



2024 Schools Handbook

A practical guide to the AIEF Scholarship Program

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I. Introduction

The purpose of the Schools Handbook is to provide AIEF Partner Schools with information about the Australian Indigenous Education Foundation (AIEF) and the AIEF Scholarship Program. It is a practical guide to assist and lead Partner Schools through the year's processes, key policies and milestones.

The Schools Handbook is a supplement to the Scholarship Funding Agreement (SFA) and it is recommended that you refer to the SFA for further information regarding:

- Maximum Contracted Places (MCP)
- Attritions and Transfers
- Scholarship Deliverables and Student Data
- Payment of AIEF Scholarships
- Match Funding (if applicable)
- Administrative Contributions
- Principal Partners and Exclusivity in Scholarships and Pathways
- Confidentiality
- Communications and Media
- Consent to Disclose

The AIEF philosophy

AIEF believes that students will have the greatest chance of succeeding at school if the decision to enrol is one made by the family and the student in conjunction with the school.

Our role is to facilitate choice, so that families are able to make decisions about the education of their child without the financial barriers that might prevent them enrolling at an AIEF Partner School.

AIEF aims to remove these barriers by partnering with schools that have a demonstrated commitment to Indigenous education, appropriate student support and pastoral care, and their own relationships with Indigenous families and communities. By providing financial resources, AIEF enables these schools to build and support a critical mass of Indigenous students to Year 12 completion.



2. AIEF Programs

AIEF and Partner Schools

Since AIEF's inception in 2008, we have established partnerships with schools that: have a strong alignment of values, purpose and mission; have mutual respect, willingness to engage and enthusiasm for AIEF and our programs; have a track record of successfully supporting Indigenous students to Year 12 completion; and offer a culturally inclusive and welcoming environment for students.

AIEF's partnership model has been designed around a number of core values, including that each partnership is a joint investment with a balanced level of risk-sharing.

- Joint investment is reflected through our long-term commitment to working hand-in-hand with schools, where schools are responsible for education and pastoral care (enabled through the AIEF Scholarship Program), and AIEF is responsible and accountable for each student's successful transition to further studies or employment after Year 12 including ongoing post-school tracking, monitoring and support (facilitated through the AIEF Pathways Program).
- Risk sharing is demonstrated through the parent and school-led model (outlined in more detail below) and AIEF's commitment to supporting Indigenous students at our Partner Schools, with the school's only unknown financial liability being where a student leaves before Year 12 completion (which would have otherwise been significantly greater prior to AIEF's partnership with the school, where the school was funding the entire Indigenous program independently prior to the partnership with AIEF).

Additionally, AIEF works hard to ensure that its funding is used in the most efficient and effective way possible in order to achieve the best outcomes for AIEF Scholarship Students, particularly regarding the AIEF Pathways Program where AIEF is responsible and accountable for the successful transition of AIEF Scholarship Students to further studies or employment. This is best achieved where AIEF and Partner Schools work together to avoid duplication in activities and programs, including where there is potential for this to create ambiguity, confusion and overlap for AIEF Scholarship Students, and inefficiencies for AIEF and the school.

Responsibilities

AIEF is responsible for:

- Delivering the AIEF Scholarship Program including the provision of financial support and other resources to Partner Schools to enable them to do what they do best in their own way.
- Providing the AIEF Pathways Program to prepare students on AIEF Scholarships for life post-school and support their transition from school to tertiary studies or employment.

AIEF Partner Schools are responsible for:

- Developing and maintaining relationships with Indigenous families and communities.
- Establishing direct lines of communication with the families and communities of their Indigenous students, to develop a better understanding of each student's background including strengths and vulnerabilities.
- Identifying, assessing and enrolling Indigenous students.
- Providing a culturally inclusive, high quality and holistic education for Indigenous students including through education, pastoral care and cultural activities to enable successful completion of Year 12 at the School.
- Supporting AIEF to deliver the AIEF Scholarship Program and AIEF Pathways Program.

AIEF Scholarship Program

The AIEF Scholarship Program does not impose a one-size-fits-all or prescriptive approach. Instead, AIEF looks to support individual schools to implement their own responses to Indigenous education in their own way.

We have adopted a parent and school-led model because evidence shows that the prospects for successful student outcomes are greater if:

- Schools have 'skin in the game', through their investment in AIEF Programs, including direct ownership of student selection, enrolment, relationships, education and pastoral care. This carries end-to-end responsibility for results and drives continual improvement to produce lasting success.
- Teachers and other school staff are able to implement programs in their own way and are able to frame their Indigenous education initiatives in a way that suits their own unique environment, rather than conforming to the prescriptive requirements of external bodies.

Scholarship payments are made directly to the school and cover the cost of boarding and tuition fees, compulsory levies and some incidental educational expenses, less ABSTUDY entitlements and a Parent Contribution. For more information about scholarship payments please see Section 5 (page 16).

AIEF Pathways Program

The AIEF Pathways Program complements the AIEF Scholarship Program and exists to support AIEF Scholarship Students to make a successful transition from school to further studies or employment.



3. Student Eligibility and Enrolment

Maximum Contracted Places (MCP)

AIEF recommends that schools refer to Schedule A of their Scholarship Funding Agreement (SFA) and any letters of amendment to confirm the number of Maximum Contracted Places, that is the maximum number of Indigenous boarding students AIEF agrees to fund at the school each School Year.

Attritions and Transfers

As outlined in the SFA, if an Indigenous Boarder leaves the school prior to Year 12 completion (an “Attrition”), the number of Maximum Contracted Places at the school is automatically reduced by that number and that place cannot be refilled without prior written consent from AIEF.

Where a school has one or more Attritions and would like AIEF to consider an increase to Maximum Contracted Places, the school will need to make a written request to AIEF. AIEF will consider increases to Maximum Contracted Places applications once each School Year, which will relate to newly proposed Indigenous Students for commencement in the following School Year.

AIEF will consider requests from Partner Schools on a case-by-case but consistent basis, looking at outcomes, the number of places at each school already, funding capacity and organisational priorities, including our commitment to gender parity across our program.

Where a school is looking to support a current Indigenous Boarder to either transfer from their school to another Partner School or to enrol a current Indigenous Boarder already attending another Partner School (a “Transfer”), prior written consent is needed from AIEF before the transfer takes place.

The underlying principles are that transfer requests should be genuine and family-driven. It is not within the spirit of our partnership with schools, students, and families for transfers to be motivated by sporting or other extra-curricular aspirations. Given the ever-increasing demand for AIEF Scholarships, and that a transfer reduces Maximum Contracted Places (MCP) at the initial Partner School, where a student is already receiving an AIEF Scholarship, we encourage new opportunities to be offered to students who don't have scholarships. This avoids duplication of resources and ensures that we maximise the number of opportunities being made available to Indigenous students.

For the transfer of an AIEF Scholarship, both schools should discuss the transfer between themselves. Prior written approval from AIEF is required before a transfer is confirmed. Where prior written approval from AIEF is not sought, this may impact our ability to accommodate a transfer. To support this and in response to feedback we have received, when AIEF becomes aware of a possible transfer, we will write to both Partner Schools (the current and prospective new school) to make them aware. This facilitates a conversation between schools early in the process and ensures consideration is given to the student's needs, family, and respective schools.

There may be occasions where schools are contacted directly by families to discuss a possible transfer. We strongly encourage schools to ask students and families as they inquire about enrolment opportunities whether they are currently in receipt of any other scholarship. Please advise AIEF if it is the case that a prospective new student is receiving an AIEF Scholarship elsewhere. And as mentioned previously, unless a transfer is due to family relocation or the pastoral and educational support needs of a student, we encourage new opportunities to be offered to students who don't already have scholarships.

As with replacing Attritions, the School will need to make a written request to AIEF during the annual MCP review round, however, transfer applications can be submitted to AIEF as they arise at any time. The number of Maximum Contracted Places at the originating school will automatically be reduced by the number of students transferring out of that school, and any future increase would need to go through the same application process as replacing an Attrition. Refer to the SFA for more information regarding this process.

Application process

As AIEF is removed from the enrolment process, students and families interested in applying for an AIEF Scholarship contact an AIEF Partner School directly to discuss any queries and undertake the enrolment process at that school.

From time to time, AIEF receives initial enquiries regarding AIEF Scholarships and may suggest Partner Schools on the basis of these enquiries including geographic and gender preferences. In each case, AIEF advises students and families to contact the Partner School(s) directly.

Students and families are required to complete an AIEF Scholarship Application Form in addition to any other enrolment forms and processes the school may have in place. It is important to note that as part of the AIEF Scholarship Application Form, parents agree to pay a Parent Contribution and sign the Parent Statement.

AIEF has no involvement in enrolment discussions between schools and prospective families, however, the school may use the AIEF Scholarship Application Form as a tool in the selection of students. AIEF will provide the most recent AIEF Scholarship Application Form to schools annually or on request.

AIEF Scholarship Eligibility Criteria

An Indigenous Boarder will only be eligible for an AIEF Scholarship if the following Eligibility Criteria are satisfied and complied with on an ongoing and continual basis:

- Be an Indigenous Australian.
- Be eligible for and in receipt of ABSTUDY.
- Be likely to successfully complete Year 12 at the Partner School with the academic, pastoral and cultural support provided by the Partner School.
- Be accepted for enrolment as an Indigenous Boarder at the Partner School.
- Not be participating in any Other Scholarship Program.
- Be enthusiastic about attending the Partner School.
- Be in financial need.
- Have parents who have demonstrated support and encouragement for the enrolment and the Scholarship.
- Have parents who have committed to making a Parent Contribution to the cost of enrolment and attendance at the Partner School.
- Have a completed AIEF Scholarship Application Form.
- Have finished the School Year at the Partner School.

The School agrees it has the appropriate resources (educational, pastoral and cultural) to support the Indigenous Boarder's likelihood to successfully complete Year 12 at the School.

This information is provided to complement each school's own enrolment policies and processes. It is up to each school to determine whether a student meets the AIEF Eligibility Criteria and is likely to succeed at the school prior to awarding the student an AIEF Scholarship.

Indigenous origin and ABSTUDY eligibility

Schools should satisfy themselves of the Indigenous heritage of a student during the enrolment process. Schools may request a Certificate of Aboriginality as part of this process, however this is not required by AIEF. Eligibility for and receipt of ABSTUDY provides AIEF with confirmation of the Indigenous heritage of a student.

Students and families may be required to submit any form of proof of Indigenous origin as part of an ABSTUDY application. If there is doubt as to the authenticity of an application, Centrelink may require additional information.

