

VETERANS SA TERTIARY SCHOLARSHIP PROGRAM GUIDELINES



PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING THE ONLINE APPLICATION

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Cover image: 2024 Veterans SA Tertiary Scholarship Program recipients, Ash Muir and Elyse Goodwin.

INTRODUCTION

What is the Veterans SA Tertiary Scholarship Program?

The South Australian Government, through Veterans SA (VSA), is committed to fostering a strong, vibrant and well-supported veteran community in South Australia.

VSA recognises the barriers veterans and their partners face when undertaking training and higher education as they transition into new careers following military service. One such barrier relates to the costs associated with further education. VSA aims to support eligible veterans and partners to mitigate some of these out-of-pocket costs by offering financial support through the Veterans SA Tertiary Scholarship Program (the Program).

A total of \$50,000 (GST inclusive) in grant funding is available for distribution in the 2024-2025 financial year, for study or training undertaken in the 2025 calendar year. There will be one funding round in this period.

This program is administered in partnership with the Public Trustee, which is providing administrative support for this competitive grant process to distribute payments from the Fund.

ELIGIBILITY CRITERIA

Who can apply for scholarship funding?

To be eligible to apply for funding under the Veterans SA Tertiary Scholarship Program, applicants must:

- be a South Australian resident.
- have Australian permanent residency status.
- be enrolled or planning to enrol in a tertiary course of study (recognised under the Australian Qualifications Framework- see [training.gov.au - Home page](https://training.gov.au)) at a university, TAFE or registered training organisation in Australia. Apprenticeships and accredited short courses are eligible for funding under the Program.
- be a former permanent serving member of the Australian Defence Force (ADF) or the partner of a current or former serving ADF member.
- not be in receipt of any other education scholarships for the 2025 calendar year, including but not limited to scholarships from the Australian Government designed to offset higher degree research fees.

GRANT AMOUNT & GRANT PERIOD

What can I apply for?

Each applicant can apply for up to 75% of their out-of-pocket training expenses (capped at a maximum of \$5,000 (GST inclusive) per applicant), including fees associated with tuition, textbooks, resources and required course equipment. Retrospective costs, including but not limited to, payment for previously completed courses, accrued HECS/HELP debt, textbooks/resources already purchased are not eligible for funding.

The scholarship process is competitive, and applications may be funded in full, partially funded or not funded at all.

Case Study 1:

Jamie has enrolled in a Diploma of Nursing at a Registered Training Organisation. They are undertaking studies in 2025 and applied for funding under the Scholarship Program for two subjects in Semester 1. As part of the application, they have provided evidence of their course enrolment. Jamie has elected to pay the fees for the two subjects upfront at a total cost of \$3,500. Therefore, Jamie is eligible to apply for 75% of the upfront fee payment of \$3,500, which equals \$2,625. Jamie applies for \$2,625 of scholarship funding and provides an institution issued fee statement as evidence of the out-of-pocket subject fees. Jamie's application is screened as eligible and proceeds to the assessment stage.

Case Study 2:

Ash is currently enrolled in a Bachelor of Information Technology at a University. Ash is in their second year of study and is undertaking four subjects in 2025. Ash applies for funding under the Scholarship Program. Ash submits an application for fee payment totalling \$5,000 and provides a HECS/HELP statement relating to subjects completed in 2024 as evidence of fee costs. Ash's application is screened as ineligible as Ash has not provided evidence of out-of-pocket expenses and is applying for funding of accrued HECS/HELP debt. Ash's application does not proceed to the assessment stage.

What amount of funding is available?

A maximum of \$50,000 (GST inclusive) in scholarship funding is available for distribution in the 2024-2025 financial year.

The Government of South Australia reserves the right to not distribute the full amount.

When are applications due?

Applications for the 2024-25 funding round close at 5.00 pm ACDT on Thursday 23 January 2025.

Late applications will not be considered.

ASSESSMENT PROCESS & CRITERIA

What is the scholarship assessment process?

Applications must be submitted via [SmartyGrants](#). After your application is submitted, you will receive an email acknowledging receipt of your application.

Stage one – Application screening

Once the round has closed, Veterans SA will screen all applications to ensure that:

- The applicant and the scholarship application meet the eligibility criteria – ineligible applicants/applications will not progress to the assessment phase.
- The application has been completed in full and all supporting documentation has been provided – incomplete applications will not progress further.

Stage two – Assessment against criteria

Applications that progress to stage two will be assessed by the Public Trustee.

Two Public Trustee employees will assess each application on merit, based on how well it meets the assessment criteria and how it compares to other applications.

At any stage during the process, applicants may be contacted for clarification on their application.

The Public Trustee will assess eligible applications against the following assessment criteria:

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| 1. Connection to employment outcomes (40%) | Does the application clearly define the connection between the funded tertiary training and future employment outcome/s? |
| 2. Alignment with the Government of South Australia's priority skill areas (30%) | Is the applicant undertaking training in one of the key industries outlined in the Government of South Australia's Jobs and Skills Outlook 2024? (agriculture, forestry and fishing; construction; defence and manufacturing; digital, technology and cybersecurity; education and training; health and care; renewable energy and hydrogen; resources https://skills.sa.gov.au/outlook) |
| 3. Value for money (30%) | Does the scholarship funding provide value for the South Australian community using State Government money? |

Please note: Only evidence presented in the application will be assessed.

