



Ely Education Assistance Bursary Scheme

GUIDELINES AND RULES 2017

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Ely Bauxite Mining Project Agreement

Ely Bursary Education Assistance Scheme

GUIDELINES AND RULES 2017

1.0 Creation of the Scheme

The Ely Bursary Education Assistance Scheme (formally the Alcan Bursary Scheme) was created by Article 12.3 (viii) of the Ely Bauxite Mining Project Agreement (EBMPA) which states that Alcan South Pacific Pty Ltd (Alspac) will provide bursaries in the aggregate amount of \$20 000 per annum for local Aboriginal people attending boarding school or higher education on such criteria to be established from time to time by Alspac taking into account recommendations of the Coordination Committee. The selection of beneficiaries of the bursaries shall be made by Alspac and shall be based upon recommendations of the Coordination Committee and be final and without appeal.

The Coordination Committee of the EBMPA has four (4) Aboriginal community representatives and four (4) Rio Tinto Weipa representatives. The Committee meets every three months.

2.0 Who is eligible to Apply for Ely Education Assistance?

Following discussion at Coordination Committee meetings and in response to feedback from the communities, the Committee resolved on 19 September 2000 and 9 October 2003 that the following eligibility definition would be used when advertising the Ely Education Assistance and will be used in the selection process (Applicants for an Ely Education Assistance **MUST** satisfy the Ely Coordination Committee's eligibility rules.):

*"The Alcan bursaries will be available to local Aboriginal people of the Mapoon, Napranum and New Mapoon communities and vicinity, who are identified by the members of those communities as having **traditional** or **historical affiliation** with that community.*

- *Traditional affiliation includes:*

Only those people who have recognised affiliation with any of the six traditional owner groups who are parties to the Ely Bauxite Mining Project Agreement (The Taepithiggi People, the Thanakwith People, the Yupungathi People, the Tjungundji People, the Warrangku People and the Dulhunty (Atambaya and Angkamuthi) People).

- *Historical affiliation includes:*

- 1. Aboriginal people born into one of the three communities; or*
- 2. Aboriginal people whose ancestors were born into or removed to one of those communities in earlier times.*

Those applicants living in or in the vicinity of any one of the three communities and Aboriginal people with recognized traditional affiliation as defined above, who are living elsewhere will be given serious consideration."

Applicants who consider that they or their ancestors have traditional affiliation by adoption into one of the six traditional owner groups named above may also apply, but the applicant must provide documentary evidence that their affiliation is recognized by that traditional owner group.

3.0 Educational Institution and Course Requirements

- Students who satisfy the eligibility definition and are enrolled or planning to enrol at a boarding school may apply for Ely Education Assistance.
- Students who satisfy the eligibility definition and are enrolled or planning to enrol in courses which have Australian Qualifications Framework (AQF) accreditation and offered by Registered Training Organizations (eg. TAFE), or higher education courses (eg. Bachelors degree) at a university, or combination of courses (eg. Remote Area Teacher Education Program (RATEP) may apply for an Ely Education Assistance.
- The Ely Coordination Committee has agreed that applications may also be received from the Mapoon, Napranum and New Mapoon communities, which may benefit the secondary or tertiary education of the Aboriginal people of those communities. For example, in 2003 the Western Cape College received assistance in funding transport for Mapoon students attending the Weipa campus of the College.

4.0 What Types of Bursary Are There?

Ely Education Assistance will include **contribution** towards the payment of:

- Secondary school tuition fees not covered by Abstudy entitlements; or
- Higher education tuition fees, such as TAFE, not covered by Abstudy entitlements; or
- Higher education contribution scheme (HECS) fees.

Funding may also cover accommodation and living expenses, textbooks, laptops and any other necessary expenses approved by the Ely Coordination Committee.

In addition, the Ely Coordination Committee may also consider other forms of secondary or higher education assistance such as study leave payment in place of part of the income forfeited to attend workshops. For instance, where it is necessary for a student enrolled in an external course such as the Bachelor College Diploma of Business (Community Management) to attend an application course workshop. In such cases, the student would be required to provide written evidence that the employer had granted leave---without---pay for attendance at the workshop and that such attendance was a requirement of the course.

5.0 How to Apply for Ely Education Assistance

5.1. Open and Closing Date of Application

Applications for Ely Education Assistance will be invited in November each year and **MUST** be received by Rio Tinto Weipa by the closing date. **NO** late applications are considered.