Other scholarship programs

As outlined in the Eligibility Criteria, students receiving an AIEF Scholarship should not apply for, or be in receipt of, funding from any other scholarship programs.

While we understand that a student's circumstances can change, it is important to note that transfers to another scholarship program are not in accordance with the SFA. As such, we are unable to accommodate or allow such transfers to another scholarship program. Once AIEF has invested in an AIEF Scholarship Student, we share responsibility with the school for the student's outcomes and this responsibility is reflected in our commitment to continue to support that student through to Year 12 completion and beyond, as they make the transition to further studies or employment.

In cases where a student who has received an AIEF Scholarship transfers to another scholarship program, the school may be responsible for repayment of all amounts paid by AIEF for the student. Refer to the SFA for more information regarding this.

Student enthusiasm and family support

AIEF Scholarships are not exclusive to students at the peak of academic or sporting excellence. Over time, AIEF and its Partner Schools have identified that student enthusiasm and family support are key predictors of student success, which AIEF defines as completion of Year 12 and progression to further studies or employment.

The AIEF Scholarship Application Form includes questions that are designed to gather information on student enthusiasm and family support, as well as questions for parents about their hopes and aspirations for their child.

Year 12 completion

AIEF uses student success, which is defined as Year 12 completion followed by a successful transition to further studies or employment, to measure the success of its programs. AIEF Partner Schools enrol students who are, in their assessment, likely to achieve this standard of success. At the time of enrolling an AIEF Scholarship Student the school considers that it has the relevant academic, pastoral and cultural resources in place to support that Indigenous student to complete Year 12 at the school.

Parent Contribution

A financial contribution from parents* is an important part of AIEF's program and tangible evidence of parental support for the student attending a Partner School. As part of the AIEF Scholarship Application Form, parents commit to paying a Parent Contribution based on their Household Income. All Parent Contributions are paid directly to the school. Section 4 (page 13) of this Handbook contains more information about the Parent Contribution.

**Please note that 'parents' refers to the legal parent(s) or guardian(s) of the child and household as assessed by Centrelink.*

Financial need

While financial need is not an indicator or predictor of student success, providing scholarships to students in need is at the core of AIEF's mission.

Schools assess each family's financial circumstances as part of the enrolment process in order to determine that the student would not be able to attend the school without the support of an AIEF Scholarship.

Demonstrating financial need

The Scale of Parent Contribution allows schools to develop a detailed understanding of a family's financial circumstances and provides an equitable basis for higher income families to participate in the AIEF Scholarship Program. See Section 4 (page 13) for more information about the Parent Contribution.

Scholarship conditions and parent undertakings

The AIEF Scholarship Application Form outlines the conditions of the scholarship for parents and students. By completing the AIEF Scholarship Application Form, parents and students consent and/or commit to the following:

Scholarship conditions for students

Students commit to:

- Enthusiastically participating in activities such as mentoring, career sessions, workshops and activities offered as part of the AIEF Pathways Program.
- Working with AIEF and the school in Years 11 and 12 to secure their preferred post-school pathway.
- Informing AIEF of their final examination results including Tertiary Entrance Rank (ATAR), within three months of the date that these results are released.
- Actively pursuing their preferred post-school pathway and providing updates at least four times per year regarding their study and employment activities.
- Continuing to work with AIEF and participate in career sessions, events and activities including after completing Year 12 (or if they stop receiving an AIEF Scholarship or otherwise leave the school before completing Year 12).
- Not receiving or applying for any other scholarship or support while receiving an AIEF Scholarship.
- Talking to AIEF if they intend to participate in any other programs that are similar to AIEF programs, including programs that provide career support and/or mentoring.

Scholarship conditions for parents

Parents confirm that their child:

- Is enthusiastic about attending school.
- Has a good history of school attendance.
- Has a good attitude to learning.
- Is not receiving and will not receive any other scholarship or apply to any other scholarship provider for support while receiving an AIEF Scholarship, or while at an AIEF Partner School.

Parents confirm that their child meets AIEF's Eligibility Criteria (as set out on page 8) in addition to consenting to:

- AIEF receiving and storing contact, location, financial and other relevant Personal Information about them and their child.
- Their child participating in AIEF Pathways Program activities including mentoring, career sessions and workshops or other activities (including if their child stops receiving an AIEF Scholarship at the school or otherwise leaves the school before completing Year 12).
- The school and AIEF contacting Centrelink on their behalf about ABSTUDY.
- AIEF receiving copies of school reports, NAPLAN results and any other information relating to their child's curricular and co-curricular activities at the AIEF Partner School, including their final examination results and Tertiary Entrance Rank (ATAR), within three months of the date these results are released.
- AIEF using, disclosing and/or publishing information relating, but not limited to, your child's interests and achievements (academic or otherwise), and photos/videos of your child (however obtained) for the purpose of promoting or reporting on (1) their achievements, (2) the school and (3) AIEF or its work. This includes the use of information and photos/videos taken by AIEF Stakeholders with AIEF's consent.
- AIEF disclosing information relating to their child, including personal details, to another AIEF Partner School.
- The school having authority to sign any other consents or undertakings on their behalf in relation to events or activities their child engages in at the school.

In addition to the conditions above, parents commit to:

- Enthusiastically supporting their child's participation in all school and AIEF activities, including the AIEF Pathways Program and AIEF Mentoring.
- Applying for and ensuring that the school receives the maximum available amount of ABSTUDY each year for as long as their child is enrolled at the school.
- Providing ATO Notices of Assessment and/or Centrelink Income Statements from the previous financial year for each year that their child is enrolled at the school, or as requested by the school or AIEF.
- Making a Parent Contribution directly to the school towards their child's educational expenses. This contribution is calculated using the Scale of Parent Contribution.
- Informing the school if their financial circumstances change in order to discuss the value of their Parent Contribution.
- Setting up and maintaining financial arrangements to make the agreed Parent Contribution to the school (e.g. direct debit, Centrepay).
- Making themselves available, within reasonable time, to communicate with staff from the school as required.
- Paying full school fees and associated costs to the school if any of the scholarship conditions or Eligibility Criteria are not met each year.

Notifying AIEF of Students who are ‘not to be identified’

AIEF collects Personal Information about AIEF Scholarship Students to support our programs and this information is collected, for the most part, through our relationships with Partner Schools.

AIEF publishes some of this information - including names and photographs of students - to report on and promote its programs. There may be reasons why a student should not be identified in this way, and AIEF generally relies on the school to confirm this.

A student may be classified ‘not to be identified’ for any of the following reasons:

- The student is in administrative custody or in the care of a state government social services organisation or foster care.
- The student is linked to current or past legal proceedings relating to custody, disruption in the home and/or violence including Apprehended and Domestic Violence Orders (AVO/DVO).
- The student is currently, or has been in the past, either personally or by association involved in a publicised legal incident.
- The student, parent, guardian, family, carer, state government social services organisation or AIEF Partner School has advised AIEF that it is necessary for the student’s information to remain confidential and unpublicised.

Should parents highlight any concerns with regards to their child’s privacy during the application process, the school is encouraged to raise this with AIEF as soon as possible.

AIEF is committed to protecting the privacy and confidentiality of students and their families. AIEF supports and is bound by the *Privacy Act 1988 (Cth)*, the *Privacy Amendment Enhancing Privacy Protection Act 2012* and the Australian Privacy Principles, including relevant updates made in March 2014. A copy of the Australian Privacy Principles can be found at <https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles>

4. Parent Contribution

Parent Contribution

Parents agree to make a Parent Contribution to the school according to the Scale of Parent Contribution. The amount is calculated during the enrolment process based on the Combined Household Income, and parents need to establish a payment arrangement to pay this amount. Commitment by parents to making a financial contribution towards their child's educational expenses is one of AIEF's Eligibility Criteria, meaning that if parents do not wish to make a Parent Contribution, their child will not be eligible for an AIEF Scholarship.

As part of the AIEF Scholarship Application Form, parents provide copies of their ATO Notices of Assessment and/or Centrelink Income Statements (where Centrelink entitlements are the primary source of income). In order to set the Parent Contribution for the School Year the student commences at the school, parents need to provide ATO Notices of Assessment and/or Centrelink Income Statements for the financial year closest to the commencement date, i.e. for AIEF Scholarship Students commencing in 2024, ATO Notices of Assessment and/or Centrelink Income Statements for the financial year ending 30 June 2024 are required.

If the parents' income indicates that the student may receive only the basic, non-means-tested ABSTUDY entitlement, the school should advise the parents that they will need to provide their most recent ATO Notices of Assessment and/or Centrelink Income Statements annually for every year that the student is enrolled at the school and receives only the basic, non-means-tested ABSTUDY entitlement.

If the agreed minimum Parent Contribution amount is not forthcoming, AIEF will deduct the agreed minimum Parent Contribution amount from the AIEF Scholarship Amount at year-end.

Please note that in all cases where evidence of income is required by AIEF, ATO Notices of Assessment and/or Centrelink Income Statements (where Centrelink entitlements are the primary source of income) should be provided. AIEF is unable to accept other types of financial documentation including PAYG summaries, pay slips, tax returns and tax estimates as these documents may not accurately reflect taxable household income as assessed by the ATO.

If parents do not provide copies of their ATO Notices of Assessment and/or Centrelink Income Statements as needed or requested by AIEF and/or the school, their child will not be eligible for an AIEF Scholarship.

Please note that where the total Parent Contribution paid in a given School Year exceeds the minimum agreed Parent Contribution, the actual amount paid will be deducted from that student's AIEF Scholarship Amount unless otherwise agreed with AIEF.

Scale of Parent Contribution

Combined Taxable Household Income ATO Notices of Assessment/ Centrelink	Parent* Contribution amount		Parent Contribution for siblings	
	Total (annually)	Weekly (40 weeks)	Total (annually)	Weekly (40 weeks)
Up to \$40,000	\$400	\$10	\$400	\$10
\$40,001 – \$50,000	\$1,000	\$25	\$500	\$12.50
\$50,001 – \$60,000	\$1,200	\$30	\$600	\$15
\$60,001 – \$80,000	\$2,000	\$50	\$800	\$20
\$80,001 – \$100,000	\$2,600	\$65	\$1,000	\$25
\$100,001 – \$125,000	\$4,000	\$100	\$1,200	\$30
\$125,001 – \$150,000	\$5,000	\$125	\$1,400	\$35
\$150,001 – \$175,000	\$8,000	\$200	\$1,600	\$40
\$175,001 – \$200,000	\$11,200	\$280	\$1,800	\$45

If an applicant's household income is over \$200,000 but there are special circumstances for consideration for that family to receive a scholarship from AIEF, please contact AIEF for approval before a place is offered.

