

Equity and Access Scholarships Policy and Procedure

1. Purpose

- 1.1. This policy outlines the principles and procedures under which the MIT Australian Foundation Ltd (the Foundation) Scholarship offers and manages domestic coursework scholarships to future or current students of Melbourne Institute of Technology (MIT). This policy and procedure ensures that financial barriers do not impede access to education and supports students in achieving their educational and career goals.
- 1.2. The following principles apply to the provision of scholarships:
 - a) Scholarships are governed by a framework that adheres to best practice and provides consistency in establishment, administration and disbursement.
 - b) Each scholarship must have an appropriate and defined set of criteria which is used to assess the application and is easily accessible.
 - c) MIT Australian Foundation Scholarships are paid in compliance with legal and taxation requirements.

Eligibility Criteria

- 1.3. Applicants must be eligible to receive and retain an MIT Australian Foundation Equity Scholarship (Scholarship) the applicant:
 - must be applying for or currently enrolled in a full-time course at MIT
 - must meet the academic admission requirements for the chosen course.
 - must be an Australian or New Zealand citizen or a holder of an Australian permanent resident visa or
 - may be an Aboriginal or Torres Strait Islander person, identify as an Aboriginal and/or Torres Strait Islander person, and be accepted by such by the community in which you live or have lived or
 - may be located or have recently resided in a regional or remote area as per the Australian Statistical Geographic Classification – Remoteness Area or living in low socio-economic areas and or attended an under-represented school
 - may be from a disadvantaged financial background and/ or experiencing individual or family poverty i.e. parents/guardians or you may -in-out-of home care. Prospective candidates may be in the possession of a current Centrelink Health Care Card (or linked to their parents or guardian's card)
 - must be at least 18 years of age at the time of application
 - must have reasonable prospects of successfully completing their studies
 - may be first in family to enrol in higher education
 - may be from a non-English speaking background.
- 1.4. To be eligible to receive and retain an MIT Australian Foundation Academic Achievement Scholarship (Scholarship) the applicant must:
 - Be a domestic enrolled as a full-time student in the trimester to which the benefit

would apply.

- Have achieved an average overall percentage of 50.00% or more, with no individual result below 50.00% in the preceding trimester and have no fail grades recorded (no exceptions will be considered),
- Have completed at least (a minimum) of two trimesters full-time as per course requirements of the program at MIT;
- Have a minimum attendance record of 80% in all scheduled classes;
- Student submission – Each application must be accompanied by a 500-800 word essay outlining why receipt of the scholarship is important to them;
- Have made the fee payment for the subsequent trimester's full-time enrolment.
- Have submitted a completed [application form](#) before the closing date; and
- Have maintained enrolment in the course in which they commenced.

2. Scope

This policy and procedure applies to current and future domestic students studying at Melbourne Institute of Technology (MIT) who meet the eligibility criteria; and MIT staff who administer scholarships on behalf of the MIT Australian Foundation Ltd.

This policy does not apply to international students.

3. Definitions

Term	Definition
Domestic Student	In the context of this policy and procedure, means a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status (holders of all categories of permanent resident visas)
Educational and Financial Disadvantage	<p>Having reduced or inequitable access to educational opportunities due to recognised social or economic attributes as follows:</p> <ul style="list-style-type: none"> • being an Aboriginal or Torres Strait Islander; • living in a low socioeconomic, regional or remote area; • attending an under-represented school; • having a disability or long-term medical condition such as any learning, physical, sensory or psychiatric medical condition, illness or disability that have impacted on the applicant's education journey; • having a low income and or receive a means tested Centrelink benefit (e.g. youth allowance, income tested Health Care Card, Family Tax Benefit A) or able to provide evidence demonstrating financial disadvantage; • mature age applicant over the age of 21, who does not already hold a

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Original Issue:
Endorsed by the EMC
Approved by the MIT Australian Foundation Ltd
Current Version:
Review Date:

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Term	Definition
	<p>recognised qualification;</p> <ul style="list-style-type: none"> • or having experienced difficult personal circumstances.
Equity Scholarship	An equity scholarship is awarded to a student to assist their studies by providing financial and/or other relevant support based on demonstrated financial need or other educational disadvantage and may include additional eligibility criteria.
First-in-family	Students who are the first member of their immediate family, including parents, siblings or grandparents, to attend a higher education institution and study and have experienced disadvantage.
Special Funding	For eligible students whose financial situation is jeopardising their ability to continue their studies. This may be a one- off payment made to students to support travel as part of the student's study requirements which completing an internship or mandatory placement.
Income tax exempt scholarship	<p>Do not form part of a recipient's assessable income. Income tax exempt scholarships must:</p> <ul style="list-style-type: none"> • be made to a full-time student • be a scholarship, bursary, education allowance or other form of educational assistance (with education as its principal purpose and is merit-based or has some other rational criteria) • not include a work requirement; and • not be otherwise excluded under section 51-35 of the Income Tax Assessment Act 1997.
Impact Statement	<p>This is a 500-800 word statement that summarises the applicant's circumstances explaining how their circumstances have prevented them for reaching their educational potential because of family of other life circumstances.</p> <p>Applicants must write the statement in their own words as the Foundation wants to know your story from your point of view.</p> <p>The statement must briefly outline the circumstances and timeline including details on how long this disadvantage has been experienced and how this has impacted on the educational journey.</p>
Merit Scholarship	A merit scholarship is awarded to a student to support their studies by providing financial and/or other relevant support based on merit. Criteria for these scholarships may include academic and/or other merit criteria.
Prospective applicants	Prospective applicants must be meet the entry requirements as specified for each course on the Melbourne Institute of Technology website and undertake a full-time course load (4 units per teaching period) for the duration of their

Term	Definition
	course. Successful scholarship students must be enrolled into their course and will only then be eligible for the scholarship to be dispersed into their Melbourne Institute of Technology Account.
Residential or school postcode	<p>Applicants from a regional or remote area must specify their permanent residential address and school address in their application. Applicants</p> <ul style="list-style-type: none"> • who currently reside at a residential address in a Statistical Area Level 1 (SA1) not defined as a major city by the Australian Statistical Geography Standard (ASGS), and/or • completed the final two years of secondary schooling at a school located in a postcode that is not defined as a major city by the ASGS may be eligible for additional points. <p>More information can be found at Myschool.edu.au</p>
Under -represented School	<p>A high school is under-represented based on whether it's located in a regional or remote location, its Index of Community Socio-Educational Advantage (ICSEA) score, distribution of students by socio-economic status. Search the Myschool.edu.au website for the school to identify whether it meets the requirements for an under-represented school.</p>
Scholarship	<p>An award based on student achievement and/or educational disadvantage which provides a payment or benefit to students undertaking a specified course of study.</p> <p>Is a benefit or package of benefits which includes a financial consideration awarded based on specified criteria.</p> <p><i>Successful scholarship recipients will be informed of their scholarship value in their letter of offer and Confirmation of Enrolment documentation</i> Receipt of an academic merit scholarship may take place at any point during a program of study subject to specified eligibility criteria.</p>
Scholarship rules	Scholarship rules define the eligibility criteria, selection process, value and the ongoing eligibility requirements of a scholarship.
Statement of Support	<p>A statement of support is written by a responsible person (e.g. School principal, community leader, teacher, counsellor or government or community organisation) that explains the applicant's personal circumstances situation and how this has impacted on their education.</p> <p>Examples where a statement of support is appropriate but not limited to include:</p> <ul style="list-style-type: none"> • homelessness, out-of-home care, sexual violence. • disability or medical condition – this must be written by a Medical Practitioner confirming the applicant's diagnosis and the educational

Term	Definition
	<p>impact of the diagnosis</p> <ul style="list-style-type: none"> • bereavements -
Transcript	An official certificate of a student's academic record at MIT or any other registered higher education institution

