

Suburban University Study Hubs – Application Form

This document provides screenshots of the online application form for the Suburban University Study Hubs.

Applicants should read the [Program Guidelines 2024](#) and [Application Guide 2024](#) **before** applying.

All applications must be submitted via the [online form](#) hosted using the Qualtrics platform. Applications will not be accepted via other methods.

Online applications close at 5pm (AEST), 29 July 2024. Applicants can amend applications via the online form at any time prior to the closure of the application period. If you have submitted your application and need to make changes, please contact suburbanhubs@education.gov.au

Online form preview

Suburban University Study Hubs

The Suburban University Study Hubs Program builds on the successful Regional University Study Hubs Program, taking an innovative approach to improve access to tertiary education for underrepresented and disadvantaged students living in outer metropolitan and peri-urban areas of Australia.

The primary functions of a Suburban University Study Hub are to:

- respond to the identified support needs of the specific community they serve
- facilitate open, safe access to higher education across Australia
- provide wrap-around supports to students to scaffold success
- increase aspiration for tertiary study by facilitating outreach activities, including with local schools
- support students to succeed in tertiary study by creating links with local tertiary education providers and industry.

Up to 14 Suburban University Study Hubs will be funded in 2024.

Completing this form

Applicants should read the [Suburban University Study Hubs – Program Guidelines](#) carefully before completing and submitting an application. Further information, including an Application Guide can be found on the [Suburban University Study Hubs](#) website.

This application form contains the following sections:

- Part A – Contact details
- Part B – Program eligibility
- Part C – Proposed hub details
- Part D – Addressing community needs
- Part E – Hub implementation
- Part F – Supporting documents
- Part G – Financial risk management
- Part H – Declarations

Getting help

If you require assistance completing the online form, please contact the department at suburbanhubs@education.gov.au.

Submitting your application

Applications close at 5pm AEST on Monday 29 July 2024. Applications can be amended via this online form prior to submission any time before the closure of the application period. Please contact suburbanhubs@education.gov.au to make changes to a submitted application.

Privacy Statement

Your personal information is protected by law, including under the *Privacy Act 1998* (Cth) (the Privacy Act).

Personal information is information or an opinion about an identified individual or a reasonably identifiable individual. Personal information includes an individual's name and contact details and may include opinion-based data.

Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

Collection of your information

Your personal information is collected by the Australian Government Department of Education (the department) via Qualtrics.

Personal information is also collected by the department in the Financial and Credentials Information Form and the Subcontractor Credentials Information Form, as part of the application process.

The department needs your consent to collect your sensitive information. You do not have to consent to the collection of your sensitive information. By choosing to include sensitive information in your application, you consent to the department collecting this information.

Collection of personal information about others

The department needs consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply.

If you provide personal information about another individual (who is not a minor), that individual must have read and understood this privacy statement and have provided their permission for you to provide their personal information, and for the department to collect and handle it in accordance with this privacy statement. Please do not provide their personal information without their consent. Please do not provide the personal information of any minors.

To the extent that your application contains personal information about another individual (including in the Financial and Credentials Information Form and the Subcontractor Credentials Information Form), by submitting the application, you represent that you have obtained that individual's consent to include their personal information and for their personal information (including sensitive information) to be collected and handled by the department in accordance with this privacy notice.

Purpose of collecting your information

Personal information is collected by the department for the purposes of:

- managing the competitive application process, including contacting you in relation to your application (for example, if clarification is required, or to schedule an interview) and assessing the suitability of applicants for funding under the Program
- administering and managing the Suburban University Study Hubs Program (the Program), and
- informing or contributing to policy development, research and evaluation related to the Program and broader higher education policy.

If you do not provide some or all of the personal information requested, the department may not be able to consider your application for a Program grant.

Disclosure of personal information

Personal information may be disclosed to third parties, including but not limited to:

- other Commonwealth agencies, such as the Department of Employment and Workplace Relations (DEWR) and the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA), for the purposes of administering and evaluating applications, administering the Program, and policy development in relation to the Program
- DEWR for the purposes of assessing applicants' and subcontractors' financial viability and credential standing, on behalf of the department, as described in the Financial and Credentials Information Form and the Subcontractor Credentials Information Form
- a contracted service provider engaged by the department to conduct an evaluation of the Program
- the Office of the Minister for Education for the purpose of administering applications and the Program, and providing policy advice and support in relation to the Program
- DEWR for the purpose of providing information technology support and services to the department for the Program, and
- Qualtrics, the provider of the cloud Software-as-a-Service used by the department to design, distribute and administer the Application form, for the purpose of providing technical support and services relating to the Program Application form.

If an application is successful, and where consent has been provided, the name and position of the head of your organisation (e.g. Chief Executive Officer or Vice Chancellor) and/or nominated Primary Contact Officer, may be published in connection with the successful Suburban University Study Hub on the Minister of Education's website and may be disclosed in media releases made by the department or Minister's Office. By its nature such publication may involve disclosure to overseas recipients in any country. As such, by agreeing to this publication, you are consenting to this personal information being accessible overseas and acknowledge that an overseas recipient is not likely to be subject to the Privacy Act and the department will not have an obligation to take reasonable steps to ensure that they do not breach the Australian Privacy Principles in relation to the published information.