**Please note that "parents" refers to the legal parent(s) or guardian(s) of the child and household as assessed by Centrelink.*



Sibling policy

Parents with more than one child attending an AIEF Partner School on an AIEF Scholarship pay a reduced Parent Contribution for the additional sibling/s. The minimum contribution per child is \$400 per annum. The reduction in Parent Contribution for siblings is only applicable when two or more siblings are enrolled at the same or at a different AIEF Partner School, in the same School Year.

The AIEF Scholarship Application Form asks parents to confirm if the student has siblings currently receiving an AIEF Scholarship for the purpose of assessing any reduction in the Parent Contribution amount. Where this situation arises, the school should contact AIEF to discuss how the sibling discount applies.

Changes in financial circumstances

Where there are changes in a family's financial circumstances, parents are encouraged to contact the school immediately and the school should then notify AIEF. In this instance AIEF needs updated evidence of the parents' taxable household income as indicated by their most recent ATO Notices of Assessment and/or Centrelink Income Statements and any other relevant financial documentation.

Payment of Parent Contribution using Centrepay

When parents/guardians are in receipt of a Centrelink income support payment, schools may wish to arrange for payments to be directly debited from Centrelink payments through Centrelink's Centrepay facility. Centrepay deductions can be managed through Centrelink Business Online Services (CBOS) via the Deductions and Payments Application (DAPA) on behalf of the parents/guardians. To set up a new deduction online go to <https://www.servicesaustralia.gov.au/centrelink-online-account-help-add-new-centrepay-deduction>

Parents/guardians can also manage their Centrepay deduction via their Centrelink online account, contacting the Centrelink Call Centre or by visiting the local Centrelink Office in person.

Please note that before Centrelink can process payments, the School will need to register as a business. To register for Business Online Services complete Form SA389, go to <https://www.servicesaustralia.gov.au/sa389>

To register or update users of the School's Business Online Services, complete Form SA445, go to <https://www.servicesaustralia.gov.au/sa445>

It is important to note that parents need to sign up for this facility, and under the terms of Centrepay, can terminate the payment arrangement at any time.

5. Scholarship Payments

Shortfall funding model

AIEF uses a shortfall model to calculate the Scholarship Amount for each scholarship student. This means that the cost of boarding and tuition fees, compulsory levies and Incidental Expenses (up to a maximum of \$3,500 per student per year) are offset by the student's ABSTUDY, a Parent Contribution and any other monies received for or on behalf of the student. AIEF then pays the total shortfall for each eligible scholarship recipient, for example:

Tuition fees	\$15,000	
Boarding fees	\$18,000	
Compulsory levies	\$1,000	
Incidental Expenses	\$3,500	
Total expenses (A)	\$37,500	
School discounts (e.g. sibling discount)		\$1,000
ABSTUDY Funding		\$20,000
Parent Contribution		\$2,000
Total income (B)		\$23,000
AIEF shortfall payment (A - B)	\$14,500	

Boarding and tuition fees and compulsory levies

The boarding and tuition fees are the standard fees ordinarily applied to other students at the school in the same year group as the AIEF Scholarship Student. In addition to these fees, AIEF Scholarships may cover the cost of compulsory levies that are applicable to all students of the same year group. It is important to note that AIEF Scholarships only cover the cost of such levies where they are published in the school's schedule of fees.

AIEF Scholarships do not cover deposits, registration or application fees requested prior to the student commencing at the school or any contributions to building facility and/or maintenance funds, fundraising campaigns, alumni associations, parent groups or other similar amounts, whether compulsory or voluntary.

Incidental Expenses

AIEF Scholarships cover the cost of Incidental Expenses up to a maximum of \$3,500 per student per year. These Incidental Expenses may include costs such as tutoring, uniforms and other clothing, personal effects, school books, stationery, excursions, pocket money and insurance premiums.

The school has discretion as to how to manage, apply and allocate funding for Incidental Expenses, however, all expenditure must be:

- Directly associated with the student's school attendance, academic costs and other support needs.
- In the best interests of the student and for the purpose of achieving the best possible educational experiences, results and outcomes.

Some costs are not covered as Incidental Expenses, including:

- Activities and expenses relating to overseas travel.
- Parent travel and accommodation expenses.
- Student travel expenses where they are eligible to be covered by the ABSTUDY Fares Allowance. Refer to Section 8 (page 26) for more information on the ABSTUDY Fares Allowance.
- Damages to, or loss of, school property and/or equipment.
- Attendance at or participation in activities or events arranged, hosted or facilitated by third parties specifically for Indigenous Students (without the prior consent of AIEF).

Please refer to Appendix 4 (page 35) Incidental Expenses Fact Sheet for more information.

Should students wish to participate in activities or events arranged, hosted or facilitated by third parties specifically for Indigenous students, the school should contact AIEF to discuss whether such costs can be allocated under Incidental Expenses.

Incidental Expenses for each AIEF Scholarship Student are to be itemised on that student's Year-end Student Invoice and summarised in the Year-end Invoice Summary. While Incidental Expenses are limited to a maximum of \$3,500 per student per annum, schools are asked to include all incidental amounts on the Student Invoice to facilitate review of this policy from time to time.

Items purchased for or on behalf of an AIEF Scholarship Student utilising Incidental Expenses are considered to be property of the school. The school can exercise absolute discretion on the management, retainment or release of purchased property at the time of Year 12 completion or where an Indigenous Students otherwise leaves the school prior to Year 12 completion.

6. AIEF Partner School Deliverables

AIEF distributes scholarships annually in December, following the receipt of all deliverables from the school. Scholarship payments from AIEF cannot be made until all of the deliverables outlined in this Handbook and the SFA have been provided and finalised.

Missing or incomplete information, even if relating to only one student or one deliverable, will delay the payment of all AIEF funding for all AIEF Scholarship Students at the school. School personnel are asked to advise AIEF if they have any reservations or concerns with meeting the timelines for any of the deliverables, as late deliverables can put AIEF into contractual breach or legal non-compliance.

2024 school deliverables checklist

Term 1 and Term 2

Student Reports and NAPLAN results from 2023 (including Year 12 Report and Final Statement of Results)	23 February 2024	<input type="checkbox"/>
2024 Administrative Contribution and Contribution Amount payment	23 February 2024	<input type="checkbox"/>
Completed AIEF Scholarship Application Forms	23 February 2024	<input type="checkbox"/>
Headshots of new AIEF Scholarship Students	23 February 2024	<input type="checkbox"/>
Student List	23 February 2024	<input type="checkbox"/>
ABSTUDY Remittance Advice (Term 1)	29 March 2024	<input type="checkbox"/>
Preliminary Budget Invoice Summary (unsigned)	29 March 2024	<input type="checkbox"/>
Income documentation and/or financial need information	29 March 2024	<input type="checkbox"/>
Official school photo of each AIEF Scholarship Student	26 April 2024	<input type="checkbox"/>
Signed Budget Invoice Summary	17 May 2024	<input type="checkbox"/>

Term 3

ABSTUDY Remittance Advice (Terms 2 and 3 only)	4 October 2024	<input type="checkbox"/>
Year-end Student Invoices (Terms 1 to 3 only)	4 October 2024	<input type="checkbox"/>
Preliminary Year-end Invoice Summary	4 October 2024	<input type="checkbox"/>
Annual reporting: student summary paragraphs	4 October 2024	<input type="checkbox"/>
Annual reporting: high resolution photographs	4 October 2024	<input type="checkbox"/>
Annual reporting: Principal's overview and highlights	4 October 2024	<input type="checkbox"/>

Term 4

Draft 2025 Student List	8 November 2024	<input type="checkbox"/>
ABSTUDY Remittance Advice (Term 4, Part 1)	8 November 2024	<input type="checkbox"/>
Year-end Student Invoices (Term 4)	8 November 2024	<input type="checkbox"/>
ABSTUDY Remittance Advice (Term 4, Part 2)	6 December 2024	<input type="checkbox"/>
Final Year-end Invoice Summary	6 December 2024	<input type="checkbox"/>
Scholarship Distribution Invoice	6 December 2024	<input type="checkbox"/>

Additional information about 2024 school deliverables

Term 1 and Term 2

- 1. Student Reports and NAPLAN results from 2023 (including Year 12 Report and Final Statement of Results)** **23 February 2024**

Provide copies of the 2023 annual school reports for each AIEF Scholarship Student and NAPLAN results, including Reports and Final Statement of Results for the Year 12 students in 2023.
- 2. 2023 Administrative Contribution and Contribution Amount Payment** **23 February 2024**

Pay the 2023 Administrative Contribution and/or Contribution Amount for previous year as per AIEF invoice(s) (where applicable).
- 3. Completed AIEF Scholarship Application Forms** **23 February 2024**

Provide AIEF with soft copies of the completed AIEF Scholarship Application Form for each proposed new AIEF Scholarship Student in PDF format. These should include copies of the most recent ATO Notices of Assessment and/or Centrelink Income Statements for the parents of each student and any other relevant documentation. See Appendix 2 (page 32) for the Enrolment Checklist.
- 4. Headshots of proposed new AIEF Scholarship Students** **23 February 2024**

Email a digital headshot of each new student proposed for AIEF funding, with the student name as the file name of the photograph, or upload via AIEF's Dropbox link, provided to the school by AIEF on an annual basis.
- 5. Student List** **23 February 2024**

Provide a list of all AIEF Scholarship Students at the school in 2024 in the template provided by AIEF (see Appendix 5). This should include each student's home community, which is defined as the suburb or town from which the student's family originates for AIEF purposes only. A student's 'home community' may differ from the student's current place of residence, and should not change if/when the family moves residence.
- 6. ABSTUDY Remittance Advice (Term 1)** **29 March 2024**

Provide both Part 1 and Part 2 with copies of the Term 1 ABSTUDY Remittance Advice ('Centrelink Education Payments and Deductions Report') for each AIEF Scholarship Student in 2024.

Please note that AIEF is unable to accept ABSTUDY projections as an indication of a student's ABSTUDY entitlement amount. For an example of an ABSTUDY Remittance Advice please see appendix .

If it is the case that the school has not received Term 1 ABSTUDY Remittance Advice for every AIEF Scholarship Student, please provide AIEF with each ABSTUDY Remittance Advice that has been received to enable AIEF to commence the budget process.

