



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

International Student ELICOS Bursary Round 3

- Guidelines
- FAQs
- Terms and Conditions

March 2023



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

Funds available through the International Student Accommodation Subsidy and International Student ELICOS Bursary programs are limited to a maximum total of 4,500 payments across both programs. Applications containing all required information and documentation will be prioritised for payment. No further assessment of applications in either program will be undertaken once the total 4,500 payments have been allocated.

1. Eligibility

1.1. Eligible international students

To be eligible for the \$1,500 payment, international students must demonstrate and provide evidence of the following criteria in their application:

- A. The Applicant is a confirmed international student enrolled in an English Language (ELICOS) course for the first time, with a Western Australian CRICOS-registered ELICOS provider. (CRICOS = Commonwealth Register of Institutions and Courses for Overseas Students); and
- B. The Applicant is studying full-time, onshore (on campus) in Western Australia; and
- C. The Applicant's course commenced on or after Wednesday, 26 October 2022; and
- D. The Applicant's enrolled course length is a minimum of 20 weeks, or if shorter than this, forms part of an approved Pathway enrolment that leads to a VET or higher education course (this will require confirmation from the Applicant's education provider); and
- E. The Applicant was not studying onshore in Western Australia on or before Tuesday 25 October 2022.

Applicants that arrived onshore in Western Australia prior to 19 August 2022 may be contacted by the Department for verification of eligibility to apply for this bursary.

If the Applicant is an international student aged under 16 years, the Applicant's guardian can apply for payment and, if approved, funds will be paid to their Australian bank account. If applicable, the Applicant's guardian will be contacted after the application is submitted to provide evidence of their relationship with the Applicant.

1.2. Ineligible international students

International students will not be eligible for the ELICOS Bursary Round 3 payment if:

- A. The Applicant has previously received an International Student ELICOS Bursary in Rounds 1 or 2 in 2022;
- B. The Applicant is not studying a qualifying ELICOS course;
- C. The Applicant is not studying full-time;
- D. The Applicant is studying an ELICOS course shorter than 20 weeks in length, or a course that does not form part of an approved Pathway enrolment (please see page 5 of these Guidelines for more information about Pathway courses.')
- E. The Applicant was enrolled and studying onshore in Western Australia before Tuesday 25 October 2022;
- F. The Applicant has not yet arrived in Western Australia.

2. Payments

Successful Applicants will receive a one off payment of \$1,500 from the WA Government through the Department of Jobs, Tourism, Science and Innovation (JTSI), once evaluation of the submitted application has been completed. Payments are exclusive of GST. **Payments will only be made after successful Applicants have commenced their studies onshore and completed half of their enrolled course (in weeks), as confirmed by the nominated education provider.**

Successful Applicants will receive payment direct to their nominated Australian bank account. Payments will be prioritised for applications with complete documentation, which will be evaluated



in order of receipt. Incomplete applications will slow down the assessment process and could mean all available funds are exhausted before JTSI can seek further information from applicants.

In the event of additional funds becoming available, complete applications will continue to be prioritised. This can take some time, particularly for incomplete applications which require individual follow-up.

3. How to apply

International students wishing to apply for the ELICOS Bursary should read these guidelines carefully before completing the application form, which is completed online.

In order for applications to be assessed, Applicants will need to supply **ALL** required information with their application. Incomplete or unsubmitted application forms are ineligible and may not be considered.

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

The following information and evidence/documentation must be included in the Applicant's online application in order for the application to be assessed:

1. The Applicant's **official name**, in full, which is consistent with all documents provided by the applicant;
2. The Applicant's **current residential address** in Western Australia, email address and telephone number;
3. A **copy of the Applicant's Confirmation of Enrolment (CoE)** which identifies you as an international student and notes details of your education provider, course and course length. Please see an example of the CoE [here](#).
(Please note: *If you are undertaking an approved Pathway enrolment you will need to provide all available Confirmation of Enrolment documents. One from the education provider you are completing your ELICOS Pathway course with, and any CoE received from the VET or higher education provider you are continuing your studies*).
4. A **copy of the Applicant's travel documents**, a confirmed itinerary and e-ticket that details your name, flight details and your arrival date into Western Australia. If the Travel document is in a language other than English, please also provide the English translated travel documents.
5. A **copy of the Applicant's Australian Bank Statement** (issued in the last 6 months) showing your full Account Name, BSB and Account Number and full Western Australian residential address, which **must match** the residential address you have used on your application. Screenshots of online banking details will **not** be accepted.
6. The Applicant's **Unique Student Identifier (USI)**, a number provided to you by the Australian Government that may be applied for when you arrive in Australia. More information is contained here: <https://www.usi.gov.au/>
7. The Applicant's **student number**, provided to you by your education provider and noted on your CoE.
8. **Consent to share the Applicant's personal information relevant to this application such as the Applicant's name, student number and course details with the Applicant's nominated education provider to confirm you are an enrolled international student. See additional note below.**

Applicants under 16 years:

For Applicants aged under 16 years, we require the following additional documents to be submitted with your application:

1. A copy of the applicant's Birth Certificate or foreign passport showing the names of their parents; and



2. An authorised bank statement detailing the parents/guardian's Australian bank account, including full names, BSB and account number and current WA residential address.

Application Form

Applicants wishing to apply for the ELICOS Bursary payment, should follow the steps below:

- Step 1 Go to the <https://ie.smartygrants.com.au/ISEB-Round3>.
- Step 2 Click on the 'Start a submission' link.
- Step 3 Complete the application registration process. You will receive an email confirming your reference number (ISEB#).
- Step 4 Complete the online application form, attaching the supporting documentation where indicated. You can save and return to the application form at any time before you submit the form.
- Step 5 Once your application is complete, click 'Submit'. Please note if you do not submit your application it cannot be considered for payment.
- Step 6 You will receive an automated email acknowledging that your application has been received. Without this acknowledgement your application has not been submitted.

Permission to share Applicant details with education provider:

Applicants must provide permission for JTSI to share the Applicant's personal information relevant to this application such as the Applicant's name, student number and course details with the Applicant's education provider to enable confirmation checks to be undertaken.

If the Applicant does not provide permission to share these details, or selects "no" in response to this question within the application process, the Applicant will automatically be considered ineligible for this payment.

4. Timeframes

Applications open at 4pm (AWST) on Wednesday, 8 March 2023 and close at 4pm (AWST) on Monday, 26 June 2023 or when program funds have been exhausted, whichever date is earliest.

Applications will be assessed in order of receipt, although complete applications with all required supporting documentation submitted will be prioritised.

It is the Applicant's responsibility to submit a complete and decision-ready application. Applications that have missing, incomplete or incorrect documentation supplied will experience delays in assessment and determination of eligibility.

5. Assessment and Terms and Conditions

5.1. Assessment

Once the application is submitted, it will be assessed by JTSI against the published eligibility criteria for the ISEB, and confirmation of details submitted will then be sought from the Applicant's education provider.

Once confirmation has been received from the Applicant's education provider, successful Applicants will receive notification via email that their application has been successful. Payment will then be progressed and be made directly to the Applicant's Australian bank account, nominated in the Applicant's online application.

Unsuccessful Applicants will be notified in writing.

5.2. Terms & Conditions

By submitting an application, Applicant's acknowledge and agree to be legally bound by these Guidelines, including the General Terms and Conditions as set out in these Guidelines. These



Guidelines and the General Terms and Conditions will form and constitute a legally binding Agreement between the Applicant and JTSl.

Before submitting an application, Applicant's must have read and understand the General Terms and Conditions as set out in these Guidelines.

6. Contact

All enquiries regarding the ISEB can be directed to iesupport@jtsi.wa.gov.au.

7. General income tax information

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

Frequently Asked Questions (FAQs)

I am an international student and plan to enrol in an eligible ELICOS course for Semester 1, 2023. Will I be eligible for the \$1,500 payment?

Yes, currently the program is in place for those students enrolling in eligible ELICOS courses commencing on or after Wednesday 26 October 2022.

