL placement 4. Must not be in receipt of the Commonwealth Prac Payment for that WIL placement 5. Must demonstrate either: a. a loss of earnings due to placement; or b. receipt of an income-tested Centrelink or Department of Veterans' Affairs (DVA) payment; or c. receipt of a valid low-income Centrelink Health Care Card; or d. receipt or previous receipt of an equity-based QUT scholarship or bursary in the last 12 months from the date of application for this Bursary 6. If applying for the QUT Equity WIL Relocation Bursary, must evidence relocation for WIL placement and provide a reasonable explanation justifying why the relocation is necessary 7. Must comply with QUT's scholarship, bursary, and prize concurrency conditions.
Part 2 <i>Application and</i>	1. The Bursary requires an application form. Due to the specific nature of the Bursary, the Participant must provide:

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Selection Criteria	a. if evidencing receipt of a Centrelink or DVA payment, your Centrelink Customer Reference Number (CRN), Centrelink Income Statement, DVA General Statement of Pension, or DVA Payment Summary b. if evidencing receipt of a valid low-income Centrelink Health Care Card, a photo or scan of your valid low-income Centrelink Health Care Card c. if evidencing loss of earnings, a signed and dated letter from your employer on official company letterhead, an official pay summary that shows consumed leave during your WIL placement period, or pay slips from before and during your WIL placement period which clearly shows a reduction in earnings d. if evidencing receipt of a QUT equity-based scholarship or bursary, a letter of offer or remittance advice from QUT e. evidence of confirmed placement and placement hours, such as a letter, statement, or WIL agreement, or confirmation via InPlace. 2. Applications must: a. Be submitted by the closing date b. Be submitted by no later than the end date of that WIL placement c. Include any and all supporting documentation in the correct form d. Be written in the English language. 3. By applying for this Bursary, the Participant warrants that they have read, understood, and agree to be bound by these terms and conditions. 4. QUT has discretion with any decisions made in connection with this process. To the extent permitted by law, QUT has no liability to any Participant for decisions made in relation to the Bursary.
Part 3 Value and Payment of Bursary	1. Participants confirmed in a full-time placement (30 or more placement hours per week on average) who apply for the QUT Equity Work Integrated Learning Bursary may receive a payment valued at either \$300, \$600, \$900, or \$1,200, paid as one-time payments, determined based on the duration of the placement as prescribed currently on the QUT corporate website. 2. Participants confirmed in a full-time placement (30 or more placement hours per week on average) who apply for the QUT Equity Work Integrated Learning Relocation Bursary may receive a payment valued at either \$1,500, \$2,000, \$2,500, or \$3,000, paid as one-time payments, determined based on the duration of the placement as prescribed currently on the QUT corporate website. 3. For the purposes of these terms and conditions, <i>teaching period</i> means the Semester 1 and/or 2 and/or Summer teaching periods. 4. Participants confirmed in a part-time placement (less than 30 placement hours per week on average) will receive 50% of the payment to which would be received if undertaking a full-time placement. 5. Payment is subject to the <i>Conditions of Bursary</i>. If the Participant fails to adhere to the <i>Conditions of Bursary</i>, payment may be suspended or terminated. 6. Participants will receive payment by electronic transfer to their nominated bank account as soon as practicable after the time of issuance of application outcome within the teaching period to which the