7. Preliminary Budget Invoice Summary (unsigned) 29 March 2024

Provide a soft copy of the preliminary Budget Invoice Summary in the Excel template provided by AIEF (Appendix 3 on page 34) for AIEF review.

8. Income documentation and/or financial need information 29 March 2024

For each AIEF Scholarship Student in 2024 receiving only basic, non-means-tested ABSTUDY entitlements, provide copies of the parents' ATO Notices of Assessment and/or Centrelink Income Statements for the financial year ended 30 June 2023, including confirmation of any adjustments to the Parent Contribution.

9. Official school photo of each AIEF Scholarship Student 26 April 2024

Email a digital headshot of each AIEF Scholarship Student and any new student proposed for AIEF funding from the school's official Photo Day with the file name of each headshot being the applicable student's name. If applicable, a group photo of all AIEF Scholarship Students should also be sent, including the names of all students included in the photo in order from left to right. Alternatively, these can be uploaded via AIEF's Dropbox link, provided to the school by AIEF on an annual basis.

10. Signed Budget Invoice Summary 17 May 2024

Answer queries from AIEF regarding the Preliminary Budget Invoice Summary.

Term 3**11. ABSTUDY Remittance Advice (Terms 2 and 3 only) 4 October 2024**

Provide copies of the ABSTUDY Remittance Advice received in Terms 2 and 3 for each AIEF Scholarship Student.

12. Year-end Student Invoices (Terms 1 to 3 only) 4 October 2024

Provide GST compliant invoices for Terms 1, 2 and 3 with itemised Incidental Expenses for each AIEF Scholarship Student. All invoices should begin the year with a zero balance.

13. Preliminary Year-end Invoice Summary 4 October 2024

Provide a soft copy of the Preliminary Year-end Invoice Summary in the Excel template provided by AIEF for AIEF review.

14. Annual reporting: student summary paragraphs

4 October 2024

Provide a student summary paragraph for each AIEF Scholarship Student expected to complete the School Year at the school (see Appendix 11 on page 43).

The paragraph should:

- Commence in the format, “[First name] from [Home community] completed [year level] at [School name] in [year].”
- Provide a summary of the student’s individual strengths, interests and achievements (which may include information about the student’s subjects and participation in sporting activities).
- Provide information about career aspirations and plans.
- Be written, proof-read and edited by a school staff member to ensure it is ready for publication.
- Avoid focusing on challenges or highlighting any personal information that a student or family may not wish to disclose.
- Be approximately 100 words in length.
- Be supplied to AIEF in a soft copy Word document.

These summary paragraphs will be featured on AIEF’s website. To view past examples, go to <http://aief.com.au/scholarships/> and select the school you wish to view, then select ‘Meet our Indigenous Students’.

Example:

Ben from Newcastle completed Year 9 at St Michael’s School in 2024. Ben plays the trumpet in the school band and participated in the school musical with great enthusiasm. His favourite subjects are Maths and English and he has worked very hard across all his subjects. Ben enjoys spending time with his friends in the boarding house and playing sport. In 2024 he participated in soccer, cricket and tennis and his soccer team were fortunate to make it to the grand final. After he completes school, Ben would like to study at university or learn a trade.

15. Annual reporting: high-resolution photographs

4 October 2024

Schools are required to provide at least 10 high resolution photographs of AIEF Scholarship Students engaged in school and other related activities. The file name should include the names of all students in the photograph in order from left to right. AIEF uses these images for a variety of purposes including marketing, publications and social media (see Appendix 11 on page 43).

All modern digital cameras, including smartphone cameras, produce high resolution images. You can identify a high resolution image by:

- Appearance: clear and sharp, not pixelated.
- Size on screen: image is large (fills the screen) when opened on your computer.
- Size of file: generally, the image is at least 2MB in size.

The resolution of photographs you take can be affected by the method you choose to:

- Transfer the images from your device to your computer.
- Send the images from your device or your computer to the recipient (AIEF).

Transferring images

- Use a cable to transfer images from a smartphone or camera to your computer.
- If you need to email photos from a smartphone, attach a maximum of four images to each email. When you attach images to an email, the phone should ask you to select the resolution of the attachments. Always select 'full size' or 'maximum'.

Sending images

Email programs such as Outlook can automatically compress image files. When an image is compressed, the quality and size of the image is reduced.

Dropbox is a file sharing service that allows users to upload and share files online. Schools can send images to AIEF via a secure Dropbox link, provided by AIEF on an annual basis. Images sent by this method will not be compressed, and schools do not need to install any software to send images.

AIEF will send an email with instructions in the lead up to the deliverable due date, immediately followed by another email from the AIEF Dropbox, containing your school's secure Dropbox link.

To upload images, click the link and follow the instructions on screen.

16. Annual reporting: Principal's overview and highlights

4 October 2024

Each year the Principal provides a written overview of the school's Indigenous education program to provide information for prospective parents and students (see Appendix 11 on page 43).

The overview should:

- Outline the core values, objectives and distinctive qualities of the Indigenous education program at the school and in the boarding house.
- Briefly reference one or two key moments/highlights that capture the spirit of the Indigenous education program in that School Year.
- Be approximately 300 words in length.
- Be supplied to AIEF in a soft copy Word document.

This overview will be featured on AIEF's website on a page about the school. To view examples from last year on AIEF's website, go to <http://aief.com.au/scholarships/> and select the school you wish to view.

The Principal's overview should not refer to individual scholarship students by name. If the overview refers to an individual student, it should exclude detailed personal information that could identify the student.

Please note, if the Principal's overview is provided to AIEF including this information AIEF will edit it to remove this information prior to publication.

Term 4

17. Draft 2025 Student List **8 November 2024**

Provide a draft list of all AIEF Scholarship Students at the school in 2025 in the template provided by AIEF (see Appendix 5 on page 36 for example).

This should include each student's home community, which is defined as the suburb or town from which the student's family originates for AIEF purposes only. A student's 'home community' may differ from the student's current place of residence, and should not change if/when the family moves residence.

18. ABSTUDY Remittance Advice (Term 4, Part 1) **8 November 2024**

Provide AIEF with Remittance Advice for all ABSTUDY entitlements received in Term 4 by the school for each AIEF Scholarship Student.

19. Year-end Student Invoices (Term 4) **8 November 2024**

Provide GST compliant accounts for Term 4 with itemised Incidental Expenses for each AIEF Scholarship Student.

20. ABSTUDY Remittance Advice (Term 4, Part 2) **6 December 2024**

Provide AIEF with the remaining Remittance Advice for all ABSTUDY entitlements received in Term 4 by the school for each AIEF Scholarship Student.

21. Final Year-end Invoice Summary **6 December 2024**

Provide a soft copy of the Year-end Invoice Summary in the Excel template, updated with the Term 4 Invoices, applicable boarding and tuition fees, compulsory levies, ABSTUDY, Parent Contribution, Incidental Expenses and all other sources of funding for all AIEF Scholarship Students in 2024.

AIEF will also ask the school to:

- Confirm relevant student data, including overall student numbers.
- Confirm the school's banking details.

Once the above information has been reviewed by AIEF we will notify the school and ask that:

- The Year-end Invoice Summary be approved and signed by the Principal and Business/Finance Manager.
- The school post the original signed Year-end Invoice Summary to AIEF.

22. Scholarship Distribution Invoice **6 December 2024**

Provide AIEF with a Scholarship Distribution Invoice for the current year's total AIEF Scholarship Amount as per the Year-end Invoice Summary in the template provided by AIEF (see Appendix 9 on page 40 for example). The Scholarship Distribution Invoice should be on the school's letterhead and include the school's ABN.

7. Annual Partnership Review

AIEF defines success as student retention and Year 12 completion at an AIEF Partner School followed by a successful transition to further studies or employment. Schools that are capable of enabling these outcomes are essential to the success of AIEF's programs, and it is this success that underpins AIEF's ability to continue to attract financial support that enables us to offer scholarships.

At the end of each School Year, AIEF undertakes a review process to measure and assess program outcomes, and support productive working relationships with schools. AIEF considers a number of key factors as part of the review including but not limited to:

- The rate of student retention and Year 12 completion for AIEF Scholarship Students at an AIEF Partner School (90% benchmark).
- Participation and engagement in all school and AIEF activities including the AIEF Pathways Program and AIEF Mentoring.
- Provision of the AIEF Scholarship Program deliverables.

If an AIEF Partner School is identified for review, AIEF will discuss this further with the school during the first school visit of the year and outline the reasons why the school has been identified for review.

The aim of the discussion with the school is to identify areas where AIEF can better support its Partner Schools, any required adjustments that the school may look to make, and to work collaboratively to develop strategies to strengthen AIEF programs within those schools.

A range of proven strategies may be implemented by AIEF (dependent on the initial discussion with the school and any ongoing trends at the school.) These include:

- Ongoing monitoring of the school's retention and Year 12 completion rates and discussion with the school.
- Linking the school with another AIEF Partner School to share ideas and learnings.
- Working through strategies outlined in AIEF's *Compendium of best practice for achieving successful outcomes with Indigenous students in Australian boarding schools*.

If trends continue over a period of time, other strategies may include:

- Placing a hold on enrolment of new Indigenous Boarders for the following year/s whilst the school implements changes to the program.
- Changes to the number of Maximum Contracted Places at the school.
- Conclusion of the partnership following Year 12 completion of all students in the current cohort.

Prior to any of the strategies being implemented, AIEF will hold discussions with the school and provide further details in writing.

8. ABSTUDY

The following information has been adapted from resources published by Centrelink and is designed to assist schools with interpreting ABSTUDY information from Centrelink. The below information is intended as a guide only and should the school have any queries with regards to ABSTUDY, the best point of contact is Centrelink.

ABSTUDY eligibility

In order to be eligible to receive ABSTUDY a student needs to be:

- An Aboriginal or Torres Strait Islander Australian.
- Enrolled in an approved course or undertaking an Australian Apprenticeship.
- Not receiving any other financial help to study or do an apprenticeship or traineeship.

You will notice that household income is not addressed as part of the ABSTUDY eligibility criteria. Whilst income does affect the amount of ABSTUDY funding a student receives, a high household income does not exclude a student from receiving ABSTUDY funding.