Personal information will not be used or disclosed for any other purpose unless the individual the personal information is about agrees, or where otherwise authorised or required by law.

Privacy policy

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information including information about how to make a complaint and seek access to and correction of your personal information.

More information about how the department will manage your application is available on the [Suburban University Study Hubs](#) website.

Your consent

(required)

I confirm that I have read, understood and agree to the collection of my personal information in accordance with this privacy statement and consent form.

I confirm I consent to the publication of certain limited personal information about me as outlined above where I am the relevant Authorised person and/or nominated Primary contact person.

I confirm that to the extent I have provided personal information about another individual, I have obtained that individual's consent to provide their personal information and for their personal information to be handled in accordance with this privacy statement and consent form (including in relation to the publication of certain limited personal information as outlined above where they are the relevant Authorised person and/or Primary contact person).

Part A: Contact Details

Authorised person

Please provide details of the person who is authorised to make this application on behalf of the organisation.

This should be either the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to do so on behalf of the organisation applying for a Suburban University Study Hub.

(required)

Full Name	<input type="text"/>
Organisation Name	<input type="text"/>
Role	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>
Postal Address	<input type="text"/>

Is the authorised person the appropriate contact person for queries in relation to the application? (required)

<input type="radio"/> Yes	<input type="radio"/> No
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➤ If no, you will be asked to provide details for a primary contact person.

Primary contact person

Please provide details of the person who can be contacted for queries in relation to the application.

(required)

Full Name

Organisation Name

Role

Phone Number

Email Address

Postal Address

Part B: Program eligibility

To be eligible for funding under the Program, the applicant must meet all the following criteria:

- Eligible location
- New Hubs only
- Body corporate
- Fit and proper person

Eligible location

Suburban University Study Hubs will be established in areas that will benefit most from their presence, with emphasis placed on supporting underrepresented and disadvantaged students from suburban areas with low tertiary education participation who face increased barriers to accessing tertiary study.

Is the site/s for your proposed Hub located in an eligible area?

- Applicants can check their proposed Hub is located in an eligible area using the interactive map on the [Suburban University Study Hubs](#) website.
- The proposed location of the Hub must fall within both:
 - an eligible Statistical Area Level 2 (SA2) (Quintile 1 or 2 according to the Australian Bureau of Statistics (ABS) [Index of Relative Socio-economic Advantage and Disadvantage](#)) (shown in blue outline) and
 - an eligible [geographic classification](#) of 'Major Cities of Australia' or 'Greater Hobart' / 'Greater Darwin'.
- It is recommended you contact the department to confirm eligibility at: suburbanhubs@education.gov.au

(required)

Yes <input type="radio"/>	No <input type="radio"/>
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- If no, the application ends with the following message:

Your proposed Hub location is not in an eligible area. Please ensure you have read the geographic location and socio-economic status requirements in the [Program Guidelines](#).

If you have any further questions, please contact suburbanhubs@education.gov.au.

New Hubs only

To ensure Suburban University Study Hubs are established in areas with the highest need, funding is only available for new Hubs. Existing facilities providing similar or equivalent services are ineligible to apply, including those receiving funding from the Australian Government through the Regional University Study Hubs program or from a State or Territory Government to deliver an equivalent service.

Note: If you are unsure, you may submit an application, which will be assessed for eligibility by the department. Select 'No' to progress your application.

Is the site/s for your proposed Hub currently delivering a similar or equivalent service or in receipt of funding from the Australian Government or State or Territory Government for a similar or equivalent service?

(required)

Yes <input type="radio"/>	No <input type="radio"/>
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- If yes, the application ends with the following message:

Your proposed Hub does not meet the eligibility requirements. Please ensure you have read the 'New Hubs only' requirement in the [Program Guidelines](#). If you have any further questions, please contact suburbanhubs@education.gov.au.

Body corporate

Applicant organisations must be, or be able to become, a body corporate to be eligible for funding under this Program. If an application is successful, approval of a grant is contingent on the applicant organisation successfully incorporating. Applicants will be required to provide evidence of eligibility/capability to become a body corporate at least seven days prior to the Conditions of Grant being issued.