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	application relates. 7. Unless otherwise advised in the offer letter, Bursaries will not rollover to the next teaching period. A fresh application will be required for each teaching period. 8. Only one (1) Bursary can be accessed in any given teaching period, unless otherwise approved by the Director, Student Administration or delegate. 9. Whilst every care is taken to ensure payment is correct, Participants are required to monitor payments and notify the Scholarships team (scholarships@qut.edu.au) of any over or under payments. 10. Overpayments: a. If an overpayment occurs at any time and for any reason, QUT may issue the Participant with a written notice requiring repayment of the amount overpaid ('Overpayment Notice') b. The Participant must pay to QUT the amount of the overpayment specified in the Overpayment Notice within ten (10) business days of the date of the Overpayment Notice. c. QUT may, at its sole discretion, recover the overpayment specified in the Overpayment Notice from the Participant by offsetting that overpayment against any amount subsequently due to the Participant as part of their Bursary. 11. Taxation: QUT does not withhold PAYG tax from coursework scholarship, bursary, or prize payments. It is the Participant's responsibility to check the tax implications for their scholarship, bursary, or prize and personal circumstances. Participants are encouraged to use the Australian Taxation Office's scholarship decision tool. For more information, visit www.ato.gov.au/individuals. 12. Centrelink: Centrelink may include this Bursary entitlement in any means testing for applications made for Commonwealth assistance. Participants are encouraged to check the Centrelink website for information regarding exemptions.
Part 4 <i>Term of Bursary</i>	1. The term of the Bursary will be for one (1) teaching period only with no option for renewal.
Part 5 <i>Conditions of Bursary</i>	1. Participants must remain admitted and enrolled in QUT award course and eligible placement unit to receive payment. See <i>Eligibility Requirements</i> for the definition of eligible placement unit. 2. Participants must be enrolled in a minimum of one (1) QUT unit at the time of processing payment to receive payment. 3. Participants must continue to meet the eligibility criteria for the Bursary. 4. Participants are not permitted to change their award course and continue to receive the Bursary, unless otherwise specified in the Bursary offer letter. 5. Deferment of the Bursary offer is not permitted. 6. Payments are terminated if a Participant undertakes an approved Leave of Absence. 7. Participants who withdraw from their award course or units prior to the

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	completion of the teaching period (i.e., no grades are recorded) may be required to return monies paid to QUT. 8. Participants whose circumstances change which may lead to ineligibility for the Bursary are required to notify QUT Scholarships, in writing, immediately following the change of circumstances. This includes, for example, accessing the Commonwealth Prac Payment after receiving the Bursary. 9. Special circumstances will be taken into consideration to support individual variation to the <i>Conditions of Bursary</i>. Supporting documentary evidence may be requested. Participants are encouraged to discuss their special circumstances with the Scholarships team (scholarships@qut.edu.au), Faculty, or QUT Student Services. 10. Participants of the Bursary are eligible to receive a merit, cooperative, industry, or equity scholarship, as well as a bursary or prize, whilst in receipt of the Bursary. However, Participants are not permitted to receive the Commonwealth Prac Payment concurrently with the Bursaries. 11. Unsuccessful applications: a. QUT's decision in the awarding of the Bursary will be final b. QUT is not liable for any: i. indirect or consequential loss; and ii. any loss of revenue, loss of profit, or loss of business opportunities, suffered by the Participant in connection with the Bursary process whether under contract, tort (including negligence), or otherwise. 12. A presumption shall be made that the Participant accepts the offer for the Bursaries upon the receipt of a successful outcome letter and provision of student bank details, unless otherwise advised. Should the Participant wish to decline their offer for the Bursaries following the receipt of a successful outcome letter, the Participant is advised to contact the Scholarships team (scholarships@qut.edu.au) in writing. 13. If the Participant does not accept the Bursary, the Participant will forfeit the Bursary and QUT reserves the right to allocate the Bursary to another person.
Part 6 <i>Under 18</i>	1. If the Participant is under the age of 18 years, the Participant will be deemed to have obtained the permission of the Participant's parent or legal guardian to participate in the Bursary application process and the Bursary award and to be bound by these terms and conditions.
Part 7 <i>General Requirements for Application Terms</i>	Where an application is required: 1. All applications become the property of QUT upon submission, upload or otherwise. 2. Applications must be received by QUT during the application period. 3. A student claiming to be a Participant must provide proof of identity, if required by QUT. 4. Each Participant may be required to sign a document indicating that they have received their Bursary payment at the time of payment. 5. Any decision of QUT, the Bursary sponsor or donor, in respect of all matters arising out of, or in connection with, the Bursary is final and

