



Department of
**Jobs, Tourism, Science
and Innovation**

International Student ELICOS Bursary Semester 2, 2022

- Guidelines
- FAQs
- Terms and Conditions

September 2022



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The Western Australian Government's *International Student ELICOS Bursary* will provide a one off payment of \$1,500 to the first 2,000 eligible international students, to offset fees when undertaking an approved ELICOS course in Western Australia. (ELICOS - English Language Intensive Course for Overseas Students)

1. Eligibility

1.1. Eligible international students

To be eligible for the \$1,500 payment, international students must comply with the following criteria:

- A. You are an enrolled international student.
- B. You are enrolled, and in Western Australia, to study with a CRICOS registered English Language (ELICOS) provider. (CRICOS = Commonwealth Register of Institutions and Courses for Overseas Students).
- C. You are studying full-time, with your course commencing on or after Tuesday 28 June 2022, and your enrolled course must run for at least 20 weeks, or form part of an approved Pathway enrolment that leads to a VET or higher education course.
- D. You have completed at least half of your course (in weeks), as confirmed by the nominated education provider, before payment is made.
- E. You were not in Western Australia studying at any time in 2021, and you have entered Western Australia to commence your studies in person since June 28, 2022.
- F. You were not studying in Western Australia on or before Monday 27 June 2022.

If you are an international student aged under 16 years, your guardian can apply for your payment and, if approved, funds will be paid to their Australian bank account. Please note your guardian will be contacted after the application is submitted to provide additional evidence of their relationship with you.

1.2. Ineligible international students

International students who are not eligible for the ELICOS Bursary include:

- A. Students who have previously received the International Student ELICOS Bursary in Semester 1, 2022.
- B. Students studying for any other course.
- C. Students studying part-time.
- D. Students studying ELICOS courses that are shorter than 20 weeks in length or not an approved Pathway enrolment course.
- E. Students who were in Western Australia studying at any time during 2021 or, on or before Monday 27 June 2022.
- F. Students who are still overseas and have not arrived in Western Australia yet.

2. Payments

Successful Applicants will receive a one off payment of \$1,500 from the WA Government through the Department of Jobs, Tourism, Science and Innovation (JTSI). Payments are exclusive of GST.

To apply for the one off \$1,500 payment, Applicants will need to follow the process identified below and supply **ALL** required information.

Payments will only be made after successful Applicants have commenced their studies and completed half of their enrolled course (in weeks), as confirmed by the nominated education provider.

Successful Applicants will receive their payment direct to their nominated Australian bank account after that time.



3. How to apply

International students should read these guidelines carefully to determine their eligibility before completing the application form.

The following information will be required in the *International Student ELICOS Bursary* (ISEB) application form:

1. Your official name, in full and as used on your enrolment and travel documents to study in Western Australia.
2. Your home address in Western Australia, email address and telephone number.
3. A copy of your Confirmation of Enrolment (CoE) which identifies you as an international student and notes details of your education provider, course and course length. Please see an example of the CoE [here](#). **Please note:** If you are undertaking an approved Pathway enrolment course you will need to provide two Confirmation of Enrolment documents. One from the education provider you are completing your ELICOS Pathway course at, and the second from the VET or higher education provider you are continuing your studies with which notes the ELICOS requirement.
4. A copy of your travel documents, either ticket or boarding pass that includes your name and flight details and your arrival date into Western Australia.
5. Your Unique Student Identifier (USI), a number provided to you by the Australian Government when you arrive in Australia. More information is contained here: <https://www.usi.gov.au/>
6. Your student number, provided to you by your education provider and noted on your CoE.
7. Details of your Australian bank account, and you will be required to upload a copy of a recent bank statement showing your name, address in Western Australia and account details (BSB and Account Number).
8. Consent to share your name, student number and course details with your nominated education provider to confirm you are an enrolled international student.

Follow the steps below:

- | | |
|--------|--|
| Step 1 | Go to the https://ie.smartygrants.com.au/S2-2022-ISEB . |
| Step 2 | Click on the 'Start a submission' link. |
| Step 3 | Complete the application registration process. You will receive an email confirming your reference number (ISEB#). |
| Step 4 | Complete the online application form. You can save and return to the application form at any time before you submit the form. |
| Step 5 | Once your application is complete, click 'Submit'. |
| Step 6 | You will receive an automated email acknowledging that your application has been received. Without this acknowledgement your application has not been submitted. |

4. Timeframes

The ISEB is available to the first 2,000 approved Applicants only. Applications open at 9am (AWST) on Wednesday 14 September 2022 and close at 11am (AWST) on Wednesday 26 October 2022, or when program funds have been exhausted, whichever date is earliest.