Contacting Centrelink regarding ABSTUDY

Phone: ABSTUDY National Business Gateway on 13 11 58

Email: national.business.gateway@servicesaustralia.gov.au

Website: <https://www.servicesaustralia.gov.au/abstudy>

In person: at a local Centrelink service centre, which can be located via <http://findus.servicesaustralia.gov.au/>

Consent to Enquire

The Consent to Enquire form (SS313) can be used by families to nominate another person or organisation to enquire, act or receive payments on a family's behalf when dealing with Services Australia. Unless schools are nominated as "having consent to enquire" Centrelink is unable to provide any information regarding a student's claim to anyone other than the family members identified in the ABSTUDY claim form.

Obtaining Consent to Enquire can expedite the resolution of any problems that may arise regarding a student's ABSTUDY funding. For this reason we encourage schools to discuss Consent to Enquire with families at the point of enrolment.

The Consent to Enquire form can be found at: <http://www.servicesaustralia.gov.au/ss313>

ABSTUDY entitlements

ABSTUDY is paid directly to the school for secondary boarding students and is broken down into the following components:

1. The "basic" or non-means-tested School Fees Allowance that all Indigenous boarding students are eligible to receive.
2. An additional means-tested amount that is added to 'top up' the School Fees Allowance.
3. A means-tested boarding payment (made up of various entitlements including Living Allowance and Remote Area Allowance (RAA)) to supplement boarding costs.

As identified, some ABSTUDY entitlements are means-tested and others are not means-tested. As such, household income affects the amount of some entitlements but not others. Broadly speaking, families with lower income may be eligible to receive more ABSTUDY. A student's ABSTUDY funding amount may also vary depending on the number of siblings, the student's age and geographical location.

The amount of ABSTUDY entitlements fluctuates year-on-year as do the income brackets against which these entitlements are assessed. The minimum parental household income where a student will receive the maximum ABSTUDY entitlement, which includes the basic entitlement plus all of the means-tested entitlements, is \$58,108 or less.

Additional information regarding ABSTUDY payment rates can be found at: <https://www.servicesaustralia.gov.au/abstudy-for-secondary-and-primary-students>

ABSTUDY and AIEF's Eligibility Criteria*

As part of the AIEF Eligibility Criteria students are required to be in receipt of their maximum applicable ABSTUDY entitlement, which means the maximum amount a given student is entitled to depending on their specific circumstances. For example, the maximum applicable entitlement where the household income exceeds approximately \$112,000 would be \$9,396 in 2023; whereas, the maximum applicable entitlement for students under 16 years of age where the household income is less than approximately \$58,108 would be \$30,862 in 2023.

*Please note the figures used in this section are affected by a number of different factors and are a guide only.

Low fee schools

It is noted that the basic ABSTUDY entitlement is the lower of either the School Fees Allowance or the school's tuition fees. For example, in 2022 the basic ABSTUDY entitlement was \$8,856 per student per annum; however, if the school's tuition fees are \$7,000 per student per annum, then the basic entitlement for each student at that school would equal the tuition fees, being \$7,000.

ABSTUDY Fares Allowance

Eligible students and non-student travellers can receive ABSTUDY assistance for orientation travel (including before enrolment, and during and after high school) as well as travel for special purpose visits.

Orientation

Before enrolling in high school, ABSTUDY assistance includes travel, accommodation and meals for a return trip from home to do any of the following:

- Attend a school or hostel open day,
- Make other orientation visits to the school or hostel, or
- Attend an interview before acceptance into a boarding school.

During and after high school, students can get help travelling for orientation activities, interviews and another selection process either:

- Before moving between different boarding schools or hostels, or
- Before starting a tertiary course of at least one year, after completing high school the year before.

A dependent traveller, family or community member, supervisor or travelling companion can also receive help with this if they're travelling with the student.

Special Purpose Visit travel

When high school students are living away from home, their family or community members can get ABSTUDY help with visiting for either:

- School events (including award and graduation ceremonies, sporting events, school plays, parent-teacher interviews, and NAIDOC week events), or
- Helping the student stay in school, if they're feeling homesick or having trouble adjusting.

Additional information regarding ABSTUDY Fares Allowance can be found here:

<https://www.servicessaustralia.gov.au/abstudy-fares-allowance-for-orientation-and-special-purpose-visit-travel?context=22701>

ABSTUDY indicators

AIEF has identified some common indicators that may suggest there is an issue with a student's ABSTUDY funding. These indicators may assist schools when ensuring students are in receipt of their maximum applicable ABSTUDY entitlement (thereby ensuring that students meet the AIEF Eligibility Criteria on an ongoing basis). The family or the school (on behalf of the family) should contact Centrelink with any questions about the following indicators:

- A student has received less than the basic ABSTUDY entitlement amount.
- A student's ABSTUDY funding differs significantly from previous years or from one term to another.
- A student's ABSTUDY funding has reduced to the basic entitlement amount.
- The family has a low income and the student is receiving a small amount of ABSTUDY funding or only the basic level of ABSTUDY funding.
- A student does not receive their Term 1 ABSTUDY entitlement in a given School Year or a student's ABSTUDY funding ceases part way through the year.
- A student's ABSTUDY funding amount is dramatically different to their siblings' ABSTUDY funding amount (note this may be attributable to age if one sibling is over 16 years of age).



Troubleshooting

Should the school encounter one of the ABSTUDY indicators above this could mean that Centrelink requires more information, but could also mean a family's circumstances have changed significantly. To support schools in identifying and investigating any ABSTUDY indicators, we have highlighted some common causes including:

- A claim is rejected because lodgement dates have not been met.
- Income documentation has not been provided to Centrelink and/or there has been a significant change in income.
- A student has turned 16 years of age and their Tax File Number has not been submitted to Centrelink.
- A student has recently travelled overseas.
- A claim form is not completed correctly.

Claim is rejected because lodgement dates have not been met

Parent/s are required to submit the student's claim within 13 weeks of the date they registered their intent to claim ABSTUDY, that is the date they first contacted Centrelink. Any additional documentation required should be provided within 14 days of returning the ABSTUDY claim form. Where these timeframes are not met a family may need to lodge a new ABSTUDY claim.

Income documentation not provided / change in income

Parental income as assessed by Centrelink includes taxable income, any fringe benefits received from employers, income from outside Australia, net investment losses (including negative gearing) and reportable superannuation contributions.

Usually providing an ATO Notice of Assessment is sufficient proof of income however, where such a notice has not been issued or is not available, or where parents have additional income, other types of proof may be required. Additionally, if an ABSTUDY claim is made late in the School Year ABSTUDY may request updated proof of income in order to assess income based on the current tax year.

Where the school and/or family have been advised that additional proof of income is required for ABSTUDY purposes a MOD JY form can be used to lodge this information: <https://www.servicesaustralia.gov.au/individuals/forms/mod-jy>

A student has turned 16 years old (Tax File Number not submitted to Centrelink)

Legislation requires that students aged 16 or older must provide their Tax File Number (TFN) when applying for ABSTUDY. Payments may not commence on an ABSTUDY claim until the student has either provided their TFN or lodged a claim for a TFN with Centrelink for referral to the Australian Taxation Office (ATO). This also means that if a student's TFN has not been provided to Centrelink when they turn 16 years old their ABSTUDY entitlements may be withheld.

There are specific provisions around the application for and submission of TFN information to Centrelink for Indigenous Australians. More information can be found at: <https://www.ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/Aboriginal-and-Torres-Strait-Islander-people---tfn-application/>

Students can apply for a TFN at any age. However, if a student is:

- 12 years old or under - the parent or guardian must sign on their behalf.
- 13 to 15 years old - the student or their parent or guardian can sign.
- 16 years or older - the student must sign their application.

Contacting the Australian Taxation Office

The ATO has an Aboriginal and Torres Strait Islander priority access line to assist with Tax File Numbers and other taxation activities. This contact information may be useful for the School, or for the School to pass on to families.

Phone: 13 10 30

Website: <https://www.ato.gov.au/General/Aboriginal-and-Torres-Strait-Islander-people/>

International travel

From October 2015, Centrelink commenced data matching with the Department of Immigration and Border Protection. This means that Centrelink is aware when a student travels internationally, which may impact their entitlements.

Prior to travel, please contact Centrelink for information regarding how international travel impacts Centrelink entitlements, including the school's responsibilities. More information can be found at: <https://www.servicesaustralia.gov.au/payments-while-outside-australia/>

Approval to live away from home

AIEF Scholarship Students automatically qualify for approval to live away from home for the purposes of ABSTUDY because AIEF is an "approved independent school scholarship" provider.

When filling out the ABSTUDY claim form, applicants need to tick the box indicating "You have been awarded an approved independent school scholarship" (see Appendix 6 on page 37). Please note Centrelink has advised that as AIEF is an approved scholarship provider, evidence of Aboriginal Education Consultation Group (AECG) involvement is not required.


The school will need to issue a letter to parents, advising them that the student is eligible to receive an AIEF Scholarship and a copy of this letter needs to be attached to the ABSTUDY claim form. A template for this letter is shown in Appendix 7 (page 38).



9. Appendices

Appendix I - Example: How to complete the Parent Statement

The Parent Statement section of the AIEF Scholarship Application Form includes the AIEF Eligibility Criteria and scholarship conditions and as such it is crucial that parent/s have read and understood this section prior to completing it. As highlighted below, each parent identified in the AIEF Scholarship Application Form is required to sign the Parent Statement section. Should parents have any questions about the AIEF Scholarship Application Form that the school is unable to answer, we encourage you to contact AIEF directly.



Parent statement

I/we _____ (name/s)

confirm that I am/we are the parents of _____ (name).

I/we have read and understood Section I: Information and wish to work with the school to encourage and support my/our child emotionally and financially to successfully access the educational opportunities at _____ (the school).

This document constitutes a legally binding contract including the following terms:

I/we confirm that my/our child:

- Is enthusiastic about attending school.
- Has a good history of school attendance.
- Has a good attitude to learning.
- Is not receiving any other scholarship and will not receive or apply to any other scholarship provider for support while receiving an AIEF Scholarship, or while at an AIEF Partner School.
- Will continue to meet the AIEF Scholarship Eligibility Criteria, requiring them to:
 - » Be an Indigenous Australian.
 - » Be eligible for and in receipt of ABSTUDY.
 - » Be likely to successfully complete Year 12 at the Partner School with the academic, pastoral and cultural support provided by the Partner School.
 - » Be accepted for enrolment as an Indigenous Boarder at the Partner School.
 - » Not be participating in any Other Scholarship Program.
 - » Be enthusiastic about attending the Partner School.
 - » Be in financial need.
 - » Have parents who have demonstrated support and encouragement for the enrolment and the Scholarship.
 - » Have parents who have committed to making a Parent Contribution to the cost of enrolment and attendance at the Partner School.
 - » Have a completed AIEF Scholarship Application Form.
 - » Have finished the School Year at the Partner School.