Outline the status of the applicant organisation in complying with the body corporate requirement. Select one of the following:

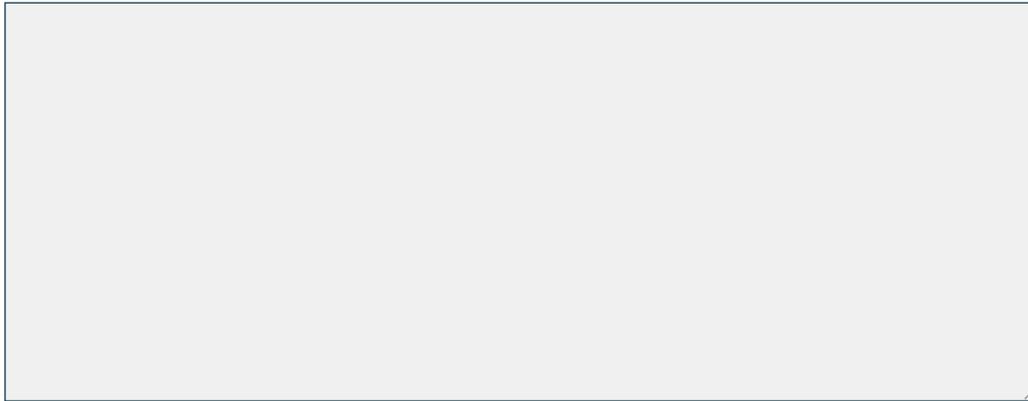
(required)

The applicant organisation is currently a body corporate <input type="radio"/>	The applicant organisation intends to establish a body corporate if successful <input type="radio"/>
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Provide sufficient information that your organisation is either a body corporate or prospective body corporate.

You may wish to upload evidence of your incorporation e.g. Certificate of Registration (with ACN) or 'ABN lookup' statement at 'Part F: Supporting documents'.

(required)



Fit and proper person

The 'fit and proper person' requirement focuses on the organisation's business and financial affairs and on its compliance with relevant regulatory schemes. The individual completing this requirement must be the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to do so on behalf of the proposed Suburban University Study Hub.

Note: if you select 'Yes' to one or more of the questions in this section, the department will contact you for further clarification.

Questions in relation to your organisation

Has the organisation ever become insolvent, applied to take the benefit of a law for the benefit of insolvent debtors, or entered arrangements with its creditors?

(required)

Yes

No

Has the organisation ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made, or information provided to the Minister was false or misleading? (required)

Yes

No

Is there any other matter relating to the organisation's business dealings that impugns its honesty or integrity? (required)

Yes No

Questions in relation to each person who makes, or participates in making, decisions that affect the whole, or a substantial part, of your organisation's affairs.

- Has any person ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors; or
- Has any person ever been disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001*?

(required)

Yes No

Has any person previously been involved with a higher education provider who had a condition imposed, breached a condition or breached a requirement under Division 19 of the *Higher Education Support Act 2003* (the Act), or a VET provider who had a condition imposed, breached a condition or breached a requirement under Division 4 of Schedule 1A to the Act? (required)

Yes No

Has any person previously been involved with a higher education provider, who has had their approval revoked under Division 22 of the Act, or a VET provider who has had their approval revoked under Division 5 of Schedule 1A to the Act? (required)

Yes

No

Has any person ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made, or information provided, to the Minister was false or misleading?

(required)

Yes

No

Has any person ever been found not to be a fit and proper person for the purposes of the *Education Services for Overseas Students Act 2000*, the *National Vocational Education and Training Regulator Act 2011*, the *Tertiary Education Quality and Standards Agency Act 2011*, the Act or by a VET Regulator? (required)

Yes

No

Is there any other relevant matter that impugns the honesty, knowledge, or ability of any person? (required)

Yes

No

Part C: Proposed Hub details

Naming

The proposed Hub name should reflect the community and catchment area it services. To ensure open access for all tertiary students, the Hub name should not mention any specific education provider.

What is the name of the proposed Suburban University Study Hub?

Note: if successful, the program delegate must also agree to the Hub name as part of the Conditions of Grant and the Hub name may be used in public media material, including any Ministerial announcements.

(required)

Expected student load

Complete the table below outlining the expected **peak** and **total** student loads for your proposed Hub.

- Expected **Peak** Student Load = the maximum number of students anticipated to be physically using the proposed Hub's facilities at any one time.
- Expected **Total** Student Registrations = the total number of students anticipated to be registered to access the proposed Hub.

(required)

	2024	2025	2026	2027
Expected Peak Student Load	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expected Total Student Registrations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proposed site/s

- In selecting an appropriate site to establish a Hub, consideration should be given to leveraging existing community and social infrastructure. When selecting a proposed location, applicants should ensure other services (for example, childcare and medical facilities) and public transport are near the site.
- Applicants should consider their on-site staff and anticipated student load during peak operational times in relation to building size and planned facilities when determining an appropriate site.
- Applications which demonstrate evidence of readiness (e.g. consideration of potential sites, their suitability and indicative costs) will be favourably considered.

Provide details of the proposed site/s for the Suburban University Study Hub.

- Attach photos and floor plans at 'Part F: Supporting documents' where relevant.
- Complete a separate application form if you would like to apply for two distinct and separately run Hubs.

(required)

Name of proposed site or building name

Street address

Description (incl. building size/capacity, current facilities, etc.)

Leasing arrangement

Expected date of operation

Does your proposed Hub include multiple or satellite sites, such as a hub-and-spoke model?

