



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

# Western Australian Premier's WA Certificate of Education (WACE) Bursary 2024

- Guidelines
- FAQs
- Terms and Conditions

February 2024



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## 1. Introduction and Background

In the 2022-23 Budget, the Western Australian (WA) Government announced \$41.2 million in funding for international education initiatives. This included \$4 million in funding over four years to implement the Western Australian Premier's WA Certificate of Education (WACE) Bursary (the Bursary). The Bursary is administered by the Department of Jobs, Tourism, Science and Innovation (JTISI). The Bursary is provided to support international WACE graduates who commence undergraduate studies in-person at one of Western Australia's five universities: Curtin University, Edith Cowan University, Murdoch University, the University of Notre Dame (Fremantle Campus), and the University of Western Australia. Students undertaking a packaged pathway course at a WA tertiary provider may also be supported.

**The Bursary for 2024 will provide a total payment of \$20,000 to up to 50 international WACE graduates. WACE graduates must have completed their studies at one of WA's School Curriculum and Standards Authority (SCSA) international partner schools.**

The Bursary funding is to be used by successful applicants to reimburse expenses related to travelling to WA to undertake further education, assist with cost-of-living expenses and contribute towards study related expenses. The Bursary will be open on a rolling basis with two streams available for applicants to qualify for the WA Premier's WACE Bursary based on the following merit criteria:

Stream	Merit Criteria
<b>Stream 1 (University)</b>	This Bursary is available to students who have received a Letter of Offer to enrol or are enrolled in one of the five WA universities. Students must have demonstrated excellence in academics and have participated in extracurricular activities, community service, leadership or projects demonstrating entrepreneurial thinking in the past three years. The Bursary amount is a one-off payment of <b>\$20,000</b> .
<b>Stream 2 (University pathway program)</b>	This Bursary is available to students who received a Packaged Letters of Offer to complete a course at a WA Tertiary pathway provider to meet the academic entry requirements of the applied WA university bachelor's degree. Students will also have participated in extracurricular activities, community service, leadership or projects where they demonstrated entrepreneurial thinking in the past three years. Funding will be distributed in a one-off <b>\$5,000</b> payment while the student undertakes their pathway studies and a further one-off payment of <b>\$15,000</b> once the student has commenced studies at their chosen WA university. The total Bursary amount totals <b>\$20,000</b> .

\*Tertiary pathway providers: are defined as educational institutions that offer qualifications above the secondary school level. This includes vocational education institutes, Technical and Further Education (TAFE) colleges, private colleges and universities. University pathway courses include diploma, advanced diploma and associate degree courses.



Successful applicants of the Bursary will be required to provide a Confirmation of Enrolment (CoE) from their selected WA university and, if applicable, their packaged pathway course provider. Successful applicants will need to demonstrate attendance past the census date, and pass verification checks conducted by JTSI and the education provider prior to any payment being made.

## 2. Key Dates, Times and Terms

The following table outlines indicative timeframes and may be subject to change.

Eligible commencement intakes	Selection date	Payment timeframe
Semester 2, 2024	1 April 2024	End of September
Semester 2, 2024 Semester 1, 2025	6 August 2024	Mid-February End of April
Semester 1, 2025	12 November 2024	End of April
Semester 1, 2025 Semester 2, 2025	7 January 2025	Mid-June
Semester 1, 2025 Semester 2, 2025	18 February 2025	End of September
Semester 2, 2025	4 March 2025	End of September
Semester 2, 2025 Semester 1, 2026	5 August 2025	Mid-February End of April

### Key Terms:

**JTSI:** Department of Jobs Tourism Science and Innovation

**SCSA:** the School Curriculum and Standards Authority

**ATAR:** Australian Tertiary Admission Rank

**VET:** Vocational education and training

**TAFE:** Technical and Further Education

**WACE:** Western Australian Certificate of Education

**WASN:** Western Australian Student Number

**Pathway:** Pathway courses (also known as enabling course) will help students prepare for entry into a university degree program, should they not meet admission criteria for direct entry.

**Letter of Offer:** a formal written communication sent to a prospective student who has applied for admission to a course, confirming the student's acceptance into the education provider.

**Packaged Letters of Offer:** a combination of two or more letters of offer received to start your university enabling course and commence your bachelor's degree.





### 3. Eligibility Criteria

Each applicant from Stream 1 or Stream 2 must meet and provide evidence for one of the relevant eligibility categories described below:

#### **Category 1 (has accepted an offer from a WA university or a packaged pathway into university):**

The applicant:

1. Is not an Australian citizen or Australian permanent resident.
2. Has completed their WACE within 24 months of submitting an application for the Bursary at an overseas school accredited by the SCSA.
3. Accepted an offer from a WA university or WA tertiary pathway provider for an onshore full-time enrolment as an international student, with studies commencing in the 2024 academic year.
4. Has accepted an offer to study a course of at least one-year (two semesters) in duration at a WA institution.