If my/our child receives an offer of enrolment as a boarder at the school with AIEF Scholarship support, I/we consent to:

- My/our child participating in AIEF Pathways Program activities including mentoring, career sessions, workshops and other activities, including if my/our child stops receiving an AIEF Scholarship at the school or otherwise leaves the school before completing Year 12.
- The school and AIEF contacting Centrelink on my/our behalf about ABSTUDY.
- AIEF receiving copies of school reports, NAPLAN results and other information relating to my/our child's curricular and co-curricular activities at the school, including their final examination results and Tertiary Entrance Rank (ATAR) statement, within three months of the date these results are released.
- AIEF using, disclosing and/or publishing information relating, but not limited to, your child's interests and achievements (academic or otherwise), and photos/videos of your child (however obtained) for the purpose of promoting or reporting on (1) their achievements, (2) the school and (3) AIEF or its work. This includes the use of information and photos/videos taken by AIEF Stakeholders with AIEF's consent.

Appendix I continued



- AIEF disclosing information relating to my/our child, including personal information, to other AIEF Partner Schools.
- The school having authority to sign any other consents or undertakings on my/our behalf in relation to events or activities my/our child engages in at the school.

If my/our child receives an offer of enrolment as a boarder at the school with AIEF Scholarship support, I/we will:

- Enthusiastically support my/our child's participation in all school and AIEF activities, including the AIEF Pathways Program.
- Apply for and ensure that my/our child receives the maximum amount of ABSTUDY available each year, which is paid directly to the school, for as long as my/our child is enrolled at the school.
- Provide ATO Notices of Assessment and/or Centrelink Income Statements from the previous financial year, and provide these for each year that my/our child is enrolled at the school, or as requested by the school.
- Make a Parent Contribution paid directly to the school towards my/our child's educational expenses. This Contribution is calculated using the Scale of Parent Contribution.
- Contact the school if my/our financial circumstances change to discuss the value of my/our Parent Contribution.
- Set up and maintain financial arrangements to make the agreed Parent Contribution to the school (e.g. direct debit, Centrepay).
- Make myself/ourselves available, within a reasonable time, to communicate with school staff when required.
- Comply with the school's terms and conditions of enrolment in addition to AIEF's Terms and Conditions.
- Pay full school fees and associated costs to the school if any of the above conditions are not met.

I/we acknowledge that:

- If any of the scholarship conditions or Eligibility Criteria set out in Section I are not met on an ongoing basis, AIEF is not required to fund any scholarship amount, and may recover any previously paid amounts from me/us.

Please ensure you keep Section I of this form for future reference. The terms and conditions of this agreement may change from time to time in line with the Privacy Act, Australian Privacy Principles and AIEF policies and procedures. Please contact AIEF if you would like a copy of the Australian Privacy Principles or to check whether any of the terms and conditions have changed.

I/we consent to AIEF receiving and storing contact, location, financial and other relevant personal information about myself/ourselves and my/our child, including consent to the Collection Notice (pages 8-9) and the Privacy Policy referred to in the Collection Notice, before, during, and after receiving an AIEF Scholarship.

I/we declare that the information I/we have supplied in this application form is true, accurate and complete and that I/we have supplied all required supporting documents such as ATO Notices of Assessment and/or Centrelink Income Statements.

Parent (1) *Signed: _____ *Dated: _____

*Name: _____

Parent (2) *Signed: _____ *Dated: _____

*Name: _____

*All fields marked with an * must be completed (where applicable).*

Appendix 2 – Enrolment Checklist

Eligibility Criteria

Undertake all relevant enquiries to confirm that the student meets all of the Eligibility Criteria for an AIEF Scholarship. That is, confirm that the student:

- Is an Indigenous Australian.
- Is eligible for an in receipt of ABSTUDY.
- Is likely to successfully complete Year 12 at the Partner School with the academic, pastoral and cultural support provided by the Partner School.
- Has been accepted for enrolment as an Indigenous Boarder at the Partner School.
- Is not participating in any Other Scholarship Program.
- Is enthusiastic about attending the Partner School.
- Is in financial need.
- Has parents that have, in our opinion, demonstrated support and encouragement for the enrolment and the Scholarship.
- Has parents that have committed to making a Parent Contribution to the cost of enrolment and attendance at the Partner School.
- Has provided a completed AIEF Scholarship Application Form.
- Has finished the School Year at the Partner School.

Scholarship Conditions

Confirm that the student's parents have read and understood the scholarship conditions outlined in the Parent Statement section of the AIEF Scholarship Application Form, more specifically:

- Have provided copies of ATO Notices of Assessment and/or Centrelink Income Statements for the financial year ending closest to the student's commencement date.
- Have agreed to a Parent Contribution amount based upon their income and in line with the Scale of Parent Contribution.
- Understand that it is a condition of the scholarship that the student must not be in receipt of any other scholarship, or apply to any other scholarship provider for support while receiving an AIEF Scholarship, or while at an AIEF Partner School.
- Understand that it is a condition of the scholarship that they apply for and receive their maximum applicable ABSTUDY entitlement each year.
- Understand that it is a condition of the scholarship that they provide ATO Notices of Assessment and/or Centrelink Income Statements for each year that the student receives only basic, non-means-tested ABSTUDY funding or as requested by AIEF or the school.
- Understand that it is a condition of the scholarship that they continue to make a Parent Contribution, in accordance with the Scale of Parent Contribution, each year that the student is at the school and in receipt of an AIEF Scholarship.
- Understand that if any of the scholarship conditions and Eligibility Criteria are not met on an ongoing basis AIEF is not required to fund any scholarship amount.
- Have agreed to their child participating in AIEF Pathways Program activities including mentoring, career sessions and workshops or other activities, including if their child stops receiving an AIEF Scholarship at the school or otherwise leaves the school before completing Year 12.

Appendix 2 continued

Example: Calculating the Parent Contribution

As highlighted below, each parent identified in the AIEF Scholarship Application Form is required to add their taxable income and calculate their Parent Contribution amount using the scale. The following is an example to demonstrate this process.

Combined Taxable Household Income ATO Notices of Assessment/ Centrelink	Parent Contribution amount	
	Total (annually)	Weekly (40 weeks)
Up to \$40,000	\$400	\$10
\$40,001 – \$50,000	\$1,000	\$25
\$50,001 – \$60,000	\$1,200	\$30
\$60,001 – \$80,000	\$2,000	\$50
\$80,001 – \$100,000	\$2,600	\$65
\$100,001 – \$125,000	\$4,000	\$100
\$125,001 – \$150,000	\$5,000	\$125
\$150,001 – \$175,000	\$8,000	\$200
\$175,001 – \$200,000	\$11,200	\$280

If your household income is over \$200,000 but you have special circumstances for consideration, please contact the school to discuss.

Taxable income of parent (1)	\$	<u>40,000</u>	(A)
Taxable income of parent (2)	\$	<u>40,000</u>	(B)
Combined taxable household income	\$	<u>80,000</u>	(A+B)
Parent Contribution amount	\$	<u>2,000</u>	

Supporting Documentation

Ensure each student's AIEF Scholarship Application Form includes:

- A signed Student Statement.
- A signed Parent Statement.
- Copies of each parent's ATO Notice of Assessment and/or Centrelink Income Statement for the financial year ending closest to the student's commencement date.

Appendix 3 – Example: Invoice Summary

Below is an example of the Invoice Summary which is emailed to all schools in February as part of the annual budget process. The Invoice Summary is finalised at midyear as part of the annual budget process using Term 1 ABSTUDY projections. This is updated at year-end as part of the year-end acquittals process, based on annual actuals.

2022 Invoice Summary		Year		2022 Annual School Fees		Total	
School Name:		Tuition	Boarding				
Prepared by:		7					
		8					
		9					
		10					
		11					
		12					
School Statistics	2022						
Total students in secondary school							
Total boarders in secondary school							
Total Indigenous students in secondary school	0.0%						
Total Indigenous boarders in secondary school	0.0%						
STUDENT DETAILS						TOTALS	
Student Name							
Yr/Level							
New Student (Y/N)							
Term Commenced (i.e. Term 1, Term 2)							
Boarder/Day Student							
Boarding Details (Weekly Boarder, Fulltime Boarder)							
BOARDING AND TUITION FEES							
Tuition Fees							
Boarding Fees							
Compulsory Fees and Levies payable by all students at the School (excluding P&F and Building Fund)							
School-based Fee Discounts (e.g. sibling) (Details)							
Total Fees							
INCIDENTALS							
Incidental Expenses	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	21,000.00 (assumed at the maximum)
Total Incidental Expenses	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	21,000.00
Total Incidental Expenses Capped at \$3,500	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	21,000.00
Total Fees and Indicative Expenses	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	21,000.00
ABSTUDY							
Term 1							
Term 2							
Term 3							
Term 4							
Total ABSTUDY							
OTHER FUNDING							
Agreed Parent Contribution							
Actual Parent Contribution received							
Difference met by the School							
Other available funding (Details)							
Total Income / Funding							
Total Shortfall	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	17,500.00
Total Shortfall	17,500.00	AIEF Funded boarders 5		Average Shortfall 3,500.00			
With respect to this Invoice Summary we confirm that:				With respect to each student proposed for AIEF Funding we confirm that:			
(1) the information above accurately reflects all income and expenses with respect to each of the students listed;				(1) All relevant enquiries have been undertaken to confirm that each of the above students meet AIEF's Eligibility Criteria.			
(2) there are no other funds or discounts available from any other source to contribute towards the cost of any of the above students;				(2) They are in receipt of their maximum applicable ABSTUDY funding in the relevant school year, unless otherwise agreed with AIEF.			
(3) except as indicated above, none of the above students are in receipt of an IYLP or other Commonwealth funded scholarship;				(3) Where the total Parent Contribution paid in a given School Year exceeds the minimum agreed Parent Contribution the actual amount paid will be deducted off that student's Total Shortfall, unless otherwise agreed by AIEF.			
(4) each of the costs and expenses shown above are the same costs and expenses payable by all other boarding students/families at the school;				Additionally, we confirm that the student's parent(s):			
(5) the boarding and tuition fee amounts shown above are inclusive of any sibling or other discounts available to any other student;				(1) Has/have provided copies of the ATO Notices of Assessment and/or Centrelink Income Statements for the relevant financial year as applicable or unless otherwise agreed with AIEF (if applicable and with the exception of Matched Funding Partner Schools).			
(6) relevant ABSTUDY remittance advice for each of the above students has been provided (applicable at Year-end only);				(2) Understand(s) that it is a condition of the scholarship that they provide ATO Notices of Assessment and/or Centrelink Income Statements for each year that the student receives only basic, non-means-tested ABSTUDY funding or as requested by AIEF or the school if applicable and with the exception of Matched Funding Partner Schools.			
(7) the school has complied with all contractual provisions of its agreement with AIEF;				(3) Has/have agreed to a Parent Contribution amount in line with their income according to the Scale of Parent Contribution unless otherwise agreed with AIEF (if applicable and with the exception of Matched Funding Partner Schools).			
(8) an itemised year-end student invoice/account for each student above has been provided and the figures in each invoice match the summary shown above (applicable at Year-end only);				(4) Understand(s) that it is a condition of the scholarship that they continue to make a Parent Contribution, in accordance with the Scale of Parent Contribution (if applicable and with the exception of Matched Funding Partner Schools), each year that the student is at the school and in receipt of an AIEF Scholarship.			
(9) the incidental expenses incurred for the students above are directly associated with the attendance, academic costs and other support needs of the student and was incurred in the best interests of the students for the purpose of achieving the best possible educational results and outcomes (applicable at Year-end only);				(5) Understand(s) that it is a condition of the scholarship that the student must not be in receipt of any other scholarship, or apply to any other scholarship provider for support while receiving an AIEF Scholarship.			
(10) all of the above students has been assessed by the school as being in need of financial support in order to attend the school;				(6) Understand(s) that if any of the scholarship conditions and AIEF Eligibility Criteria agreed to are not met on an ongoing basis AIEF is not required to fund any scholarship amount and it is at the School's discretion as to how any funds are recouped.			
(11) the banking details below are correct (applicable at Year-end only); and							
(12) the above information is accurate and complete in all respects.							
(Required for Year-end Acquittal Only)							
Banking Institution:							
Account Name:							
Account Number:							
BSB:							
Signed by Principal _____				Date _____			