HOW TO APPLY

What documentation is required?

Applicants are required to provide documentation substantiating their veteran or ADF/veteran partner status, such as a DVA card or certificate of service for veterans and an ADF family ID card or statutory declaration for partners.

Applicants will be required to provide evidence of course enrolment from a tertiary institution and evidence of out-of-pocket course/training costs (this evidence would include an institution issued tuition invoice/fee statement and/or invoice for textbooks/resources). In the event that this evidence is unable to be obtained within the application period, applicants will be required to submit a Statutory Declaration detailing enrolment and associated out-of-pocket course/training costs.

Case Study 1:

Kai is the partner of a current serving ADF member and is planning to enrol in a Certificate III in Aged Care at a Registered Training Organisation. Kai is planning to enrol in the course in 2025 and study part time. Kai submits an application under the Scholarship Program. They provide a copy of their Defence issued Family ID card to substantiate their partner status. As Kai has not yet enrolled in the Cert III, Kai provides a Statutory Declaration confirming their intention to undertake enrolment in the course in 2025. The cost of the six subjects Kai will undertake in 2025 totals \$4,200. Kai applies for 75% of their out-of-pocket fees which equates to \$3,150. In their application, Kai provides a statement from the institution detailing the fees associated with the chosen subjects.

Kai also requires a textbook for one of the subjects, which costs \$150. They add 75% of \$150 to their application, which equals \$112.50 and provide an invoice as evidence of this expense. Kai's application totals \$3,262.50. Kai's application is screened as eligible and proceeds to the assessment stage, as they have applied for 75% of their out-of-pocket expenses and have not exceeded the \$5,000 maximum. Kai has provided all of the required documentation to support their application.

Case Study 2

Remi is a former serving permanent ADF member. Remi is enrolled to study a Master of Cyber Security at a university in 2025. They submit an application under the Scholarship Program and provide a copy of their DVA white card to substantiate their veteran status. Remi is undertaking two subjects in 2025. The fees associated with the subjects total \$6,600. Remi applies for 75% of the fee costs which equates to \$4,950. Remi does not provide any evidence of their out-of-pocket fee expenses in their application. Remi's application is screened as ineligible as the required documentation has not been provided. Remi's application does not proceed to the assessment stage.

What should I consider when preparing an application?

- Make sure that you include all attachments and essential documentation where requested.
- Putting together a strong application takes time so please read the guidelines carefully. Complete the application in full and answer all questions.
- Read the assessment criteria carefully to ensure your application identifies how your tertiary training or study meets the criteria.

How do I submit my application?

Applications must be submitted via the online SmartyGrants portal.

The link to the application portal is available on the Veterans SA website:

<https://veteranssa.sa.gov.au/tertiary-scholarship-program/>

Please contact Barbara von der Borch at Veterans SA if you experience difficulties with the online form or are unable to submit your application online.

Phone: 08 7133 9303

Email: veteranssa@sa.gov.au

NOTIFICATION OF APPLICATION OUTCOMES

How will I be notified of the outcome of my application?

The Public Trustee will notify applicants of the outcome of their application in writing before 20 February 2025.

Unsuccessful applicants may contact the Public Trustee team at pt.enquiries@sa.gov.au to receive feedback on their application. Please include 'Veterans SA Tertiary Scholarship Program enquiry' in the subject line of your email.

What happens if my application is successful?

If your application is successful, you will be notified by email/hard copy letter. The Public Trustee will contact you to arrange the completion of required paperwork prior to payment of scholarship funds.

What are my obligations?

- Successful applicants agree to Veterans SA contacting them to participate in scholarship related events.
- Successful applicants agree to Veterans SA contacting them to obtain feedback and/or participate in an evaluation of the scholarship program.
- Successful applicants agree to their contact details being provided to the office of the Minister for Veterans' Affairs, if requested.

CONTACT

For more information contact:

Barbara von der Borch

Grants and Administration Officer, Veterans SA

Phone: 08 7133 9303

Email: veteranssa@sa.gov.au

Who is Veterans SA?

In 2008, the South Australian Government was the first state jurisdiction to recognise the importance of a state-based Veterans' Affairs portfolio and as a result Veterans SA was established.

We envisage a strong, vibrant, well-supported and represented veteran community, inclusive of all generations, that is understood and acknowledged by all South Australians.

As the lead advocate across the Government of South Australia on matters relating to veterans and their families, Veterans SA works with ex-service organisations and civic groups that provide support to members of the community when and where it is needed most.

The agency also plays a role in sharing information about services, programs and opportunities across South Australia that are available to families and those who have served in the Australian Defence Force.

Veterans SA works with the veteran community to ensure commemoration activities are supported and that occasions of military and historical significance are remembered and preserved for all South Australians.