Students should be in Western Australia and have an Australian bank account in place before they finalise and submit their application.

Payments to eligible students completing a minimum 20 week ELICOS course, payment will be processed following confirmation that 10 weeks has been completed. If the student is undertaking an ELICOS Pathway course, payment will be processed following confirmation of enrolment at both education providers.

Please note, as a maximum of 2,000 payments are available under this program complete applications with all required supporting **correct documentation** will be prioritised for assessment in order of receipt.



Missing, incomplete or incorrect documentation supplied in the application will delay the processing of assessment and payment.

5. Assessment and Terms and Conditions

5.1. Assessment

Once the application is submitted, it will be assessed by JTSI against the eligibility criteria for the ISEB.

Successful Applicants will receive a notification via email that their application has been successful and payment will be made directly to the Applicant's nominated Australian bank account.

Unsuccessful Applicants will be notified in writing.

5.2. Terms & Conditions

By submitting your application, you acknowledge and agree to be legally bound by these Guidelines, including the General Terms and Conditions as set out in these Guidelines. These Guidelines and the General Terms and Conditions will form and constitute a legally binding Agreement between you (the Applicant) and JTSI.

Before submitting your application please ensure that you have read and understood the General Terms and Conditions as set out in these Guidelines.

6. Contact

All enquiries regarding the *International Student ELICOS Bursary* can be directed to iesupport@jtsi.wa.gov.au.

7. General income tax information

Subject to an Applicant's individual circumstances, the receipt of funding from this program may be treated as assessable income. We strongly recommend that potential Applicants seek independent advice about the possible income tax implications from a qualified tax agent/advisor, or the Australian Taxation Office, prior to submitting an application.



Frequently Asked Questions (FAQs)

I am an international student enrolled in an English language (ELICOS) course commencing in 2022, however I entered Western Australia in 2021 to study. Am I able to apply for this bursary?

No, the bursary is provided to students who were unable to enter Western Australia to undertake their studies at an approved ELICOS provider in 2020 and 2021 as a result of the COVID pandemic, and have arrived into the State to commence their studies in person on or after Tuesday 28 June 2022.

I am an international student and plan to enrol in an eligible ELICOS course for Semester 2, 2022. Will I be eligible for the \$1,500 payment?

Yes, currently the program is in place for those students enrolling in courses commencing on or after Tuesday 28 June 2022.

I don't hold a student visa but I am enrolled to commence an ELICOS course in 2022. Will I qualify for this payment?

Applicants must be able to demonstrate they have a confirmed full-time enrolment as an international student for an eligible ELICOS course running for twenty weeks or more, or an approved Pathway enrolment on or after Tuesday 28 June 2022, and are studying in Western Australia, to be eligible for payment.

What is a Pathway course?

In order to meet the minimum English language requirements prior to studying at a University or VET education provider, some international students must complete an ELICOS Pathway course. This requirement is noted on the Confirmation of Enrolment issued for the University or VET course you have enrolled in.

In order to verify that an applicant is undertaking an ELICOS Pathway course, a second Confirmation of Enrolment form at the higher education or VET education provider will need to be provided in the application.

My ELICOS course is shorter than 20 weeks. Can I still apply?

Only if the course is an approved Pathway enrolment into a University, VET or higher education course. You will need a second Confirmation of Enrolment form to confirm your enrolment at the second education provider.

For all other ELICOS courses, they must be a minimum of 20 weeks long with a minimum 10 weeks completed to be eligible for the bursary.

My ELICOS course doesn't start until November 2022, but I will be studying for the remainder of the year. Am I able to apply for this payment now?

Yes, providing you are able to submit all required documentation and are in Western Australia and have an Australian bank account, you are able to make an application now. However, payment will not be made until you have completed 10 weeks of your course as confirmed by your provider.

Why is my application taking so long to process?

The speed at which your application is assessed depends on a number of factors. If your application requires follow-up by JTSI due to the incorrect documentation or information being provided this will delay the assessment and progression of your application. To avoid delays please ensure your application includes all required documentation.



What is the correct documentation I need to attach to avoid delays in the assessment and progression of my application?