Yes

No

- If yes, you will be asked to provide the above details for up to two more sites. If more than three sites are proposed, please contact suburbanhubs@education.gov.au or provide the details at 'Part F: Supporting documents'

Capital works

Is funding being sought for initial fit-out costs (capital works)?

- The Program **does not** fund large-scale capital works, and successful applicants cannot use funding to purchase property or land. Funding can contribute towards fit-out costs to upgrade existing infrastructure (capital works) to ensure the proposed site is fit for purpose in the first year of the program (2024-25). This may include installation of interior walls, secure swipe card access to support after-hours use, painting and floor covering.
- Successful applications will be required to provide a comprehensive Capital Works Plan to the program delegate for approval prior to undertaking any works.

Note: it is anticipated that Hubs will be operational in time for Semester 1, 2025.

(required)

Yes <input type="radio"/>	No <input type="radio"/>
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➤ If yes, you will be asked the following:

Identify and describe any planned capital works required for the proposed Hub site/s.

- This should include an outline of the planned facilities to be added or expanded through capital works.
- You will be required to provide timing for capital work activities as part of the Hub implementation timeline at 'Part E: Hub implementation'.
- Include evidence to support your claims (such as quotations, floor plans, photos, etc.) in 'Part F: Supporting documents'.

(required)

Funding requested

What is the total amount of funding (excluding GST) you are seeking from the Suburban University Study Hubs Program?

- This should include all ongoing operational and capital works (if relevant) costs between 2023-24 and 2026-27.
- Applicants should ensure the planned expenditure in 2024-25 reflects the anticipated operational period in that financial year.

Note: if your proposal includes multiple sites, include the total amount you are seeking across all sites.

(required)

Budget proposal

Provide a detailed Budget Proposal outlining expected income and expenditure for the proposed Hub from 2024-25 to 2026-27, using the [Budget Proposal](#) template.

Table 1: The budget must clearly indicate the grant funding (excluding GST) sought from the Australian Government to deliver the Hub. Detailed expenditure for the total funding period 2024-25 to 2026-27 should be clear and realistic. The budget must be provided by financial year and cover the total funding period, reflecting the anticipated operational period.

Table 2: The budget must also identify other sources of income (if any), including any actual or anticipated funding through Hub partnerships and detail how that funding, together with program funding, would be used to establish and operate the Hub.

- During the assessment process, the Assessment Panel may seek further clarification from applicants on their proposed budget, as required. This may include asking potential applicants to submit a revised budget based on feedback from the panel.
- Final funding amounts for successful applications will be determined by the program delegate following announcement of outcomes and may not align with the amount requested in the application.

(required)

Drop files or click here to upload

Part D: Addressing community needs

In this section, applicants are required to demonstrate:

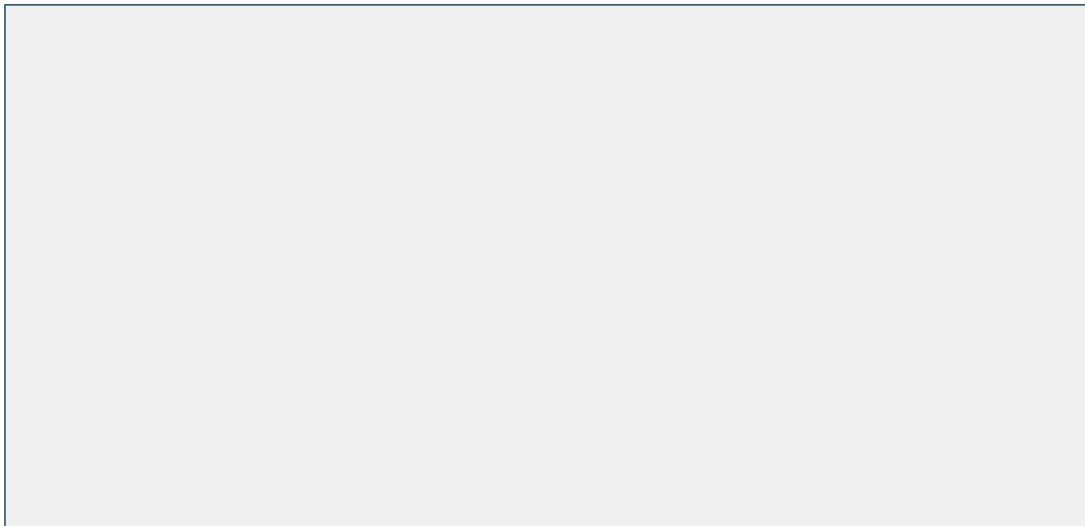
- the level of community need for a Suburban University Study Hub
- the proposed services to be offered to students
- a place-based, community-driven approach
- how these services will address tertiary education access and equity issues.

Tertiary education and community needs

Describe the current gaps in access and support for tertiary education within the community where the proposed Hub will be established.

