



Ref no: **^insert CTS ID^**

**^insert scholarship recipient's name and email address^**

Dear **^insert scholarship recipient's name^**

### **Commonwealth Teaching Scholarships Program — Letter of Agreement**

We are pleased to offer you a scholarship as part of the Commonwealth Teaching Scholarships (**CTS**) Program. The Scholarship is to undertake and complete a full-time initial teacher education (**ITE**) program accredited under the *Accreditation of Initial Teacher Education Programs in Australia: Standards and Procedures*.

The purpose of the Scholarship is to assist ITE students who are willing to teach in government schools and/or government-run early learning settings, with the financial costs of undertaking an accredited ITE program. Therefore, it is a requirement of the award of the Scholarship that you remain enrolled in the accredited ITE program on a full-time basis and complete the Commitment to Teach obligation set out in the Schedule to this letter. The Commitment to Teach obligation commences from the date set out in the Schedule.

If you accept this offer, you will be entering into a legally enforceable agreement with the Commonwealth represented by the Department of Education (the **Commonwealth**) in relation to the Scholarship. The legally enforceable agreement consists of this document, including the Schedule, and sets out the amount of scholarship funding the Commonwealth will provide to you for the purposes of the Scholarship and the terms and conditions of that scholarship funding that you must comply with.

We encourage you to seek appropriate, independent and qualified financial, taxation and legal advice before entering into this agreement so that you are fully aware of the implications of signing this agreement and your obligations under it.

If you agree to the terms contained in this letter and Schedule and want to accept this offer, please electronically complete the agreement by **^insert date^**, otherwise this offer will lapse, and you will no longer receive a scholarship.

Yours sincerely

**^insert address block^**

## SCHOLARSHIP AGREEMENT SCHEDULE

### Scholarship Details:

<b>CTS ID</b>	<b>^insert CTS ID^</b>
<b>Name of Scholarship Recipient</b>	<b>^insert scholarship recipient's name^</b>
<b>Unique Student Identifier (if known)</b>	<b>^insert USI^</b>
<b>Name of higher education provider</b>	<b>^insert name of institution^</b>
<b>Name of accredited ITE program</b>	<b>^insert name of enrolled ITE program^</b>
<b>Scholarship Funding Period</b> <i>Note: unless otherwise stated, the Date of Scholarship Funding Completion reflects the standard timeframe for completing a four-year undergraduate <b>OR</b> two-year postgraduate ITE program (full time study load). It may not be the same as the actual ITE program completion date.</i>	Date of Scholarship Funding Commencement: <b>^insert date^</b>  Date of Scholarship Funding Completion: <b>^insert date^</b>
<b>Expected ITE program completion date</b> <i>Note: If the date of ITE program completion is after the date of Scholarship Funding Completion (e.g. a 4.5 year undergraduate ITE program), any period after the Date of Scholarship Funding Completion is considered part of the Period to Complete Commitment to Teach.</i>	Date of ITE program completion: <b>^insert date of ITE program completion^</b>
<b>Length of Commitment to Teach</b> <i>Note: the Commitment to Teach obligation is equivalent to the length of the ITE program, capped at 4 years if completing an undergraduate ITE program <b>OR</b> capped at 2 years if completing a postgraduate ITE program (i.e. if completing an ITE program that exceeds 4 years, the Commitment to Teach is capped at a maximum of 4 years).</i>	<b>^insert length of Commitment to Teach^</b>
<b>Period to Complete Commitment to Teach</b> <i>Note: unless otherwise stated, the Date of Commencement of the Commitment to Teach has been set as January of the year following the Date of Scholarship Funding Completion. The Required Date of Completion of the Commitment to Teach is 10 years from the Date of Commencement.</i>	Date of Commitment to Teach Commencement: <b>^insert date^</b>  Required Date of Commitment to Teach Completion: <b>^insert date^</b>
<b>Scholarship Funding</b> <i>Note: Scholarship Funding is paid in annual instalments of up to \$10,000.</i>  <i>The amount of Scholarship Funding may be reduced to take account of any Recognition of Prior Learning and/or enrolment in an accelerated ITE programs in accordance with the CTS Recognition of Prior Learning and Accelerated ITE Course Policy.</i>	The Commonwealth will provide you with financial assistance for the Scholarship Funding Period in instalments, as outlined below:

	<b>[For Undergraduate Students – up to 4-year ITE Program]</b>	
	<b>Year</b>	<b>Amount</b>
	2026	\$10,000
	2027	\$10,000
	2028	\$10,000
	2029	\$10,000
	<b>[For Postgraduate Students – up to 2-year ITE Program]</b>	
	<b>Year</b>	<b>Amount</b>
	2026	\$10,000
	2027	\$10,000
<p>Instalments of the Scholarship Funding will be paid annually following receipt of evidence of continued full-time enrolment across the academic year in the accredited ITE program and subject to verification of evidence by the Commonwealth.</p>		