When submitting your application through SmartyGrants you will be asked to attach **three key documents** to verify your details and personal identity. It is important you attach the **correct documents** in order to avoid delays in assessing your application as eligible for payment, provided all eligibility criteria are met.

1. Your **Confirmation of Enrolment (CoE)** document* - [click here for example](#)

This is provided to you by your education provider. This document confirms the following information:

- Your status as an international student
- Your official name on formal documents
- The education provider you are enrolled at
- The name of your course
- How long your course will take (i.e. the start and end dates); and
- Your student number (Student ID) as noted by your education provider

***Please note:** If you are undertaking an ELICOS Pathway course you will need to provide two Confirmation of Enrolment documents; one from the education provider you are completing your ELICOS Pathway course at, and the second from the VET or higher education provider.

2. A current **Australian Bank Statement** document - [click here for example](#)

This is provided to you by your bank. This document must note and confirm:

- Your official name
- You are the holder of an Australian bank account
- The Bank number and account number your payment will be paid into (if successful); and
- Your current address is in Western Australia

3. A **travel ticket or boarding pass** document - [click here for example](#)

This document confirms:

- Your official name on formal documents
- Your flight or travel details; and
- Your date of arrival into Western Australia

Important Note – Please Read:

Please ensure the documents you provide match the information provided in your application. For example:

- The name you provide in your application form should match your official name seen on the Confirmation of Enrolment, bank statement and travel documents attached.
- The account details and residential address you provide in your application form should match the account details and address noted on your bank statement.
- The arrival date into Western Australia you provide in your application should match the date shown on the travel documents you provide.

How will you contact me once I submit my application?

You will receive confirmation that your application has been submitted to the email you registered with. If your application requires additional information to progress evaluation, JTSI may contact you via the email you registered with from the iesupport@jtsi.wa.gov.au inbox.

Who do I contact with any queries?

All enquiries regarding the *International Student ELICOS Bursary* can be directed to iesupport@jtsi.wa.gov.au.



I would like support completing my application

JTSI will have a staff member available to assist you with your application or answer any queries in relation to eligibility. Please visit [StudyPerth's Student Support Hub](#) at 555 Wellington Street, Perth between 3pm and 5pm Monday to Friday if you would like to take advantage of this service.



General Terms and Conditions

1. Cancellation and Variation

The Department of Jobs, Tourism, Science and Innovation (JTISI) reserves the right at its absolute discretion, at any time and from time to time, to (in whole or in part) cancel, vary, supplement, supersede or replace this Program.

If JTISI cancels, varies, supplements, supersedes or replaces this Program, then:

- a) JTISI will advise each Applicant that the Program has been cancelled, varied, supplemented, superseded or replaced; and
- b) The Applicant shall not have any recourse against JTISI whatsoever including claims for any costs or expenses incurred by the Applicant in applying for funding through this Program.

2. JTISI's Rights

2.1 JTISI Rights

JTISI is under no obligation to accept any application and may reject any application at its absolute discretion, including, but not limited to:

- (a) an application fails to comply with the requirements of this Program;
- (b) an application is incomplete or contains information or representations that are false or misleading;
- (c) JTISI, in its absolute discretion, decides to cancel the Program, or exercise any other right referred to in clause.

2.2 Information

During the assessment of an application, and before any payment is made to the Applicant, JTISI may from time to time request information and/or documents in connection with the Program, the Applicants eligibility and/or this Agreement, including without limitation any information or documents (including supporting evidence) which JTISI reasonably required to consider whether JTISI is or should be satisfied of or with any matter in connection with the Program, the Applicant's eligibility or this Agreement and the Applicant must promptly comply within the time period prescribed by JTISI's written request.

2.3 Audits

After a funding payment is made to an Applicant, JTISI may, at its absolute discretion:

- a) Conduct random or specific audits of any or all of the information provided by the Applicant;
- b) Request additional information from the Applicant if JTISI reasonably believes that any of the information provided by the Applicant may be incomplete, false or misleading; and
- c) If JTISI decides that an Applicant no longer satisfies, or never did satisfy, the eligibility criteria for the funding program, JTISI may seek recovery of some or all of the funding paid to the Applicant. The obligation for an Applicant to repay JTISI any funding represents a debt due and payable by the Applicant to JTISI.

2.4 Applicant warranties

Each Applicant, in submitting an application, warrants and represents that all information and representations (in whatever form) given to JTISI under, as part of or in connection with the Program or the application, is true and correct, complete, and up-to-date, and in no way misleading or deceptive.

