

Early Childhood Teacher Scholarship 2012

Scholarship Guide for USQ

Bachelor of Education (Early Childhood), University of Southern Queensland (BEDU)

Enrolment

Scholarship recipients undertaking the Bachelor of Education (Early Childhood) at the University of Southern Queensland (USQ) commencing Semester 1, 2012 are required to:

(a) Apply for direct entry to the university

Please visit the USQ website and follow the instructions for [Postgraduate Applicants](#) to apply for direct entry to the university. You are required to complete the *Direct Entry Application* form attaching relevant documents. This form is to be submitted to Admissions, Student Administration, USQ by **6 February 2012**. USQ will assess your application and issue you with a notification of offer. Once received, you will then be able to enrol in the required courses for Semester 1, 2011.

(b) Enrol in the courses each semester

Please refer to the study program which outlines the courses required to be undertaken as part of the scholarship. Please visit the USQ website and follow the instructions outlined in the [Enrolment Guide](#). Scholarship recipients need to enrol in the required Semester 1 courses by **10 February 2012**.

When enrolling using the USQ pre-enrolment wizard please ensure that you complete the *Commonwealth Assistance Form* (CAF). It is important that you:

- provide your Tax File Number (if not provided, enrolment may be cancelled); and
- tick "full up-front payment of my student contribution amount" in Section 11.

It is important that scholarship recipients are enrolled correctly. After completing enrolment requirements, an invoice may be generated for course fees on your student portal. If this occurs, **please disregard this invoice and any subsequent reminders for payment**. USQ will forward scholarship recipient's invoices to the Department of Education and Training. The department will pay the course fees directly to USQ.

Summer Program

USQ may offer a summer program (semester 3) for scholarship recipients to fast track their studies, essentially allowing the scholarship to be completed earlier than Semester 2 in 2013. If you would like to undertake the summer program, contact USQ for further information.

Course Fees

As part of the scholarship the department will pay fees directly associated with enrolment in the study program, including course and student fees. USQ will provide the invoices each semester directly to the department so it is important that scholarship recipients do not pay these fees.

Each semester scholarship recipients are required to provide the department with official confirmation of:

- enrolment in courses (USQ enrolment statement); and
- successful completion of courses (USQ academic transcripts).

The course fees and study allowance will not be paid by the department without confirmation of enrolment and evidence of successful results.

The payment of all other expenses (for example, textbooks, internet access, photocopying and study materials) are the responsibility of the scholarship recipient (refer below to Study Allowance).

Study Allowance

The study allowance is provided to scholarship recipients to assist with some of the study related expenses paid by the recipient that are not otherwise covered by the scholarship. This includes expenses such as textbooks, photocopying charges, internet access, learning materials and equipment. Each scholarship recipient will receive \$500 per semester (maximum of \$2,000 during the term of the scholarship period).

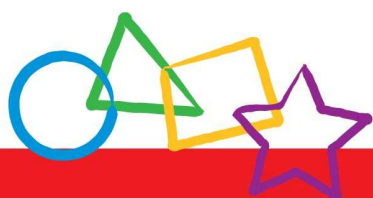
The study allowance will be paid directly to the scholarship recipient during the semester to which it relates. Please note that the study allowance is not an automatic payment.

To be eligible for the study allowance you must, at the end of each semester, provide official confirmation of:

- USQ enrolment statement for the current semester; and
- USQ academic transcript for the previous semester.

Once these documents are received and verified by the department, the allowance will be processed for payment and paid directly into the scholarship recipient's nominated bank account. A payment statement will be issued to advise when payment is available in your account.

Please ensure you complete DET's [Personal Details Advice](#) form to advise the department of your bank account details. The form is located on the department's website.



Please note: For those commencing their first semester of study under the scholarship, you are only required to provide a statement of enrolment to the department which will initiate payment of course fees directly to the university, and payment of the study allowance directly to your bank account. For all other semesters you will be required to provide a statement of enrolment as well as your academic transcripts to initiate payment of both the course fees and study allowance.

Payment of course fees and study allowance will be delayed if the required documentation is not received by the due date as outlined below.

Key Dates for Semester 1, 2012

Key Dates	Due Dates
Last day for Direct Admission	6 Feb 2012
Course Enrolment	10 Feb 2012
DET to receive enrolment statement	5 Mar 2012
Withdrawal from Scholarship without penalty*	16 Mar 2012
Withdrawal from University/courses without penalty#	23 Mar 2012
Payment of Study Allowance	6 April 2012

*#dates tbc

Key Dates for Semester 2, 2012

Key Dates	Due Dates
DET to receive enrolment statement for Semester 2, 2012 and academic transcript for Semester 1, 2012	6 Aug 2012
Payment of Study Allowance	31 Aug 2012

Release Time for Professional Experience

Scholarship recipients undertaking the Bachelor of Education (Early Childhood) are required to successfully complete professional experience in a recognised setting as part of the study program. USQ will provide support in organising placements.

The release time for professional experience is to be negotiated between the scholarship recipient and the Centre Director or employer. Continuity of student care and learning as well as support of the scholarship recipient's study program are factors that need to be considered in these negotiations.

To support employers the department will contribute 50% of the recipient's usual gross salary that is paid by the employer during the period that the recipient participates in the professional experience. This contribution will be paid by way of reimbursement to the employer upon receipt of the *Salary Contribution Request Form*.

Further information regarding the 50% salary contribution will be forwarded directly to your employer.

Support

All scholarship recipients are studying externally and may not have the opportunity to meet during the period of the study program. The department will provide access to a dedicated forum linking all recipients under this scholarship. The forum is to be used for the purposes of administering the scholarship and to communicate matters of professional interest and to promote collegial relations among recipients.

A professional private forum provided to the 2012 scholarship recipients will facilitate networking opportunities and a way in which you can support each other throughout the scholarship. The email address provided to the department in your application will be included for membership in the email discussion. Further details regarding the list will be provided shortly.

Changes in Circumstances

The department acknowledges that changes in personal and professional circumstances may affect a scholarship recipient's ability to meet scholarship conditions. Scholarship recipients are encouraged to contact the department if they wish to discuss the possible implications for their scholarship if circumstances change.

If a change of employment occurs, please advise the department by completing the [Change of Employer Advice Form](#) available from the department's website. It is important that during the period of the scholarship you are employed in a licensed centre-based long day care or kindergarten service, and that the new employer is supportive of the scholarship.

Contacts

USQ

Should you require assistance with the enrolment process or any matter relating to your study program please contact:

Dale McCleverty
Administration Coordinator
Student Support, Faculty of Education
University of Southern Queensland
Tel: (07) 4631 2319
Email: mcclever@usq.edu.au

Ann Roser
Administration Officer
Student Support, Faculty of Education
University of Southern Queensland
Tel: (07) 4631 1706
Email: roser@usq.edu.au

DET

Should you require assistance with the scholarship please contact:

Jacinta Toohey
A/Principal Project Officer
Early Childhood Teacher Scholarship
Human Resources
Department of Education and Training
Tel: (07) 3225 2214
Email: earlychildhoodscholarships@deta.qld.gov.au
Web: <http://education.qld.gov.au/hr/recruitment/teaching/early-childhood-scholarships.html>



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