### Obligation to complete the ITE program

1. You agree to undertake and complete the accredited ITE program **on a full-time basis** (as defined in the CTS Program guidelines). Part-time study is not permitted. If you are unable to complete the ITE program by your Date of Scholarship Funding Completion, this may have impacts on the time allowed to complete the Commitment to Teach obligation (refer to paragraphs 4-9 for required action).
2. You agree to meet all requirements of the ITE program and must:
  - a. meet the academic and non-academic requirements of the higher education provider;
  - b. meet the standard of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE) prior to graduation from the ITE program;
  - c. meet the professional experience requirements of the ITE program;
  - d. pass the final-year Teaching Performance Assessment prior to graduation;
  - e. meet the provisional teacher registration requirements of the relevant State or Territory; and
  - f. complete Working with Vulnerable People/Working with Children and police checks in accordance with the requirements of the relevant State or Territory.
3. You may seek a deferral of the Scholarship if you are granted a deferral from your higher education provider during your ITE program. The Commonwealth will in its absolute discretion, approve or reject any deferral request with regard to the *Commonwealth Teaching Scholarships Program Deferrals Policy* in place at the relevant time, which is available on the Department of Education website.

### Commitment to Teach obligation

4. Following completion of your ITE program, you agree to undertake Eligible Work in an Eligible Educational Setting for a period equivalent to the length of your ITE program (up to a maximum of 4 years) and agree to meet all requirements of your registration as a teacher. This is your **Commitment to Teach** obligation. For the purposes of this agreement, 'Eligible

Work' is a teaching role that requires an ITE qualification, and 'Eligible Educational Setting' is a government primary, secondary or preschool or government-run early learning facility.

5. It is your responsibility to secure Eligible Work in an Eligible Educational Setting to fulfil your Commitment to Teach obligation. You must provide the Commonwealth with evidence of your Eligible Work in an Eligible Educational Setting, and the Commonwealth will advise you when you have fulfilled your Commitment to Teach obligation.
6. You have up to 10 years from the Date of Scholarship Funding Completion in which to complete your Commitment to Teach obligation. If you are completing the Commitment to Teach on a part-time or casual basis then the total full-time equivalent requirement must be fulfilled (for example, approximately 6.5 years of teaching on a part-time basis (approximately 3 days a week for each year) may be equivalent to the 4 years full-time teaching required to complete the Commitment to Teach obligation for a scholarship recipient undertaking an undergraduate ITE program). The *Commonwealth Teaching Scholarships Program Commitment to Teach Policy* in place at the relevant time, which is available on the Department of Education website, provides guidance about the calculation of this obligation.
7. Any additional time taken to complete your ITE program beyond the Scholarship Funding Period will be considered part of the 10-year timeframe you have to complete your Commitment to Teach obligation.
8. You may seek an extension to the 10-year period specified in paragraph 6 in exceptional circumstances. The Commonwealth will consider any such request and may, in its absolute discretion, approve or reject the request having regard to the *Commonwealth Teaching Scholarships Program Commitment to Teach Policy* in place at the relevant time, which is available on the Department of Education website.
9. If you do not comply with your Commitment to Teach obligation (without an extension or exemption approved in writing by the Commonwealth) then you may be required to pay back all or part of the Scholarship Funding (refer to paragraphs 12 to 17).

#### **Payment of Scholarship Funding by the Commonwealth**

10. Subject to paragraph 11, the Commonwealth will make payments to you in the instalments specified in the Scholarship Details following receipt of evidence of full-time enrolment in an accredited ITE program for the full academic year and verification of evidence provided (where applicable). The payments will be paid directly into the bank account you nominate in writing.
11. The Commonwealth may withhold a payment if you have not met a requirement of this agreement or are unable to undertake study in the ITE program.

#### **Exemption from obligations**

12. You may seek an exemption from completing your obligations under this agreement and from the CTS Program. The Commonwealth will consider any such request and may, in its absolute discretion, approve or reject the request having regard to the *Commonwealth Teaching Scholarships Program Exemption Policy* in place at the relevant time, which is available on the Department of Education website. If your request is approved, then this agreement will be terminated from the date the Commonwealth notifies you of that approval and you will no longer have any obligations under this agreement.