For 2017, all Ely Education Assistance applications **MUST** be received by Rio Tinto Weipa by close of business on **Friday 18 November 2015** and are to be emailed, posted or faxed to:

Ely Coordination Committee c-/o Agreements Specialist Community Relations Rio Tinto Weipa C/O Post Office WEIPA QLD 4874	Telephone (07) 4069 8793 OR (07) 4069 8750
	Facsimile (07) 4069 8460
	Gillian.macmillan@riotinto.com OR Amanda.woodley@riotinto.com

5.2. Application Form

All applicants **MUST** fill out and sign the Ely Bursary Education Assistance Scheme Application Form. People applying for school Education Assistance will also need the signature of their parent or guardian if under 18 years of age.

Prior to completion of the application form, all applicants **MUST** read and sign a declaration on the application cover page to confirm that they understand and agree to follow this Ely Bursary Education Assistance Guidelines and Rules. Applicants then complete all 7 steps and consent form.

Prior to submission, applicants are encouraged to use the checklist provided in the application form to ensure that they have correctly completed and signed all relevant sections and have got all relevant supporting documentation for submission.

5.3. Supporting Documentation

- For applicants unable to prove their direct affiliation through the family tree (see Step 3 in application form), additional documentary evidence **MUST** be provided to show that their affiliation is recognized by a traditional owner group (see section 2.0).
- A copy of the applicant's most recent school report, or Year 10 or Year 12 Certificate or university results **MUST** be provided with the application.
- For students enrolled in courses fully funded by Abstudy, but where they are unable to obtain paid leave from their employer for attendance at in-house workshops or study schools, written evidence **MUST** be provided (see section 3.0).
- A copy of Abstudy entitlement advice should be included with the Education Assistance application if applicable (see section 8.0)

5.4. Announcement of Application Results

Both successful and unsuccessful candidates will be contacted by mail or email usually by the end of December following the Ely Coordination Committee meeting.

Successful applicants are then required to follow the all instructions in the letter.

6.0 Selection Process

Applications will be considered by the Ely Coordination Committee and recommendations made to Rio Tinto Weipa regarding the award of the Ely Bursary Education Assistance.

6.1. Selection Criteria will include (what the Committee is looking for in your application):

- Ability to satisfy the eligibility definition;
- Supply of all documentation requested on the application form;
- If applying for higher education assistance, evidence to show that the course is an AQF accredited course delivered by a Registered Training Organization;
- If applying for HECS fees assistance, evidence to show that the course is offered by a recognized university;
- The Ely Coordination Committee may consider giving preference to current recipients of the Ely Bursary Education Assistance Scheme providing that the applicant has satisfied the retention criteria previously set out for him/her;
- An assessment of the applicant's likely prospects of community contribution, based on information from their personal statement, or interview, or recommendation and other information provided by the applicant;
- An assessment of the applicant's likely academic prospects of chosen course, based on their previous school results, recommendation form and other information provided by the applicant and his/her referee;
- Other criteria as may be required by the Ely Coordination Committee from time to time (eg. If the applicant is currently receiving adequate financial assistance from another bursary or scholarship?).

6.2. Interview Process

All applicants are required to go through an interview process. An interview is used as a selection tool for the Ely Bursary Education Assistance Scheme. The main purpose of the interview is to get to know the applicant on a personal level and to give the applicant an opportunity to ask any question he or she may have.

All eligible applicants will be informed by Rio Tinto or the Ely Coordination Committee of the details of the interview scheduled, including the date, time, location and interviewer(s), at least one week prior to the scheduled interview day.

6.3. Committee Expectation

Higher education applicants are encouraged to make a commitment to work in their community during the long vacation and to attempt to obtain employment appropriate to their qualifications in their community for a period of two years following the completion of their course. It is recognized that this will only apply in cases where a vacancy for such a position is available following the completion of the course and that they are successful in obtaining the position.

7.0 How Much Financial Assistance is Available

7.1. Fund Allocation

The amount of financial assistance given to any successful Education Bursary Education Assistance candidate will be assessed by Rio Tinto Weipa, acting on the advice of the Ely Coordination Committee.

Upon meeting, the Coordination Committee may consider awarding additional monies to candidates who have applied for Education Assistance in the current year, if funds become available through other candidates not taking up their Bursary Education Assistance offer.

In some years, financial assistance may not be offered if there are commitments to existing bursary recipients who have been successful to date in their course, which prevent sufficient funds being available in the Scheme for any new Education Assistance funding in that year.