Appendix 4 – Incidental Expenses Fact Sheet



AIEF Scholarship Incidental Expenses Fact Sheet

AIEF Scholarships include up to \$3,500 per student, per year to cover incidental costs associated with an AIEF Scholarship Student's time at the school (Incidental Expenses).

Each Partner School has discretion as to how to manage, apply and allocate funding for Incidental Expenses however, all expenditure must be:

- Directly associated with the student's school attendance, academic costs and other support needs.
- In the best interests of the student and for the purpose of achieving the best possible educational experience, results and outcomes (Year 12 completion).

Incidental Expenses are allocated on an individual student basis and cannot be pooled across the AIEF Scholarship Student cohort, e.g. if the school has 10 AIEF Scholarship Students, Incidental Expenses cannot be pooled so that a total of \$35,000 is available for use by the cohort. Incidental Expenses are capped at \$3,500 on an individual student basis.

What is covered?

- Uniforms and personal clothing (including formal clothing for school events such as Year 12 graduation; work uniforms; clothing if undertaking work experience)
- School books and stationery
- Technology (iPads, laptops)
- School excursions
- Tutoring
- University application fees
- Fees to cover VET courses/TAFE
- Insurance premiums (personal injury school insurances)
- Medical expenses (doctor's visits, medication and counselling)
- Personal effects (including toiletries and luggage for long-haul travel)
- Personal development (including driving lessons and driving tests)
- Pocket money
- Student travel expenses NOT already covered by the ABSTUDY Fares Allowance (including for cultural events, funerals/sorry business, boarder weekends/long weekends, school shutdown periods)

What is not covered?

- Activities and expenses relating to overseas travel (airfares and accommodation), excluding luggage, clothing and personal items
- Loss/damages to school property and/or equipment, e.g. lost library books
- Parent travel and accommodation expenses
- Attendance at, or participation in, activities or events arranged, hosted or facilitated by third parties specifically for Indigenous students (without the prior consent of AIEF).
- Student travel expenses where they ARE covered by the ABSTUDY Fares Allowance (orientation school visit, travel to/from school at the start/end of each term)

In order to avoid duplication of AIEF resources and confusion for students, funds for Incidental Expenses cannot be used to fund attendance at or participation in activities or events arranged, hosted or facilitated by third parties specifically for Indigenous students without the prior consent of AIEF including courses, workshops, seminars, career training, cadetships and internships, external mentoring, external tutoring, leadership development, personal development, student profiling, student portfolios, expos, work experience, participation in workplace and university visits, participation in programs held by universities, corporate staff volunteering, other employment or career related activities.

Appendix 6 – Living away from home

Below is a copy of page 19 from ABSTUDY Claim Form SY019, Away from Home Details - Question 85.

Schools should advise students and families when completing the ABSTUDY Claim Form to tick “You have been awarded an approved school scholarship”.

<p><i>Continued</i></p> <p>You are a secondary school student and travel from your parent(s)/guardian(s) home to the nearest state school you are qualified to enrol in and it takes at least 90 minutes one way <input type="checkbox"/></p> <p>Give the time spent travelling each way</p> <p><input type="text"/> minutes</p> <p>and, unless obvious</p> <p> Provide details of public transport travel such as a bus timetable with your travel route marked.</p> <hr/> <p>Read ‘Travelling Distance rules’ in the Notes Booklet before answering this question.</p> <p>You are a secondary student and you meet the travelling distance rules <input type="checkbox"/></p> <p>Which travelling distance rule is met? Rule 1 <input type="checkbox"/> Rule 2 <input type="checkbox"/></p> <hr/> <p>You are a secondary student attending a TAFE college or a secondary course for adults and travel from your parent(s)/guardian(s) home to the college takes at least 90 minutes one way <input type="checkbox"/></p> <p>Give the time spent travelling each way</p> <p><input type="text"/> minutes</p> <p>and, unless obvious</p> <p> Provide details of public transport travel such as a bus timetable with your travel route marked.</p> <hr/> <p>Access from home to your state school, tertiary institution or workplace of your Australian Apprenticeship is often disrupted <input type="checkbox"/></p> <p> Provide a statement from the local council describing road conditions and the number of times access was not possible during the previous school/academic year.</p> <hr/> <p>Home conditions make study or doing your Australian Apprenticeship difficult <input type="checkbox"/></p> <p> Provide a written statement from yourself and at least one supporting statement from an independent authority with first-hand knowledge of your circumstances.</p> <hr/> <p>You are a secondary student studying an approved special course at a state school <input type="checkbox"/></p> <p> Provide a statement from the school confirming the special course enrolment.</p>	<p><i>Continued</i></p> <p>Appropriate schooling cannot be provided at your local state school <input type="checkbox"/></p> <p>Give the name of the school(s) you previously attended.</p> <p><input type="text"/></p> <hr/> <p>You have a disability and cannot attend your local state school <input type="checkbox"/></p> <p> Provide a medical certificate stating the disability and reason why the local state school cannot be attended (this is not required if an assessment was a requirement of acceptance into a special education institution). Alternatively, you may be eligible for Assistance for Isolated Children.</p> <hr/> <p>You are a secondary student and your family moves often because of work <input type="checkbox"/></p> <p> Provide a statement of your family's recent and expected moves for work.</p> <hr/> <p>You have been excluded from attending your local state school <input type="checkbox"/></p> <p> Provide a letter from the education authority confirming this.</p> <hr/> <p>You have been subjected to serious and continuing racial discrimination at your local state school <input type="checkbox"/></p> <p> Provide a written statement from your parent/guardian and at least one supporting statement from the school, Aboriginal Student Support and Parent Awareness (ASSPA) Committee, NSW Aboriginal Education Consultative Group Inc. (AECG) or Indigenous organisation explaining the situation.</p> <hr/> <p>You have been awarded an approved school scholarship <input type="checkbox"/></p> <p> Provide a letter from the scholarship provider confirming the details.</p> <hr/> <p>You are a school student and are applying for continuity of study provisions <input type="checkbox"/></p> <p>Call us on 1800 132 317 for details.</p> <hr/> <p>You are a tertiary student and it is a compulsory requirement of your course to reside at your education institution <input type="checkbox"/></p> <p> Provide a letter from the education institution giving details including the dates you need to live in.</p> <hr/> <p>None of the above <input type="checkbox"/> Call us on 1800 132 317.</p>
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Continued ▶

Appendix 7 – Approved scholarship letter

AIEF Partner Schools are required to provide the parents of successful applicants with a letter on school letterhead which is to be submitted with the ABSTUDY claim form to Centrelink.

Please note that this letter should only be provided to Centrelink and/or parents when the school is confident that all other AIEF Eligibility Criteria have been met and that the student's enrolment at the school is subject only to receipt of ABSTUDY.

[DATE]

school
logo

Centrelink ABSTUDY
[ADDRESS]

Dear Sir/Madam

ABSTUDY Application: Approved Independent School Boarding Scholarship Australian Indigenous Education Foundation (AIEF)

I refer to question 85 of the ABSTUDY claim form and confirm that [student name] is the recipient of an approved Independent School Scholarship from the Australian Indigenous Education Foundation Scholarship Program (AIEF).

The award of the Approved Independent School Scholarship remains subject to the student's eligibility to receive ABSTUDY.