## Your repayment obligations

13. The payment of the Scholarship Funding is conditional. You agree to repay to the Commonwealth the full amount of the Scholarship Funding received if you do not comply with your obligations to complete the ITE Program in accordance with this agreement (without prior written approval or an exemption from the Commonwealth). You agree to repay to the Commonwealth the Scholarship Funding in full or in part (as directed by the Commonwealth) if you do not fulfil your Commitment to Teach obligations in accordance with this agreement or the Commonwealth otherwise terminates the agreement in accordance with paragraph 24.
14. If the Commonwealth issues a repayment invoice (Repayment Invoice) to you, you agree to repay the amount specified in the Repayment Invoice within 30 days of the date of the Repayment Invoice (Due Date). You may make full payment of the repayment amount at any time prior to the Due Date.
15. If you are unable to make full payment of the repayment amount prior to the Due Date, you may request that the Commonwealth approve a plan for you to make the repayment in instalments (Instalment Plan). If you request an Instalment Plan, the Commonwealth may require you to provide additional information, including a financial statement and other information about your financial circumstances. You agree that the Commonwealth may use any such additional information for the purposes of determining whether to approve an Instalment Plan and, if so, the appropriate arrangements for that Instalment Plan. The Commonwealth may approve an Instalment Plan at its sole discretion subject to you providing any requested information. If the Commonwealth approves this, you may agree to enter into the proposed Instalment Plan provided by the Commonwealth.
16. If you agree to an Instalment Plan, you must make instalment payments in accordance with the Instalment Plan. The Commonwealth may periodically seek further information about your financial circumstances during your Instalment Plan and may make changes to your Instalment Plan if your financial circumstances change. If you fail to pay an instalment under an Instalment Plan within 7 days of that instalment becoming due, the Commonwealth may forward you a notice requiring immediate payment of the instalment. If you fail to pay that instalment within 10 days of the date on the notice, the whole of the remaining amount of the repayment will become immediately due and the Commonwealth may recover that amount as a debt due to the Commonwealth without further proof of the debt by the Commonwealth.
17. In extenuating circumstances, as outlined in the *Commonwealth Teaching Scholarships Program Exemption Policy*, the Commonwealth may, at its sole discretion, and subject to its legislative obligations, agree to provide you with an exemption from your obligation to make a repayment required under this agreement.

## Additional payments by the Commonwealth

18. If you undertake a final-year unpaid professional experience placement in an Eligible Educational Setting in a remote or very remote area, the Commonwealth may allocate an additional payment to you of \$2,000 following receipt by the Commonwealth of evidence of the placement satisfactory to the Commonwealth and having regard to the *Commonwealth Teaching Scholarships Program Additional Payment for Remote Final Placement Policy* in place at the relevant time, which is available on the Department of Education website. To receive the payment of \$2,000, recipients will need to apply through a separate application process as notified by the Commonwealth. Not all recipients who apply and are eligible for the additional payment are guaranteed to receive the \$2,000 payment. Recipients

undertaking paid employment in a remote or very remote Eligible Educational Setting as part of an employment-based teaching pathway are not eligible to receive an additional payment.

19. If you do not proceed with or complete the placement then the Commonwealth may require the repayment of that additional payment in accordance with paragraphs 13 to 17.

### Your reporting and notification obligations

20. You must provide the following information to the Commonwealth by the specified due date, and provide any additional information as requested by the Commonwealth:

Information	Format or example	Due Date
<p>Evidence of continued <b>full-time enrolment</b> for each academic year of an accredited ITE program</p> <p><i>Note: you will not receive the next instalment until enrolment confirmation is provided.</i></p>	<p>Submit the Continued Eligibility form and attach supporting evidence issued by a higher education provider of:</p> <ul style="list-style-type: none"> <li>• full-time enrolment for the full academic year, such as a statement of enrolment or student verification letter; and</li> <li>• an academic transcript for the previous academic year</li> </ul>	<p>Annually in the first semester or study period of each year of your ITE program, once requested by the Commonwealth</p>
<p>Notification of change in personal circumstances and study details (refer to paragraph 21)</p>	<p>Submit a Notifiable Events form and provide appropriate evidence to support this change</p>	<p>Within 28 days of a significant event or change to personal circumstances</p>
<p>Plan to Teach</p>	<p>Submit a Plan to Teach, as advised by the Department</p>	<p>In final year of ITE program</p>
<p>Evidence of completion of ITE program</p>	<p>Submit the Completion of ITE program form and attach evidence such as a Graduation Certificate, Academic Transcript or Australian Higher Education Graduation Statement that includes the date of completion /conferral/ graduation</p>	<p>Within 28 days of degree conferral</p>
<p>Notification and evidence of your teacher registration (including provisional)</p>	<p>When requested by the Department, submit the Commitment to Teach Report form with acceptable evidence as specified in the <i>Commonwealth Teaching Scholarships Commitment to Teach Policy</i> as published on the Department of Education's website</p>	<p>Annually until your commitment to teach obligation is completed</p>
<p>Notification of changes to your teacher registration, commencement of employment as a teacher, or cessation of your employment as a teacher</p>	<p>Submit a Notifiable Events form and provide appropriate evidence to support this change.</p>	<p>Within 28 days of the employment commencing</p>