4. Policy

- 4.1. The MIT Australian Foundation Ltd (the Foundation) is committed to maximising scholarship opportunities for its students. In pursuit of this commitment, the Foundation establishes scholarships with inclusive and enduring eligibility and selection criteria, that are aligned to the Melbourne Institute of Technology's course structure and awarded through a coordinated process.
- 4.2. The awarding of domestic coursework scholarships recognises outstanding achievement (including academic ability, sporting ability, leadership and community involvement) or is used to support students from disadvantaged backgrounds.
- 4.3. Applicants must meet the entry requirements for the course they wish to study at MIT.
- 4.4. The Foundation offers two scholarships:
 - a) Merit scholarships will be awarded based on:
 - academic merit, assessed on performance in current or prior studies; and/or
 - leadership; and/or
 - performance in community engagement activities; and/or
 - demonstration of professional competence in professional experience.
 - b) Equity scholarships will be awarded based on factors that impact access to education which may include:
 - financial hardship;
 - regional and remote place of residence;
 - Aboriginal and Torres Strait Islander student status; and/or membership of any other designated equity group;
 - other as determined by the Scholarship Committee.
- 4.5. Scholarships:
 - a) are awarded at the discretion of the Foundation
 - b) be published on the MIT Foundation website
 - c) be awarded through open and accountable selection processes
 - d) allocated on a competitive basis according to published and clear selection criteria.
 - e) not be awarded if the Foundation considers there is no candidate that meets the criteria for selection.
- 4.6. Applicants must meet a combination of the eligibility criteria listed in clause 1.3. The Foundation want to hear the applicant's own words.
- 4.7. Scholarships are awarded to support commencing students to attract and retain

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students within MIT.

- 4.8. The Foundation reserves the right to adjust the number and categories of scholarships in alignment with its strategic goals. The Foundation may not award scholarships if there are no suitable candidates that is the candidate does not meet the criteria for selection.
- 4.9. The Foundation is responsible for the selection of candidates who meet the eligibility requirements as outlined in the process below.
- 4.10. The Foundation has delegated the responsibility of management and administration of the scholarship to MIT to
 - a. publish the student scholarship award details on MIT's Scholarship page
 - b. upload the conditions of award, record of endorsements, approvals
 - c. process payment of scholarships.
- 4.11. Students may not defer any scholarships unless they seek permission from the Foundation.

5. Procedure

Administration

- 5.1. Melbourne Institute of Technology will communicate the availability of any external scholarships on its scholarships' web page. Information includes:
 - a) a link to the scholarship application form
 - b) the conditions of the scholarship.
 - c) opening and closing datesor
 - d) in the case of Merit scholarships, applications must be lodged by 4.30pm of the Friday of the week immediately before the classes start in the subsequent trimester.

Eligibility and Selection

- 5.2. Applicants must apply directly to the Foundation before the closing date and complete an application form and supply all requested information.
 - a) all applications for merit scholarships must be lodged by 4.30 pm on the Friday of the week immediately before the classes start in the subsequent trimester. Applications that are incomplete will not be considered.
 - b) all applications for equity scholarships must be lodged before enrolment starts in the preceding two weeks of the trimester commencing.
 - c) Applications that are considered incomplete will not be considered
- 5.3. Applicants must supply the following documents in their application:
 - Proof of identity
 - Proof of residency and school attended (for regional/rural applicants)
 - Statement of disadvantage or hardship

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- Academic transcripts
- Personal statement on overcoming adversity, extracurricular participation, volunteering,
- Statement of Support

5.4. Selection from the pool of eligible applicants is transparent, consistent and documented in line with the principles of this policy and the Conditions of Award. Students may be ranked on criteria determined by the Scholarship Committee.

Shortlisting of candidates

- 5.5. Applicants meet the prescribed eligibility requirements before being considered for selection for a scholarship and the application form is considered complete by the Scholarship Committee Secretary.
- 5.6. The Foundation Secretary (or delegate) is responsible for convening the Scholarship Committee. The Selection Committee includes at least three people and has regard to gender and diversity balance.
- 5.7. The Scholarship Committee approves selection decisions and notifies the Foundation
- 5.8. Where selection requires consideration of multiple eligible applicants, the Foundation Secretary or delegate records an order of offer (i.e. merit list) for all applicants to ensure that scholarships are offered to the next ranked eligible applicant. See Schedule 1 for Ranking profile.
- 5.8.1. Merit scholarships will be ranked on whether a domestic student:
- is enrolled as a full-time student in the trimester to which the benefit would apply.
 - has achieved an overall percentage of 75.0% or more, with no individual result below 70.0% in the preceding trimester and have no fail grades recorded (no exceptions will be considered).
 - Has completed at least (a minimum) of two trimesters full-time as per course requirements of the program at MIT.
 - Has a minimum attendance record of 80% in all scheduled classes.
 - Student submission – Each application must be accompanied by a 500-800 words essay outlining why receipt of the scholarship is important.
 - Has made the fee payment for the subsequent trimester's full-time enrolment.
 - Not be sponsored by other organisations or government departments.
 - Has submitted a completed application form before the closing date; and
 - Has maintained enrolment in the course in which they commenced.
- 5.9. Equity scholarships will be ranked on:
- a) financial hardship (evidenced through supporting documents listed in Schedule 1.
 - b) regional and remote place of residence.
 - c) Aboriginal and Torres Strait Islander student status; and/or membership of any other designated equity group.