- Detail the existing tertiary campuses in the local area (higher education and vocational education and training (VET) providers), including scope of course offerings and distances from the proposed Hub.
- Outline any difficulties in accessing tertiary education experienced by the community in the proposed Hub's catchment, e.g. public transport limitations, hours of access, other social barriers of which applicants are aware e.g. caring responsibilities, work responsibilities.
- Provide any other relevant data which highlights why the local area would benefit from a Hub, e.g. tertiary participation and attainment, employment and unemployment, underrepresented and disadvantaged populations. You may wish to include relevant [ABS Census](#) data for your area. If you need assistance or guidance with data, please contact the department at suburbanhubs@education.gov.au for assistance.
- Consider the future tertiary education needs of your community, e.g. predicted population growth, business and employment data and potential skills shortages which may influence the demand for tertiary skills and qualifications in the future.

(required)



Student support services

In this section, applicants are required to outline the proposed services to be offered to students. Planned support services should align with gaps in support identified in the proposed location and must include specific support services tailored to underrepresented and disadvantaged students in the catchment.

- Suburban University Study Hubs must not charge students for the use of the Hub and its facilities, support provided through the Hub, or any other resource for which the Hub receives funding through the Program.
- Students can be charged for incidental or consumable items, e.g. printing. The type and cost should be clearly identified.

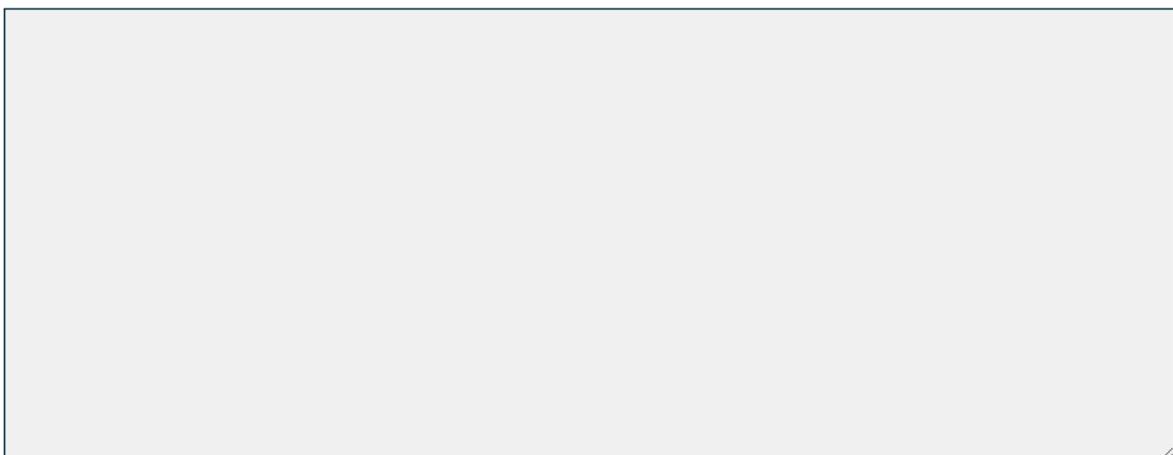
Study facilities and equipment

Provide a detailed description of the planned study facilities and equipment the Hub will provide to students.

Examples include:

- reliable internet access
- computing facilities: computers/laptops/docking stations, printers, scanners and software required to support online learning
- private bookable spaces, teleconferencing and videoconferencing facilities
- secure after-hours access to facilities.

(required)



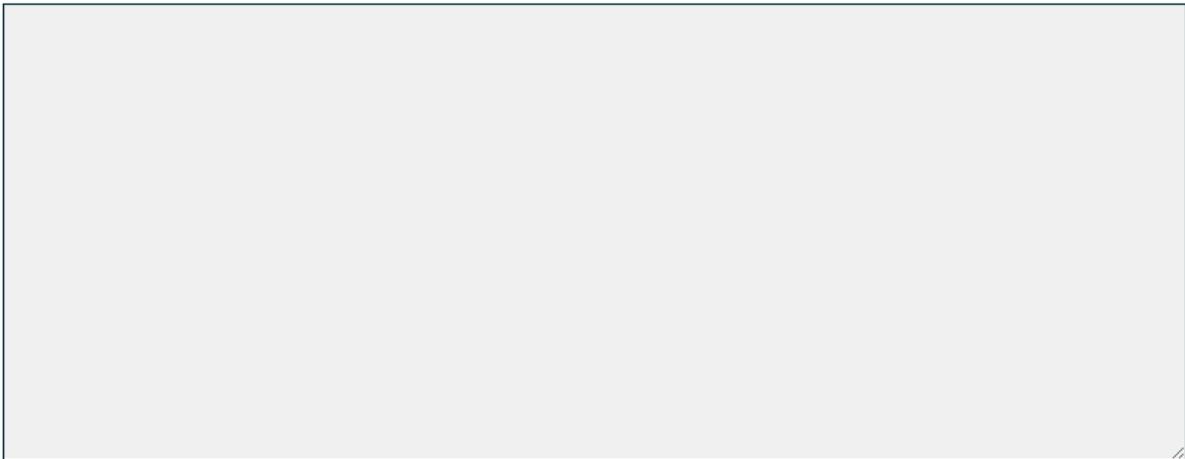
Academic skills support

Provide a detailed description of the planned academic skills and study support services the Hub will provide to students.