2.5 General

Despite anything expressed or implied to the contrary in these General Terms and Conditions, the Guidelines, or any other documentation associated with the Program, no Applicant shall have or



assert any legal (including equitable) rights under, in connection with, on account of, or associated with any of the aforesaid documents or the Program.

3. Application Process

The Applicant must submit the application electronically through the website link <https://ie.smartygrants.com.au/S2-2022-ISEB>, noting the following conditions:

- a) Receipt of the application will be determined by the date and time shown on the 'in-box' that the application was received;
- b) Lodgement of electronic files may take time and the Applicant must make their own assessment of the time required for full transmission of their application;
- c) JTSI will not be responsible or liable (in negligence or howsoever) in any way for any loss, damage or corruption of the electronic copy of the application;
- d) If the electronic copy of the application becomes corrupted, illegible or incomplete as a result of transmission, storage, encryption or decryption, then JTSI may request the Applicant to provide another copy of the application either electronically or in hard copy or both;
- e) If JTSI requests the provision of further information, then the Applicant must provide the copy of the documents or information requested within the period specified by JTSI.

4. Assessment Process

An assessment of each application will be undertaken against the criteria identified above to confirm that the information submitted is complete, correct and accurate, prior to any offer of funding.

5. Withdrawal of Application

The Applicant may withdraw their application at any time prior to acceptance of its application, by notifying JTSI by email, iesupport@jtsi.wa.gov.au.

6. Disclosure of Offer Information

6.1 Freedom of Information Act 1992 (WA)

- (a) The Applicant acknowledges and agrees that the application, this Agreement and information relating to the application, Agreement and/or the funding payment may be subject to the *Freedom of Information Act 1992 (WA)* (FOI Act). As such, JTSI may be required to publicly disclose such information as required by the FOI Act. JTSI may also be required to disclose information to the State of Western Australia under court order or upon request by Parliament, any Committee of Parliament or as otherwise required by law.
- (b) To the fullest extent of the Law the Applicant releases the State of Western Australia, JTSI including their respective officers, employees, contractors and agents or otherwise from all liability (in negligence or howsoever arising) for any loss, injury, damage, liability, costs or expenses suffered or incurred by the Applicant resulting from the disclosure of the application in part or whole.

6.2 Auditor General's Act 2006 (WA) and Financial Management Act 2006 (WA)

- (a) Nothing in the Guidelines or the General Terms and Conditions shall be interpreted to affect or diminish the powers and responsibilities of the Auditor General for the State of Western Australia under the *Financial Management Act 2006* and the *Auditor General's Act 2006* in any way.
- (b) Subject to this clause 6, the provisions of the *Financial Management Act 2006* and the *Auditor General's Act 2006*, JTSI will not make public any part of the application or any application



information that the Applicant expressly and reasonably nominates in their application as confidential. However, JTSI may require the Applicant to withdraw any claim to confidentiality in respect of any part of the application information as a condition of acceptance of the application.

6.3 Privacy

- (a) By submitting their application for the Program, the Applicant consents to the information provided by the Applicant or collected by JTSI relating to the Applicant or their Application being used by JTSI in the assessment of their application, administration of the Program and this Agreement.
- (b) JTSI will store personal information collected in this process, supporting documentation and any program administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (Cth) and the Australian Privacy Principles.

7. Limitation of Liability

To the fullest extent of the law, the State of Western Australia and JTSI, including their respective officer, employees, contractors and representative, shall have no liability whatsoever (arising in negligence or howsoever) for any loss, injury, damage, liability, costs or expenses (including legal costs) suffered or incurred by the Applicant in connection with their application and JTSI's lawful disclosure of the Applicant's information and/or application as required for the purposes of administering the Program and this Agreement.

8. General

To the fullest extent permitted by law all implied terms and conditions are excluded from General Terms and Conditions constituting the Agreement between the Applicant and JTSI.

9. Laws

This Agreement, including the General Terms and Conditions, are governed by the law of the State of Western Australia.

The Applicant must comply with all relevant laws and rules of the State of Western Australia regarding their application.

10. Definitions

In these General Terms and Conditions:

Agreement means these Guidelines and the General Terms and Conditions contained within.

Program means the International Student ELICOS Bursary, and associated processes, and requirements and benefits described in both the Program Guidelines and these General Terms and Conditions; and

Guidelines means the document titled "International Student ELICOS Bursary Semester 2 2022. Guidelines, FAQ, Terms and Conditions".