- d) Statements of Support from responsible persons such as Community Elders, Registered Medical Practitioners Social Workers, Counsellors, High School Principals

Interviews

- 5.10. The Scholarship Committee may select to interview prospective recipients. Interviews with applicants may focus on the following:
- commitment to study in their chosen discipline
 - overcoming adversity
 - leadership skills
 - community service/volunteering/

Offers and outcomes

- 5.11. The Foundation notifies the MIT Academic Registrar of all selection decisions prior to offers being sent.
- 5.12. The Foundation Secretary (or delegate) ensures offer letters are sent to successful recipients and unsuccessful applicants are notified and responses from recipients are appropriately actioned.
- 5.13. It is the recipient's responsibility to seek independent advice on any agreement they are asked to enter into.
- 5.14. Recipients agree to the Conditions of Award as a condition of accepting the scholarship.
- 5.15. All documentation relating to awarding of a student financial award is recorded in each recipient's individual student file in MIT's records management system (application, outcome notification, response and retraction where required).
- 5.16. Receipt of a student scholarship is recorded by MIT on the official academic transcript of the recipient (if applicable).

Ongoing eligibility requirements of a scholarship

- 5.17. To maintain eligibility of the Scholarship during the academic year, students must be enrolled as a MIT student during the academic year and be in good academic standing at the Institute. As a scholar, you are a member of the Institute community and are expected to comply with all laws, Institute's policies, campus regulations and conducting yourself in ways that support a scholarly environment.

During the tenure of your Scholarship, you must agree to be guided by the MIT Campus Code of Student Conduct which can be downloaded at <https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MITMelbourneStudentHandbook>

- 5.18. Current students receiving merit scholarships will retain their scholarship if they continue to meet the eligibility criteria i.e. maintain grades each semester and are enrolled in a fulltime study load in the next semester. Scholarship students will not be ranked each semester.

Current students receiving equity scholarships will retain their scholarship if they maintain a minimum grade of PASS in at least two thirds of the credit points in which they were enrolled in the previous study period

- 5.19. Exceptional personal circumstances, supported by documentary evidence, may be taken into consideration if the student has not satisfied this requirement.
- 5.20. If the recipient of a scholarship fails to comply with any condition of that scholarship, the scholarship may be
 - a) cancelled
 - b) where permitted under the scholarship rules, suspended until such time that the conditions are met.

Value and Benefits

- 5.21. MIT's course tuition fees and auxiliary charges are reviewed annually and published at: <https://www.scholarships.mit.edu.au/study-with-us/tuition-fees>
- 5.22. Successful scholarship recipients will be informed of their scholarship value in their letter of offer and Confirmation of Enrolment documentation
- 5.23. A maximum number of X Merit Scholarships in each School will be awarded for each semester.

No transfer privilege

- 5.24. The Scholarships are campus specific and therefore not transferable to another campus of the institute,
- 5.25. In exceptional personal circumstances, a case to change campus must be supported by documentary evidence, which may be taken into consideration by the Foundation.

6. Interpretation of the terms and conditions and correspondence

- 6.1. The Scholarship terms and conditions are as stated herein, and the Foundation will not accept any inferred interpretation not contained herein.
- 6.2. For fair administration of the scholarships, communication between scholarship applicants and the Foundation must be in writing and addressed to the:

The Chair Scholarship Committee,
MIT Australian Foundation Ltd.

domesticscholarships@mit.edu.au

- 6.3. Communication that is conducted through channels other than those stated in clause above shall be deemed as invalid and will not be considered.
- 6.4. Scholarship Committee Members

Chair	Dr Shesh Ghale
Company Secretary	Mr Austin Kijagulu
Members	Ms Jamuna Gurung