#### **Key Documents and Assessment for Eligibility:**

- WACE Certificate and Australian Tertiary Admissions Rank (ATAR).
- Universities Admission Advice Letter (UAAL)
- Confirmation of Enrolment and Letter of Offer inclusive of the Packaged Letters of Offer for those studying a pathway course.
- Optional supporting documentation (certificates, awards, records of participation or any other relevant documents that support the application).

#### **Category 2 (WACE completed and actively applying to WA universities or tertiary pathway provider):**

The applicant:

1. Is not an Australian citizen or Australian permanent resident.
2. Has completed their WACE within 12 months of submitting an application for the Bursary at an overseas school accredited by the SCSA.
3. Is expecting to enrol in an undergraduate program at a WA university or a pathway program at a WA tertiary pathway provider within the next 12 months for a duration of at least one-year (two semesters) in length.

#### **Key Documents and Assessment for Eligibility:**

- WACE Certificate and ATAR.
- UAAL
- Optional supporting documentation (certificates, awards, records of participation or any other relevant documents that support the student's application).

#### **Category 3 – Year 12 offshore WACE students who will apply to WA universities or WA tertiary pathway provider within 12 months from the date of application)**

The applicant:

1. Is not an Australian citizen or Australian permanent resident.
2. Is currently enrolled in Year 12 WACE studies at an overseas school accredited by the SCSA.
3. Is on track to complete their WACE within the next 12 months (full-time WACE eligible).
4. Is expecting to enrol in an undergraduate program at a WA university or a program at a WA tertiary pathway provider within 12 months for a duration of at least one-year (two semesters) in length.



### Key Documents and Assessment for Eligibility:

- Western Australian Student Number (WASN) and permission to request your student summary report from SCSA.
- Optional supporting documentation (certificates, awards, records of participation or any other relevant documents that support the student's application)

## 4. Merit Criteria

As part of the submission all applicants, regardless of stream applied for, will need to provide:

1. Demonstration of academic excellence. This will be determined based on an applicant's individual ATAR.
2. Responses to three (3) questions that will allow applicants to highlight their academic achievements and leadership skills, community involvement or entrepreneurial skills.

### Key Documents to attach as part of the application

As part of their submission, applicants must provide the following documents and information based on the stream they are applying for:

Document/Information	Category	Requirement/Explanation
Western Australian Certificate of Education (WACE)	Category 1 and 2	Applicants must provide their WACE certificate. It is awarded to students who have successfully completed two years of senior secondary schooling and achieved the required standard.
Universities Admission Advice Letter (UAAL)	Category 1 and 2	Applicants need to submit their UAAL, which includes scaled scores. The UAAL confirms eligibility for university courses based on achievement in WACE ATAR courses.
Letter of Offer from a WA university	Category 1: - Stream 1 (direct entry) - Stream 2 (packaged pathway)	For Stream 1, applicants must provide a Letter of Offer from a WA university.  For Stream 2, Packaged Letters of Offer are required.
Western Australian Student Number (WASN)	All categories (1, 2 and 3) and all streams	All current students should have a WASN.
Confirmation of Enrolment (CoE)	Category 1	International students intending to study onshore in Western Australia on a student visa require a CoE. It confirms acceptance and eligibility for enrolment at the university.



## 5. How to complete an application

Follow the steps below:

- Step 1** Go to <https://ie.smartygrants.com.au/WACE24>
- 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 (WACE24###).
- Step 4** Complete the online application form, ensuring all questions are responded to. You can save and return to the application form at any time before you submit the form (before the close date and time).
- 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.



## 6. Assessment and Notification Process

A panel of staff members from JTSI and SCSA will be convened to assess each application based on eligibility for the Bursary and merit criteria.

Following the panel's evaluation of all eligible applications, provisionally approved applicants will be required to:

- provide a copy of their CoE from their selected WA university (Stream 1), or tertiary pathway provider (Stream 2) as part of their pathway package
- have attendance in their enrolled course confirmed past the relevant census date
- provide evidence of their Australian bank account.

Students applying for the Bursary under Category 3 will be assessed as preliminarily eligible. Prior to payment being made, these applicants are required to provide the following to remain eligible:

- provide a copy of their WACE and UAAL
- provide a copy of their CoE from their selected WA university (Stream 1) or tertiary pathway provider (Stream 2) as part of their pathway package
- have attendance in their enrolled course confirmed past the relevant census date
- provide evidence of their Australian bank account

Any further verification checks determined as being required by JTSI and relevant authorities will be undertaken prior to any payment to an eligible student being made.