Yours sincerely

[school contact]

Appendix 8 – Example: ABSTUDY Remittance Advice (‘Centrelink Education Payments and Deductions Report’)

RUN DATE: 15 Feb 2022 (Page 1 of 1)

CENTRELINK EDUCATION PAYMENTS AND DEDUCTIONS REPORT

Name:
 Bsb: Account Number: Account Id: 1 Abbrev Account Title:
 Title:

Payment Delivery Date	Env	Ben Group	Entitlement End Date	Payment LRN	Organisation CRN	Net Payment Amount
17 Feb 2022	B	ABY	15 Feb 2022			\$2,445.78
Customer Name				Paid From	Paid To	Action Amount
				1 Jan 2022	14 Feb 2022	\$2,445.78
Number of Transactions: 1				Total Deductions to be Credited:		\$2,445.78

Payment Delivery Date	Env	Ben Group	Entitlement End Date	Payment LRN	Organisation CRN	Net Payment Amount
17 Feb 2022	K	ABY	15 Feb 2022			\$10,554.55
Customer Name				Paid From	Paid To	Action Amount
				1 Jan 2022	14 Feb 2022	\$3,568.85
				1 Jan 2022	14 Feb 2022	\$3,416.85
				1 Jan 2022	14 Feb 2022	\$3,568.85
Number of Transactions: 3				Total Deductions to be Credited:		\$10,554.55

Payment Delivery Date	Env	Ben Group	Entitlement End Date	Payment LRN	Organisation CRN	Net Payment Amount
17 Feb 2022	R	ABY	15 Feb 2022			\$26,129.64
Customer Name				Paid From	Paid To	Action Amount
				1 Jan 2022	14 Feb 2022	\$3,568.85
				1 Jan 2022	14 Feb 2022	\$3,568.85
				1 Jan 2022	14 Feb 2022	\$3,568.85
				1 Jan 2022	14 Feb 2022	\$3,568.85
				1 Jan 2022	14 Feb 2022	\$1,091.84
				1 Jan 2022	14 Feb 2022	\$2,032.69
				1 Jan 2022	14 Feb 2022	\$3,438.84
				1 Jan 2022	14 Feb 2022	\$1,722.02
				1 Jan 2022	14 Feb 2022	\$3,568.85
Number of Transactions: 9				Total Deductions to be Credited:		\$26,129.64

Total All Deductions: \$39,129.97
 Total Payment to Account: \$39,129.97

END OF DETAILS FOR ACCOUNT ID:
 THIS IS THE END OF THIS REPORT - CHECK THAT YOU HAVE RECEIVED ALL PAGES

Appendix 9 – Example: Scholarship Distribution Invoice template

	<div data-bbox="1082 376 1374 510" style="border: 1px solid black; padding: 5px; width: fit-content;">School's letterhead</div>
	School's ABN
[DATE]	
Australian Indigenous Education Foundation Suite 2A, Level 2 2-12 Foveaux Street Surry Hills NSW 2010	
TAX INVOICE	\${0.00}
AIEF Scholarship Amount for [Year]	
This tax invoice is based on the Year-end Invoice Summary.	

Appendix 10

AIEF Travel and Accommodation Guidelines

Throughout the year AIEF may invite scholarship students, alumni, family members, school staff and others to attend AIEF events. This document explains AIEF's travel and accommodation policy and outlines the services and arrangements we are able to provide.

AIEF is a not for profit organisation with a low cost, efficient model. In support of this model, AIEF makes basic travel and accommodation arrangements for some guests attending our events. In some cases, additional costs will need to be covered by the individual.

The table below outlines the travel and accommodation expenses covered by AIEF, and the expenses that are the responsibility of the individual.

Expenses we can cover for individuals attending an AIEF event

Expense	AIEF	Individual/Group
Flights	Yes	
Any changes to flights		Yes
Accommodation for the guest only if necessary to attend the event	Yes	
Additional accommodation		Yes
Transfers necessary to attend the event	Yes	
Meals (except provided at catered events)		Yes
Travel Allowance		Yes

Flights

AIEF is proud to recognise Qantas Airways Limited as our official airline and long term Corporate Partner. Their support has given AIEF students and alumni across the nation the opportunity to access flights to engage in educational and career opportunities.

While AIEF will arrange the booking and payment of flights, it is the individual's responsibility to cover the following expenses should they arise:

- a service fee (approximately \$40.00), charged when any changes to the booking are made (after 24 hours of the ticket being booked, changes that take place within 24 hours of the booking might not incur charges);
- any additional costs incurred when a flight is changed. For example, if an individual changes to a new flight that is more expensive than the original, the difference in cost must be paid by the individual; and
- any additional costs incurred when the name of a passenger is changed. A change fee (approximately \$99.00 and in addition to the service fee) and the difference in the cost of the two fares must be paid for by the individual.

Note: These expenses above relate only to travel for attendance at AIEF Events and are not related to any other travel that would be covered by ABSTUDY, i.e. travel to and from school each Term.

Appendix 10 continued

Cancellation of flights booked by AIEF

Flights should only be cancelled in exceptional circumstances and in consultation with AIEF, otherwise reimbursement may be required. If an individual requires their flight to be cancelled, only AIEF can cancel the fare and obtain a credit in that passenger's name. This credit is non-transferable and can only be used by that passenger, should they choose to fly with Qantas within the next year. To use this credit, the flight must be booked through AIEF. If this credit is not used within a year it will expire. Reimbursement of the cost of this approved cancellation may not be sought by AIEF.

Cancellations made less than 24 hours before the time of travel are non-refundable and non-transferable. Reimbursement of the cost of this approved cancellation may not be sought by AIEF. While cancellations must be made by AIEF on behalf of the traveller, the ticket holder can make direct changes to their flight by calling Qantas on 13 13 13 and paying for their changes.

AIEF must be notified of any changes made to an AIEF booking. Confirmation of changes will be emailed directly from Qantas to AIEF and will then be forwarded to the traveller.

Airport Transfers and Cab Charges

In the event that the timing of an event means that a direct transfer is needed, and public transport cannot be used, then airport transfers will be arranged by AIEF. For schools, these transport costs may be covered by AIEF as Incidental Expenses.

Mileage Expenses

When using a personal vehicle to travel to an event hosted by AIEF or one of AIEF's Partners, the driver is required to have a valid driver's license and registered, roadworthy vehicle. The driver should comply with all traffic and road regulations, including the hands-free use of mobile phones. Additionally, the driver will be personally responsible for payment of any traffic and parking fines incurred.

Accommodation

AIEF will provide accommodation only when same day travel is not available and this will be determined by AIEF on a case-by-case basis. Accommodation bookings do not include meals, additional room charges or other personal expenses incurred. Therefore, a credit card must be provided at the time of check in for personal expenses.

AIEF is unable to provide accommodation for more than the specified number of individuals invited. For example, if AIEF offers to provide accommodation for two guests, any additional guests must be paid for by the traveller(s). Should an invited guest wish to extend their stay, this will need to be organised with the hotel directly.

Meals and Travel Allowance

AIEF does not provide meals or travel allowance vouchers and these expenses are to be covered by the individual. At many AIEF events food and beverages are served and guests are invited to enjoy these where available.

Appendix 11 – Example: Annual Reporting Deliverables

Student summary paragraphs

Each AIEF Partner School is required to provide a summary paragraph for each AIEF Scholarship Students expected to complete the School Year at the school.

Paragraphs **should** focus on student **strengths, interests and achievements** and provide information about career aspirations. Paragraphs **should not** include student last names, references to homesickness, illness or other personal challenges, or make personal value judgements or references and/or comparison to siblings also on an AIEF Scholarship.

Gracie from Cairns completed Year 7 at Clavel's Academy in 2024 on an AIEF Scholarship. Gracie works hard in all subject areas and appreciates the various opportunities available to her. Gracie enjoys participating in the activities that both the day and boarding schools offer. She enjoys contributing to school assemblies and delivering Acknowledgements of Country. Gracie is unsure about her future pathway at this stage, but she would like to have a career where she helps people.

Harry from Kununurra completed Year 9 at St Michael's School on an AIEF Scholarship in 2024. Harry excels at playing AFL for the school and his favourite subjects are Mathematics and Science. Harry participated in the school musical in Term 2 with great enthusiasm. Harry enjoys spending time with his friends in the boarding house. After he completes school, Harry would like to pursue a trade.

Molly from Dubbo completed Year 11 at North Shore College in 2024 on an AIEF Scholarship. Molly works hard in all subject areas and has particularly excelled at English and History. In 2024, Molly participated in school choir and was a member of the Student Representative Council. After completing Year 12, Molly would like to study at university to become a vet.

Principal's overview

Each AIEF Partner School is required to provide a written overview of highlights of the school's Indigenous program for the year. This information should focus on holistic achievements within the school's Indigenous education program.

The Indigenous Education Program at Clavel's Academy continues to thrive, supported by the broader school community which recognises and appreciates the value of Indigenous and non-Indigenous students sharing an educational opportunity. There are currently 15 students from Years 7 to Year 12 funded through the AIEF Scholarship Program.

By developing strong partnerships with students' families and forming connections with Indigenous communities, the Indigenous Education Team at Clavel's Academy is ensuring that students feel culturally safe and connected.

It was overall an exciting year for Indigenous education at the school. For Reconciliation Week, students ran an assembly sharing insights into their family background, cultural practices and totems. The students led this assembly with pride, consulting with community Elders and organising a Welcome ceremony. The school has worked hard to strengthen the relationship between Clavel's Academy and our local Indigenous community, a relationship that is continuing to flourish.

Appendix II continued

Clavel's Academy recognises the important role that sport and co-curricular activities play in developing a well rounded student. Throughout 2024, students participated in a variety of activities including AFL, cricket, rugby, volleyball, chess club, public speaking and debating.

AIEF Students Harry and Molly demonstrated outstanding leadership in 2024. Molly was awarded the Boarders Award and consistently demonstrated enthusiasm and commitment to the Student Representative Council, while Harry received School Colours and captained the Firsts AFL Team.


The school continues to recognise Indigenous culture through celebrations such as Sorry Day and NAIDOC in July. A highlight of the NAIDOC Celebrations was the Indigenous students cooking foods and sharing them with fellow students and teachers. A powerful moment was when the senior students spoke at the NAIDOC Assembly about their journey through school and how many opportunities come while attending a boarding school. Our guest speaker addressed the school community about the importance of Reconciliation and why celebrating Indigenous culture is key to feeling pride about the culture in Australia.


During the year the AIEF Team were a valued asset, supporting students with mentoring and information regarding career pathways, with additional knowledge into university pathways which helped students greatly. We look forward to the exciting opportunities 2024 brings to our school's Indigenous community.

High resolution photographs

Each AIEF Partner School is required to provide **at least 10 high resolution photographs** of AIEF Scholarship Students engaged in school and other related activities. AIEF uses these images for a variety of purposes including marketing, publications and social media.

As part of the Scholarship Application process, parents/guardians grant AIEF permission to publish images that contain AIEF Scholarship Students. It is therefore important that images supplied by each AIEF Partner School **only feature AIEF Scholarship Students and are labelled correctly** with each student's name.

 Contains non AIEF students
Students not in school uniform
No names provided
Low resolution

 Contains AIEF Scholarship Students only
Students in school uniform
Correctly labelled with each student's name
High resolution



AIEF encourages its Partner Schools to provide regular feedback to facilitate the continued improvement of AIEF Scholarship Program policies and documentation. Schools can contact AIEF at:

Mailing address

Australian Indigenous Education Foundation
Suite 2A, Level 2
2-12 Foveaux Street
Surry Hills NSW 2010

Telephone

(02) 8373 8000

Fax

(02) 8373 8001