7. Complaints and Appeals

- 7.1. If student is not awarded a scholarship, they may request reasons why their application was not successful within 10 business days of receiving notice of the outcome of the scholarships in writing by emailing domesticscholarships@mit.edu.au .
- 7.2. A response will be sent to you within 15 business days detailing the reasons your application was not successful
- 7.3. If the applicant is not satisfied with the reasons, they may request a review of their application in writing by emailing domesticscholarships@mit.edu.au stating why your application should be reviewed:
 - a) If an Applicant did not meet the eligibility criteria or failed to supply sufficient documentation, the application process will not be reviewed.
 - b) A review will be conducted based on the procedures used to assess the application: no further information or explanation of your circumstances not included in the original application will be considered.
- 7.4. A response detailing the outcome of the review will be sent to within 15 business days of the request being received.
- 7.5. The Scholarship Committee will not be able to discuss the review or the outcome with you.

Schedule 1: Ranking System and Required Documentation

You are eligible for a maximum of 80 points

Circumstances	Eligibility Criteria and Documentation	Points
Age	Applicants must be 21 or older on 1 January of the year in which they start their MIT program.	21-25 years – zero points 26-30 years – 1 point 31-35 years – 2 points 36-40 years – 3 points 41-45 years – 4 points 46+ years – 5 points
ATAR if eligible	Equity adjustment to selection rank: Evidence: Recent ATAR results	5 aggregate points
Recognition as an Indigenous Australian	<p>You must be of Aboriginal and/or Torres Strait Islander descent and accepted as such by your community.</p> <p>Evidence:</p> <ul style="list-style-type: none"> Statement of Support stamped with the common seal and signed by the chairperson of an Aboriginal and/or Torres Strait Islander Land Council; or Statement of Support stamped with the common seal and signed by a delegate of an incorporated Aboriginal and/or Torres Strait Islander organisation. <p>And</p> <ul style="list-style-type: none"> A copy of your birth certificate and a copy of your parent/s confirmation of Aboriginality as described above. <p>Please contact the Chair of the Scholarship Committee if you are unable to provide the documents listed.</p>	Equity adjustment to selection rank: 15 aggregate points

Circumstances	Eligibility Criteria and Documentation	Points
Living location	<p>You must have a permanent address in a regional, remote or under-represented area for more than three years. Regional and remote areas have been determined using the Australian Statistical Geographical Classification (ASGC) Remoteness Areas. Regional or remote are all categories other than RA1 on the ASGRA systems map.</p> <p>Under-represented areas with a high proportion of people who experience socio-economic disadvantage have been determined using the Australian Bureau of Statistics Socio-Economic Index for Areas (SEIFA) - Index of Education and Occupation.</p> <p>The postcode of your permanent address must be on the 2023 list of postcodes for regional, remote or under-represented areas. (Schedule 2)</p> <p>You must indicate your location and RA category on your application form.</p>	<p>If your location is classified as:</p> <p>MM (Major Metropolitan City) 0 points</p> <p>ASGS RA Code 1- 1 aggregate points</p> <p>ASGS RA Code 2- 2 aggregate points</p> <p>ASGS RA Code 3- 3 aggregate points</p> <p>ASGS RA Code 4- 4 aggregate points</p> <p>ASGS RA Code 5- 5 aggregate points</p>
Gender (under represented programs)	<p>You must be female and applying for a program in which MIT has specified that women are under-represented.</p> <p>Bachelor of Business (Business Analytics)</p> <p>Bachelor of Engineering Technology (Telecommunications)</p> <p>Bachelor of Networking</p> <p>Master of Business Analytics</p> <p>Master of Networking</p> <p>Master of Data Analytics</p> <p>Master of Engineering (Telecommunications)</p>	5 aggregate points
Non-English-speaking background	<p>You must:</p> <ul style="list-style-type: none"> have arrived in Australia on or after 1 January 2013 have been born outside Australia in a non-English speaking country speak a language other than English at home. 	5 aggregate points