Please note, complete applications with all required documentation will be prioritised for assessment. Incorrect or missing documentation or information provided to JTSI may render your application ineligible.

Applicants will receive a notification via email that their application has been deemed successful or unsuccessful.

Successful applicants will receive a congratulatory letter from the Premier of Western Australia informing them of their selection. Once the successful applicants have arrived in Western Australia and have commenced their course, JTSI will progress contractual agreements (Financial Assistance Agreements, or 'FAAs') with each of the successful applicants.

The FAAs will include a requirement that the successful applicant has continued attendance at their selected university or tertiary provider for a period of at least 12 months.





## 7. Payments

Subsequent to the execution of an FAA, successful applicants will receive payment of \$20,000 paid to their financial institution (bank), at the schedule determined by their stream.

### **Stream 1 (University) schedule:**

- One-off payment of \$20,000 after attendance confirmation following the university census date.
- Total bursary amount: \$20,000.

### **Stream 2 (University Pathway Program) schedule:**

- \$5,000 payment during pathway studies post census date.
- \$15,000 payment upon confirmation of university enrolment and attendance after census date.
- Total bursary amount: \$20,000.

Payments will be made directly to the applicant's nominated Australian bank account and are exclusive of GST.

Successful applicants will receive their payment direct to their nominated Australian bank account after confirmation of attendance has been provided by their institution following the relevant census date.



## 8. Terms & Conditions

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

By submitting your application, you acknowledge and agree to be bound by these Guidelines, including the General Terms and Conditions as set out in these Guidelines.

If you are a successful grant applicant, in order to receive bursary funding, you will need to enter into an executed (signed) Financial Assistance Agreement (FAA) with JTSI. The FAA will constitute a legally binding agreement between you (the Applicant) and JTSI. Requirements set out in these Guidelines and the General Terms and Conditions will be reflected in a FAA.

## 9. Contact

All enquiries and communication regarding the Bursary can be directed to [scholarships@jtsi.wa.gov.au](mailto:scholarships@jtsi.wa.gov.au).

## 10. General income tax information

Subject to an applicant's specific circumstances, the receipt of funding from this Bursary may be treated as assessable income. We 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.

## 11. Frequently Asked Questions (FAQs)

### **I don't hold a student visa but I am enrolled to commence my course in 2024 or 2025. Will I qualify for this payment?**

Applicants must be able to demonstrate they have a confirmed full-time enrolment as an international student at an eligible institution for a course length of at least one year commencing in Semester 1, 2024, Semester 2, 2024 or Semester 1, 2025 to be eligible for this bursary.

### **My enrolled course is shorter than one year (two semesters). Can I still apply?**

No, current eligibility criteria for this payment requires students to be studying in Western Australia for a minimum of one year (two semesters) or more.

### **What is the documentation I need to attach to avoid delays in the assessment of my application?**

When submitting your application through Smartygrants, you will be asked to attach key documents to verify your information. Details of these can be found in the Bursary Guidelines. It is important you attach the correct documents in order to avoid delays in assessing your application as incorrect or missing documentation and/or information provided to JTSI may render your application ineligible.

### **I am enrolling in a packaged pathway course am I eligible?**

Yes, offshore WACE graduates who have enrolled or have a packaged letter of offer from a tertiary education provider leading to enrol in a university are eligible for this Bursary.



**I am currently enrolled in a Western Australian university, am I still eligible for this Bursary?**

Yes, if you have enrolled to study in Western Australia but not yet commenced you may be eligible for this Bursary.

**I completed my WACE offshore in the last 24 months but have not yet enrolled to study in Western Australia, am I still eligible for this Bursary?**

Yes, if you are actively applying to Western Australian universities or tertiary pathway providers you may be eligible for this Bursary.

**I have an ATAR score between 50-70 and do not meet university entrance requirement. Can I apply for this Bursary?**

Applicants with low ATAR scores that do not meet university entrance requirements can choose to enrol in a university packaged pathway course at a tertiary institute.

**I am a Year 12 student completing my WACE in an offshore school. Can I apply for this Bursary?**

Yes, applicants who are currently in Year 12 at an offshore SCSA approved school can apply. Successful Year 12 students will be provisionally eligible and bursary amounts will be disbursed once confirmation of enrolment to a Western Australian education institute has been received.

**I am currently undertaking an English language (ELICOS) pathway in to university, can I apply for this scholarship?**

No, unfortunately the Western Australian Premier's WACE Bursary is open to tertiary pathway packages only.