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	binding and no correspondence will be entered into. See <i>Grievances and Appeals</i> below for information on appeals. - Each Participant is responsible for notifying QUT of any change to contact details during the application process and after the Bursary has been awarded. - If the Bursary process is interfered with in any way or is not capable of being conducted as anticipated due to any reason beyond reasonable control of QUT, QUT reserves the right, in its sole discretion, to modify, suspend, terminate, or cancel the Bursary, as appropriate. - This Bursary and these terms and conditions are governed by the laws of Queensland.
Part 8 <i>Termination of Bursary</i>	QUT reserves the right to cease the Bursary awarded to a Participant in the following circumstances: - Failure to comply with the <i>Conditions of Bursary</i>. - Withdrawal from award course. Participants are advised to contact the Scholarships team (scholarships@qut.edu.au), Faculty, or QUT Student Services before withdrawing from their award course. - Engaging in behaviour that breaches the QUT Student Code of Conduct, where if proven would be regarded as student misconduct. The required standards of behaviour are contained within the Academic Integrity Policy, the QUT Code for Responsible Conduct of Research, and the Acceptable Use of Information and Communications Technology Resources Policy.
Part 9 <i>Review and Appeals</i>	Where the Participant intends to lodge an application for a review or appeal: Review process: - A Participant may request a review by submitting a written request via email to scholarships@qut.edu.au stating the grounds for review and include relevant supporting documentation. - Review requests must be lodged within ten (10) working days from date of notification of original outcome. - The Director (or delegate) of Student Administration will assess the original application, the information provided in the review request, and the relevant policy and legislative requirements. - The Director (or delegate) will determine to confirm the original decision, amend the decision or set aside the original decision and issue a new determination based on updated rationale. - Notification of the review will be provided via email within twenty (20) working days. Appeal process: Where the Participant intends to appeal the review decision: - Appeals related to scholarship, bursary, and prize matters are governed by these terms and conditions, the University Committee Governance Policy, and the Appeals Committee Charter. - Where the Participant is dissatisfied with the review outcome, they may submit an appeal to secretary.appeals@qut.edu.au within five (5) working dates of receipt of the review outcome. The appeal must state the grounds for appeal and include any relevant supporting documentation.

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	3. The appeal will be reviewed by the University Appeals Committee for formal consideration. The decision of the University Appeals Committee is final. 4. Where the appeal is not resolved, the Participant may seek advice or lodge a complaint with the QUT Student Ombudsman. The Ombudsman is responsible for administering QUT's student related complaints policy. 5. The decision of the Appeal at 3 above is final. The QUT Student Ombudsman will assess if the review process complied with QUT's established policies and procedures. 6. Where the Participant is still dissatisfied with the outcome, the Participant has the right to seek external review from an agency such as the National Student Ombudsman. The Participant is requested to advise the QUT Student Ombudsman of the application by email ombudsman@qut.edu.au.
Part 10 <i>Privacy</i>	1. By applying for the Bursary, the Participant provides permission for their personal details to be shared with the Selection Panel. QUT collects the personal information on the Bursary application form to assess applications and for other university purposes upon enrolment. The collection is authorised under the QUT Student Rules. Information explaining how QUT manages Participant's personal information and our practices for disclosure can be found at: www.governance.qut.edu.au/compliance/privacy/ 2. QUT is bound by the <i>Information Privacy Act 2009</i> (Qld) ('IPA'), and the QUT privacy policy is available at https://www.qut.edu.au/additional/privacy and http://www.mopp.qut.edu.au/F/F_06_02.jsp. 3. QUT will collect and use the Participant's personal information for the purposes of administering and carrying out the Bursary and may share information with nominated third parties who require the information for the management of the Bursary. This information will not be used for promotion and marketing purposes.
Part 11 <i>Reserving the Right to Amend</i>	Without limiting any part of the Bursary terms and conditions, QUT may: 1. Amend or replace these terms and conditions, or any Bursary rules or procedures, at any time and for any reason. 2. Extend, suspend, or terminate the Bursary or Bursary process at any time before the Bursary is awarded. 3. Accept applications after the due date. 4. At any time prior to awarding the Bursary, disqualify any Participant from participating or exclude their offer from further consideration. 5. Commence a new process for calling applications on a similar or different basis to that outlined in these terms and conditions. 6. Use non-QUT personnel in assessing applications.

Contact:

The Bursary is administered by Student Administration. For any Bursary related inquiries, please contact scholarships@qut.edu.au.