I am an international student enrolled in an ELICOS course which commenced in November 2022, however I entered Western Australia in September 2022. Am I able to apply for this bursary?

Yes, the bursary is provided to students who have arrived into the State to commence their ELICOS studies in person on or after Wednesday 26 October 2022.

I don't hold a student visa but I am enrolled to commence an ELICOS course in 2023. Will I qualify for this payment?

Applicants must be able to demonstrate they have a confirmed full-time enrolment as an onshore international student for an eligible ELICOS course running for twenty weeks or more, or an approved Pathway enrolment in a course commencing on or after Wednesday 26 October 2022 in order to be eligible for payment.

What is a Pathway course?

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

In order to verify an applicant is undertaking an ELICOS Pathway course, additional Confirmation of Enrolment evidence will need to be provided in the application.

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

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

For all other ELICOS courses, Applicants must be studying an eligible course with a minimum course length of 20 weeks be eligible for the bursary.

My ELICOS course doesn't start until June 2023. Am I able to apply for this payment now?



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

Why is my application taking so long to process?

The speed at which your application is assessed depends on a number of factors, including the date it was submitted and the quality of the documentation provided. If your application requires follow-up by JTSI due to the incorrect documentation or information this will delay the assessment and progression of your application. To avoid delays please ensure your application includes all required documentation and information as noted in the application form.

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

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

1. Your **Confirmation of Enrolment (CoE)** document* - [click here for example](#)
This is provided to you by your education provider. This document confirms the following information:
 - Your status as an international student
 - Your official name on formal documents
 - The education provider you are enrolled at
 - The name of your course
 - How long your course will take (i.e. the start and end dates); and
 - Your student number (Student ID) as noted by your education provider

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

2. A current **Australian Bank Statement** document - [click here for example](#)
This is provided to you by your bank. This document must note and confirm:
 - Your official name
 - You are the holder of an Australian bank account
 - The BSB and account number your payment will be paid into (if successful); and
 - Your current residential address is in Western Australia, and this must match the address you provided in your application.
3. An **e-ticket or flight itinerary** document - [click here for example](#)
This document confirms:
 - Your official name on formal documents
 - Your flight or travel details; and
 - Your date of arrival into Western Australia

Important Note – Please Read:

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

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



- The arrival date into Western Australia you provide in your application should match the date shown on the travel documents you provide.

How will you contact me once I submit my application?

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

Who do I contact with any queries?

All enquiries regarding the ISEB payment can be directed to iesupport@jtsi.wa.gov.au.

General Terms and Conditions

1. Cancellation and Variation

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

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

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

2. JTSI's Rights

2.1 JTSI Rights

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

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

2.2 Information

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

2.3 Audits

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

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



2.4 Applicant warranties

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

2.5 General

Despite anything expressed or implied to the contrary in these General Terms and Conditions, the Guidelines, or any other documentation associated with the Program, no Applicant shall have or assert any legal (including equitable) rights under, in connection with, on account of, or associated with any of the aforesaid documents or the Program.

3. Application Process

The Applicant must submit the application electronically through the website link <https://ie.smartygrants.com.au/ISEB-Round3>, noting the following conditions:

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

4. Assessment Process

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

5. Withdrawal of Application

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

6. Disclosure of Offer Information

6.1 Freedom of Information Act 1992 (WA)

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

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



- (a) Nothing in the Guidelines or the General Terms and Conditions shall be interpreted to affect or diminish the powers and responsibilities of the Auditor General for the State of Western Australia under the *Financial Management Act 2006* and the *Auditor General's Act 2006* in any way.
- (b) Subject to this clause 6, the provisions of the *Financial Management Act 2006* and the *Auditor General's Act 2006*, JTSI will not make public any part of the application or any application information that the Applicant expressly and reasonably nominates in their application as confidential. However, JTSI may require the Applicant to withdraw any claim to confidentiality in respect of any part of the application information as a condition of acceptance of the application.

6.3 Privacy

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

7. Limitation of Liability

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

8. General

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

9. Laws

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

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

10. Definitions

In these General Terms and Conditions:

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

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



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