Examples include:

- administrative support
- general academic skills and training: literacy, numeracy, research and writing support
- organisation of academic support, e.g. assistance with meetings/visits from academics, lecturers or tutors
- exam invigilation
- library support or access.

(required)



Other student support services

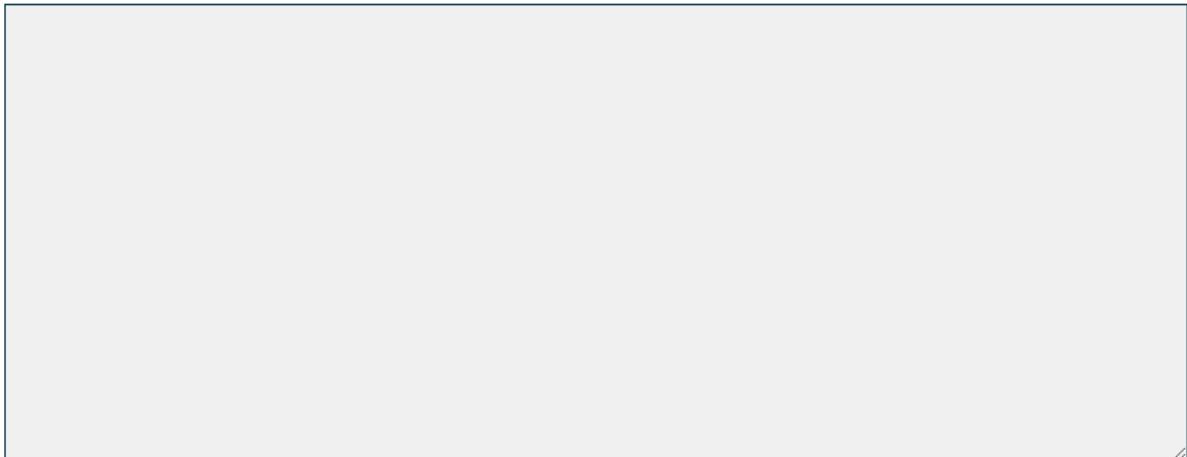
Provide a detailed description of other planned support services the Hub will offer to students.

Examples include:

- counselling and/or psychological assistance
- mentoring
- internship programs
- career counselling
- support with study-related placements and Work Integrated Learning
- local business and industry networking
- cultural training and support
- support for school leavers.

Where a Hub will provide services requiring qualified professionals, list the skills/qualifications required, or relevant details of services to be provided by external organisations/partnerships arrangements.

(required)

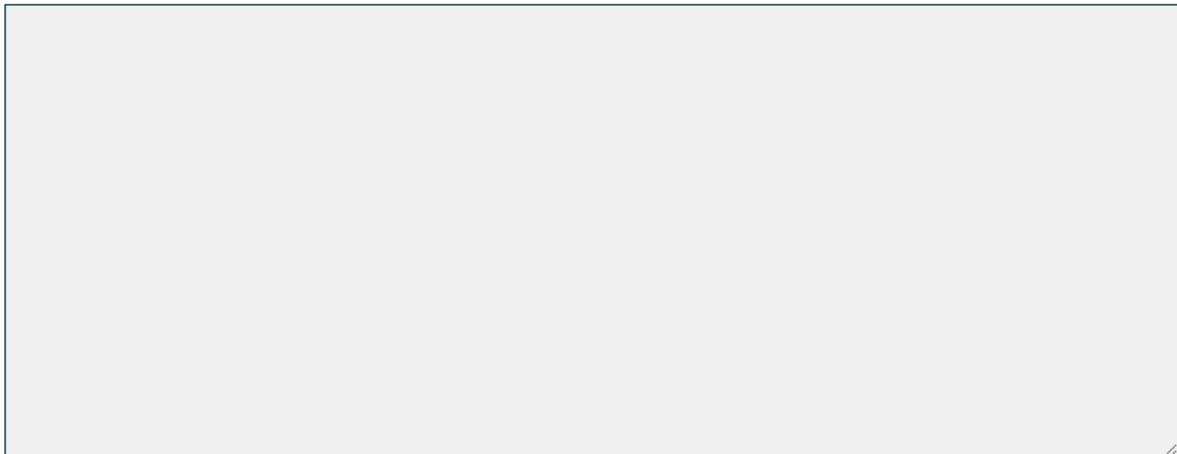


Access for all tertiary students

Describe what measures will be taken to ensure the proposed Hub focuses on encouraging and supporting access for students attending any Australian tertiary provider.