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Circumstances	Eligibility Criteria and Documentation	Points
School Location	Your school location is listed in the table of under-represented schools.	
First in Family	This category applies if you are the first in your immediate family (i.e. your parents) to attend university.	5 aggregate points
Disadvantaged financial background	<p>A sliding scale of aggregate bonuses will be given according to whether the disadvantage is severe, moderate or slight.</p> <p>To demonstrate financial disadvantage, you must supply documents that prove at least one of the following:</p> <p>You must submit evidence that</p> <ul style="list-style-type: none"> You receive an income tested Centrelink benefit that proves financial disadvantage (e.g., Youth Allowance, ABSTUDY or income-tested Health Care Card*) dated within the last three months of the date of the application; or Your parents/guardians receive an income-tested Centrelink benefit that proved financial disadvantage (e.g. Family Tax Benefit A or B Income Statement) dated within the last three months of the date of the application; or You and/or your family do not receive income support payments from Centrelink or facing financial hardship or excessive financial obligations (e.g. living on a farm suffering from drought or floods.) <p>Evidence includes</p> <ul style="list-style-type: none"> an official copy of the Australian Tax Officer Notice of Assessment for the previous financial year or Three consecutive pay slips dated within the last three months of the application or If financially dependent upon other people, an official copy (for each contributing member) of their Australian 	<p>Slight 5 point</p> <p>Medium 7 points</p> <p>High 10 points</p>

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Circumstances	Eligibility Criteria and Documentation	Points
	<p>Tax Office Notice of Assessment for the previous financial year or three consecutive pay slips dated within the last three months of the application</p> <p>And</p> <p>The income Statement (dated within the last three months of the date of the application).</p> <p>To access the Centrelink income statement, follow the steps listed on the Request a document page on the Services Australia website</p> <p>* The Healthcare Card must be current.</p>	
Disability or Ongoing Medical conditions	<p>A long-term medical condition or disability (or medical condition applies to applicants who have experienced educational disadvantage due to any learning, physical, sensory or psychiatric medical condition, illness or disability. A sliding scale of aggregate increases will be given according to whether the condition is severe, moderate or slight.</p> <p>A statement of support from a registered medical practitioner who is treating the applicant that describes the diagnosis and initial diagnosis date, the duration of the condition and its impact on the ability to study.</p> <p>Any evidence provided must have been completed within 12 months of the application with the exception of life-long conditions.</p> <p>Learning Access Plans are not recommended as supporting evidence as they often do not cover the supporting documentation requirements stated above.</p>	<p>Slight 5 point</p> <p>Moderate 7 points</p> <p>Severe 10 points</p>
Difficult Circumstances	<p>A person who experienced, for a period of at least 6 months, an environment where educational performance has been seriously affected and will continue to be affected as a result of circumstances beyond the applicant's control or choosing. Examples may include:</p> <ul style="list-style-type: none"> Disrupted schooling Death of a family member 	<p>Slight 5 point</p> <p>Moderate 7 points</p> <p>Severe 10 points</p>

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Circumstances	Eligibility Criteria and Documentation	Points
	<ul style="list-style-type: none"> Disruptive home environment Victim of a crime Caring responsibilities Personal or others' illness or disability Other hardship or disadvantage <p>A sliding scale of aggregate bonuses will be given according to whether the disadvantage is severe, moderate or slight.</p> <p>A statement detailing educational disadvantage, with supporting documentary evidence, by a relevant responsible person (e.g. health care professional, social worker, counsellor, religious or community leader, school principal or teacher etc.), unrelated to the applicant, who can verify the circumstances, the duration and the ongoing impact on the student's education.</p> <p>The evidence must be dated within three months of the application and include contact details of the support person, clearly explaining the duration and impact of the circumstances on the applicant's ability to study at university.</p>	
Care Leavers	<p>Care leavers are people who have spent time in out-of-home care, including foster care, residential care, kinship care and/or having been a ward of the state.</p> <p>A statement of support from a responsible person.</p>	<p>Slight 5 point</p> <p>Medium 7 points</p> <p>High 10 points</p>

Schedule 2: Regional or Rural Remote addresses

Your permanent residence postcode/s will be used to assess whether you lived in a regional or remote area of Australia.

The Australian Standard Geographic Classification Remoteness Areas (ASGC-RA) system map can be accessed at doctorconnect.gov.au. (Navigate to the 'Health Workforce Locator' and enter your address.) You can use this tool as a guide for your postcode. All categories other than 'RA1 – Major Cities of Australia' are considered to be regional or remote.

Schedule 3: Access and Equity Program Schools

See Schedule 3 spreadsheet for a list of eligible schools by state and territory.