Notification and evidence of continued employment as a teacher, to meet your Commitment to Teach obligation, including employer details and employment type and self-report of days completed	When requested by the Department, submit the Commitment to Teach Report form with acceptable evidence as specified in the <i>Commonwealth Teaching Scholarships Program Commitment to Teach Policy</i> as published on the Department of Education's website.	Annually until your Commitment to Teach obligation is completed
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21. You must notify the Commonwealth within 28 days of any of the following circumstances occurring:
- a. there is a change to your legal name
  - b. there is a change to your primary or secondary contact details, including phone number or email address
  - c. there is a change to your residential and/or postal address
  - d. there is a change to your bank account details
  - e. there is a change to your higher education provider or ITE program, or any other change which impacts the time for completion of your ITE program (including any granted recognition of prior learning or unit credits)
  - f. there is a change to your ITE program study load which impacts your continued eligibility
  - g. there is a change to, or cessation of, your employment for the purposes of your Commitment to Teach obligation
  - h. you participate in an overseas exchange opportunity
  - i. any other circumstance reasonably likely to affect your ability to fulfil your obligations under this agreement
  - j. you have received a Teacher Registration number
  - k. commencement of employment and employer details
  - l. cessation of employment.

#### Additional Matters

22. This agreement is governed by the law of the Australian Capital Territory.
23. Unless terminated earlier, this agreement will expire upon the completion of your Commitment to Teach obligation.
24. The Commonwealth may terminate this agreement by notice where it reasonably believes that you:
- a. have not complied with an obligation under this agreement;  
*[Note: a failure to provide the information required under paragraph 20 is a non-compliance with an obligation under this agreement which may result in a termination of your Scholarship in accordance with paragraph 24.]*
  - b. have provided false or misleading information in your application, related evidence or reporting for the term of the Scholarship including the Commitment to Teach obligation;  
or
  - c. have become bankrupt.
25. Without limiting the rights above, the Commonwealth may terminate this agreement by notice where you have withdrawn from the CTS Program (without an approved exemption) and satisfied your repayment obligations in accordance with this agreement.

26. The Commonwealth will not be required to make any further payments after the termination of the agreement in accordance with paragraph 24 and the Commonwealth may seek repayment of the Scholarship Funding in accordance with paragraphs 13 to 17.
27. Unless otherwise stated, the expiry or termination of this agreement will not affect the operation of any provision which expressly or by implication is intended to continue operating. For the avoidance of doubt, paragraphs 13 to 19 survive the expiry or termination of this agreement.
28. No change to the terms of this agreement will be effective unless agreed in writing by you and the Commonwealth.
29. You or the Commonwealth, as the case may be are not, by virtue of this agreement, an employee, agent or partner of the other party or entitled to bind the other party.
30. You acknowledge that the Commonwealth may use information related to your Scholarship (including reports or information you provide to the Commonwealth) for the purposes of administering this agreement and the CTS Program and as contemplated in the CTS Program guidelines and CTS Program policies including for the following purposes:
  - a. evaluation of how well the outcomes and objectives of the CTS Program have been achieved (if you have provided consent for your information to be included in the evaluation);
  - b. sharing the information with other Commonwealth entities for government administration, research or service delivery;
  - c. sharing the information with higher education providers and State and Territory Governments for the purposes of administration of the CTS Program;
  - d. sharing the information with the Minister for Education on the outcomes of the scholarship round;and you consent to:
  - e. the use and disclosure of your personal information by the Commonwealth; and
  - f. disclosure of personal information by other entities listed above to the Commonwealth for these purposes.

SAMPLE ONLY



## Scholarship Recipient Declaration

I understand that the Scholarship Funding may have financial, tax or legal obligations and I have sought, or have had the opportunity to seek, relevant professional financial, taxation and legal advice on the implications of entering into this agreement.

I am not, and am not required to be, registered for the purposes of GST in accordance with the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

I understand that by signing this declaration, a legally enforceable agreement is formed between myself and the Commonwealth which consists of the terms and conditions contained in the letter including the Schedule.

I understand and agree to be legally bound by the terms and conditions set out in this agreement and to comply with the CTS Program guidelines and CTS Program policies.

I also acknowledge my obligation to follow all rules and student codes of conduct, as required by my higher education provider.

I understand and acknowledge that providing false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

**Executed as an agreement by ^insert name^**

***^complete the agreement electronically via SmartyGrants^***

SAMPLE ONLY