- It is a requirement of funding that recipients ensure that the facilities and services provided using the grant primarily support Commonwealth-assisted students. These students should be able to register their student details with the Hub, use its facilities and access the support services.
- Facilities and services may be provided to other students undertaking study (such as students enrolled with VET providers) if there is spare capacity to do so.
- Consideration should be given to the provision of safe after-hours access.

(required)



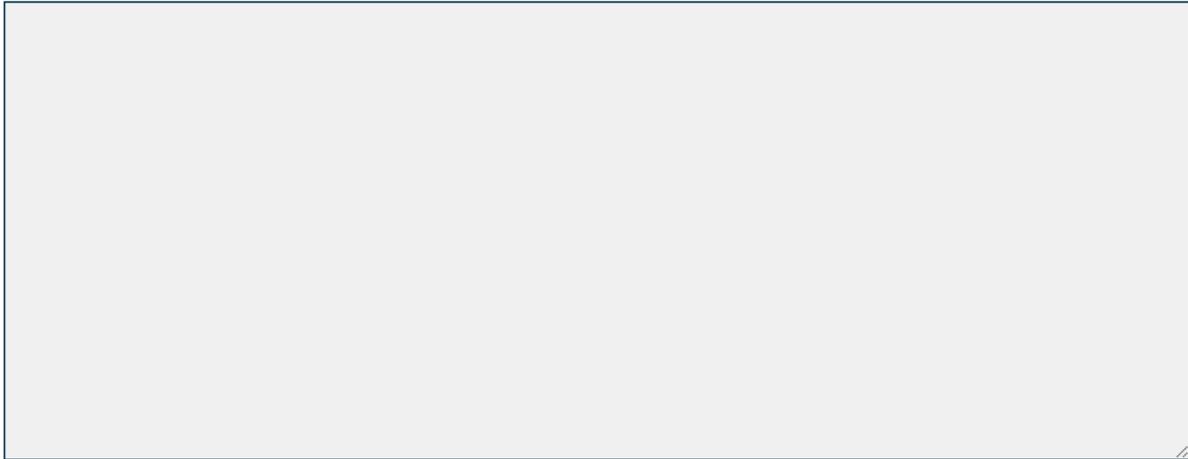
Part E: Hub implementation

Governance arrangements

Provide details of processes for managing operations, finance, risk management, privacy/access to information and reporting.

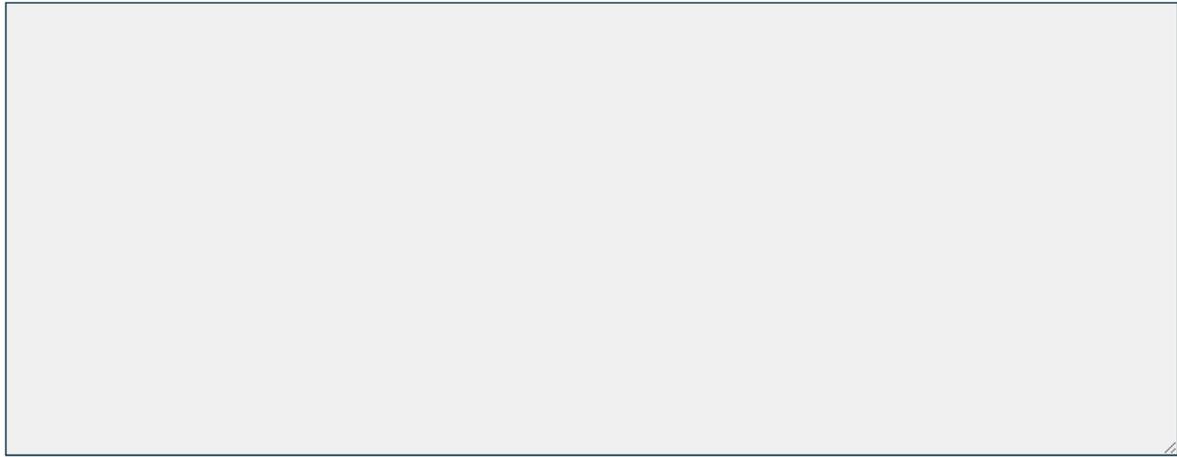
Operations

Provide details of processes for managing **operations** (required)



