

WORK INTEGRATED LEARNING STUDENT SUPPORT SCHEME 2021

Financial support for students

The University of Canberra (UC), with financial support of the Student Services and Amenities Fee (SSAF) and Higher Education Participation and Partnerships Program (HEPPP), offers financial support to students undertaking work integrated learning (WIL) placements/internships as part of their degree.

Eligibility Criteria

Students must

- be currently enrolled in a course of study in 2021 requiring a placement/internship to be undertaken.
- be currently enrolled in a unit of study in 2021 that includes an approved placement/internship component of at least 75 hours*.
- have a confirmed placement/internship (must show confirmed InPlace approval/allocation, employer approval letter or email, or email from Global Learning)
- only apply for one of the indicated payment ranges (Table 1 below) for any one arrangement in 2021
- not be undertaking the placement/internship due to a previous failed placement/internship, or if a student is on encumbrance.
- only access the scheme if not in receipt of (or approved for) any other placement related scholarship for the same unit of study. This does not include subsidised accommodation that a student may receive as part of the placement/internship arrangement.
- agrees to repay the required amount to UC within 30 days if the placement is cancelled/withdrawn/changed.

*This scheme will be reserved for unpaid internships/placements only. Suitability of internship/placement for the scheme is at the discretion of Careers UC & Widening Participation staff.

Other Information

Students must:

- provide evidence of reduced income or increased cost as a result of their Placement/internship.
 - Decreased income must be associated with time taken off work due to time spent on Placement (this does not include annual leave). Confirmation of cancellation of casual/rostered work from current workplace must be provided.
 - Increased cost includes fees associated with Placement/internship. Receipts must be provided of any of the following costs:
 - accommodation
 - travel (return trips to and from home and the Placement/internship location must exceed 500km)
 - additional parking
 - new clothes
 - additional childcare
 - additional pre-placement requirements
 - Other evidence of financial hardship
 - Medical documentation confirming the inability to work as well as undertake placement/internship within the same time period
 - Centrelink evidence
- provide information (via the application form) on how the financial support will be used to facilitate a successful placement/internship (i.e.: Why do you need this support?)

Decisions are made based on the provided eligibility criteria, by Careers UC & Widening Participation (HEPPP only) staff. **There is no mechanism for appeals for this scheme.**

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Application and Payment Information

Applications can be made on Career Hub:

<https://www.canberra.edu.au/unihub/Form.aspx?id=427523>

Payments are calculated on the Placement length criteria set out in Table 1.

Table 1

Payment Amount (AUD)	Placement length criteria
\$250	Placement/internship 2-3 weeks in duration, minimum 75 hours
\$400 (or if travel needed \$600*)	Placement/internship of more than 3 weeks, but less than 4 weeks
\$600 (or if travel needed \$800*)	Placement/internship of more than 4 weeks, but less than 8 weeks
\$750 (or if travel needed \$950*)	Placement/internship of more than 8 weeks

* Return travel must be more than 500km return from home residence. (i.e. Canberra to Sydney return = approx. 580km return)

- Funds will be paid to students via bank transfer upon receipt of a fully executed and successful application.
- Payment amounts will be available until the total pool of funds are exhausted, with 50% of the total pool of funds available for 1 Jan to 30 June 2021, and the remaining 50% to be available for placements undertaken 1 July to 31 Dec 2021.