7.2. Supporting Documentation

- All successful applicants **MUST** provide evidence of enrolment at the school or higher education institution to RTW or the Ely Coordination Committee prior to payment of Education Assistance funds to the school or institution.

8.0 Abstudy Entitlements

The Ely Education Assistance Scheme is **NOT** intended to replace Abstudy entitlements. Before applying for an Ely Education Assistance, parents or guardians of applicants for boarding school bursaries **MUST** contact the Centrelink Abstudy officer in their community or Cairns to find out their Abstudy entitlements and obtain written advice on the level of financial assistance that they will be allowed under the Ely Bursary Education Assistance Scheme without negatively affecting their Abstudy payments. A copy of the Abstudy advice should be included with the Education Assistance application.

Applications for Abstudy assistance are the candidate's responsibility and will not form any part of the Ely Bursary Education Assistance Scheme. People receiving Abstudy assistance, who are awarded an Ely Bursary Education Assistance, **MUST** advise Centrelink of the Ely Bursary Education Assistance amount to prevent overpayment from Abstudy. Failing to do so could result in back payments to Centrelink and disqualification from further Abstudy entitlements.

Centrelink advises that under Abstudy eligibility rules, tuition fees and HECS fees paid on your behalf are **NOT** counted as your income- however, if monies are paid to the individual, it is considered 'income' and therefore likely to cease or reduce payments from Abstudy. Consequently, successful candidates of the Ely Bursary Education Assistance will need to liaise with Rio Tinto Weipa and their educational institution to arrange for Rio Tinto Weipa to pay the fees directly to the institution. This is necessary to maximise financial benefits for the student.

It is the student's responsibility to send the HECS fee invoice to Rio Tinto Weipa's office in time to allow processing well before the census (closure) date set by your university or college. In order to maximise the value of the Education Assistance Scheme to the community, the Education Assistance Scheme's contribution to your HECS fees must be paid up front by the relevant closure date. Deferred payments of the Education Assistance Scheme's contribution to HECS fees will not be allowed under the Ely Education Assistance Scheme.

9.0 Payments

9.1. Payment Method

All Ely Education Assistance payments will be made direct to the educational institution where the student is enrolled. Payments will be made in advance when the educational institution's invoice is received from the student, their parent/guardian or direct from the institution.

9.2. Supporting Documentation

- It is the student's responsibility to ensure that Rio Tinto Weipa receives the invoice on time. This is particularly important where discounts are made for pre-payment of fees such as up front HECS fees.

9.3. Duration of Funding

The financial assistance provided by the Ely Education Assistance Bursary Scheme shall be for one year only for school students up to Year 10 and for the duration of the course for other candidates, subject to successful completion of each year of the course, unless otherwise determined in RTW's sole discretion.

10.0 Re-application Process

10.1 Re-application

Students wishing to continue their studies within or beyond the current course (eg. from a TAFE diploma to a university degree) will be required to re-apply for new Ely Bursary Education Assistance every year. All re-applicants are required to repeat the whole application process.

Where possible, preference will be given to existing Ely Bursary Education Assistance students for support under the Ely Bursary Education Assistance Scheme to continue their course, providing the Ely Coordination Committee is satisfied with their results for the full year.

10.2 Supporting Documentation

- All Ely Education Assistance students **MUST** supply the Ely Coordination Committee with a copy of their term/semester and full year examination results or latest school report as soon as the results or report are received.
- All Ely Education Assistance students **MUST** supply the Ely Coordination Committee with a copy of their period attendance report.
- All Ely Education Assistance students **MUST** supply the Ely Coordination Committee with a copy of their completed evaluation form.

11.0 Unsatisfactory Results and Attendance

In cases where a student has failed a semester or full year, the Ely Education Assistance funding may be suspended until the Education Assistance recipient has passed the requisite subjects in the failed semester or year.

Upon receiving unsatisfactory attendance or academic results, the discretion of future Ely Education Assistance will be left to the Ely Coordination Committee, where an interview or letter of explanation may be requested.

12.0 Withdrawal from Course or Cancellation of Enrolment

Any Ely Education Assistance student who withdraws from a course or has their enrolment cancelled **MUST** advise RTW immediately. The Ely Coordination Committee may at its discretion recommend to RTW that a student be allowed to defer their course if circumstances require. Unless deferral is approved, the Education Assistance funding will be cancelled immediately and the student will be required to re-apply for new Education Assistance at a future time.

If you have any questions while reading this guideline, simply call us on (07) 4069 8765 (for just the cost of a local call); we are happy to answer your questions.