**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, JTSI may contact you via the email you registered with from the [scholarships@jtsi.wa.gov.au](mailto:scholarships@jtsi.wa.gov.au) inbox.

**I need help completing my application**

All enquiries regarding the Western Australian Premier's WACE Bursary can be directed to [scholarships@jtsi.wa.gov.au](mailto:scholarships@jtsi.wa.gov.au).

**Who do I contact with any queries?**

All enquiries regarding the Western Australian Premier's WACE Scholarship can be directed to [scholarships@jtsi.wa.gov.au](mailto:scholarships@jtsi.wa.gov.au).



## 12. General Terms and Conditions

### 1. Cancellation and Variation

The Department of Jobs, Tourism, Science and Innovation (JTSI) 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 Western Australian Premiers WACE Bursary (Bursary).

If JTSI cancels, varies, supplements, supersedes or replaces this Bursary, then:

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

### 2. JTSI's Rights & Applicant Obligations

#### 2.1 JTSI Rights

JTSI 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 Bursary;
- (b) an application is incomplete or contains information or representations that are false or misleading;
- (c) JTSI, in its absolute discretion, decides to cancel the Bursary, or exercise any other right referred to in clause 12.2 of these Guidelines.

#### 2.2 Information

During the assessment of an application, and before any payment is made to the Applicant, JTSI may from time to time request information and/or documents in connection with the Bursary, the Applicant's eligibility and/or this Agreement, relevant FAAs, including without limitation any information relating to this Program, including any information which JTSI reasonably requires to assess the Applicant's eligibility for funding under this Bursary. JTSI must request such information in writing and the Applicant must promptly comply with this request within the reasonable time period prescribed by JTSI in its written request.

#### 2.3 Audits

After a funding payment is made to an Applicant, JTSI 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 JTSI reasonably believes that any of the information provided by the Applicant may be incomplete, false or misleading; and
- (c) If JTSI decides that an Applicant no longer satisfies, or never did satisfy, the eligibility criteria for the funding Bursary, JTSI may seek recovery of some, or all of the funding paid to the Applicant. The obligation for an Applicant to repay JTSI any funding represents a debt due and payable by the Applicant to JTSI.

#### 2.4 Applicant warranties

Each Applicant, in submitting an application, warrants and represents that all information and representations (in whatever form) given to JTSI under, as part of or in connection with the Bursary 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 Bursary, 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 Bursary.

### 3. Application Process

The Applicant must submit the application electronically through the website link <https://ie.smartygrants.com.au>, 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 including and not limited to confirmation 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 at [scholarships@jtsi.wa.gov.au](mailto:scholarships@jtsi.wa.gov.au).

### 6. Use of Application Materials

All materials provided are accepted on the understanding that JTSI will only use or disclose such material:

- (a) In the process of determining the scholarship recipients
- (b) For the purposes of informing the public about the award outcomes
- (c) In any publicity concerning the Bursary
- (d) In any publicity concerning the promotion of international education in Western Australia
- (e) In other instances where information collected may be disclosed without consent, where authorized or required by law.

All award-related information, material provided and material created by JTSI through the Bursary, such as media statements, interviews, videos and photographs remain the property of JTSI.

### 7. Disclosure of Offer Information

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

#### 7.1 Freedom of Information Act 1992 (WA)





- (a) The Applicant acknowledges and agrees that the application, this Agreement, any FAAs, and information relating to the application, Agreement, any FAAs, and/or the funding payment may be subject to the *Freedom of Information Act 1992 (WA)*. 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.

### 7.2 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.

### 7.3 Privacy

- (a) By submitting their application for the Bursary, 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 Bursary, this Agreement, and any relevant FAAs.
- (b) JTSI will store personal information collected in this process, supporting documentation and any Bursary administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles.

## **8. 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 the Department's lawful disclosure of the Applicant's information and/or application as required for the purposes of administering the Bursary, this Agreement and any relevant FAAs.

## **9. Laws**

This Agreement, including the General Terms and Conditions, and any relevant FAAs 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.



**Bursary** means the Bursary, and associated processes, and requirements and benefits described in both the Bursary Guidelines and these General Terms and Conditions.

**FAA** means Financial Assistance Agreement, a legally binding agreement that must be executed before a successful applicant receives funding under the Bursary.

**Guidelines** means the document titled “Western Australian Premier’s WACE Bursary”. Guidelines, FAQs, Terms and Conditions”.

**Tertiary Institutes** means educational institutions that offer qualifications above the secondary school level. This includes vocational education institutes, Technical and Further Education (TAFE) colleges, and private colleges. Courses include University enabling pathway courses, diplomas, and Certificate IV.