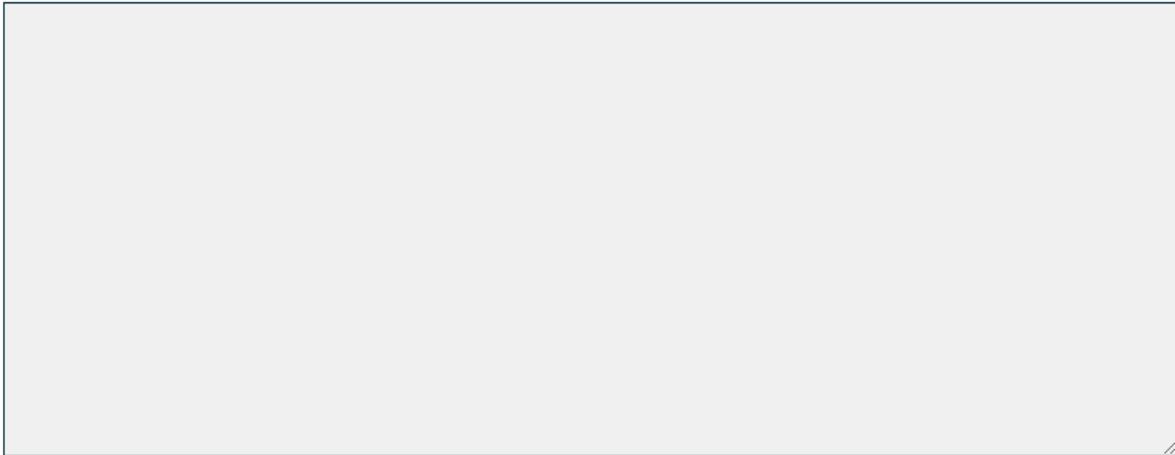
Finance

Provide details of processes for managing **finance** (required)



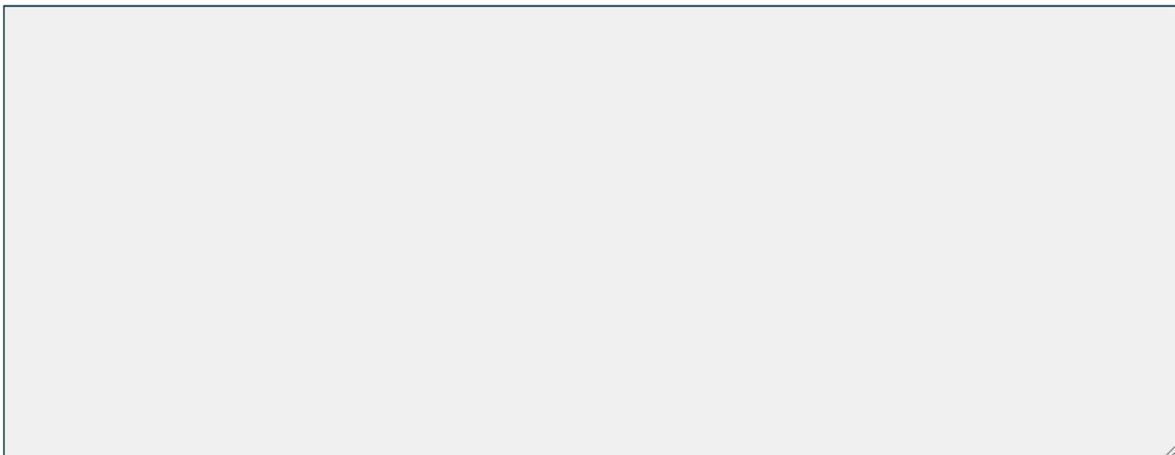
Risk management

Provide details of processes for managing **risk management** (required)

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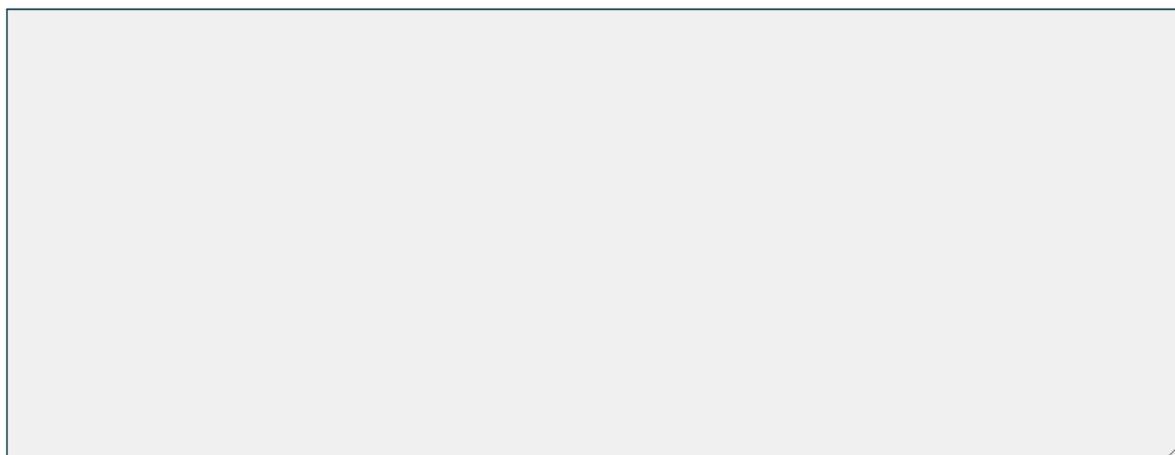
Privacy/access to information

Provide details of processes for managing **privacy/access to information** (required)

A large, empty rectangular box with a thin black border, intended for providing details of privacy and access to information processes. The box is currently blank.

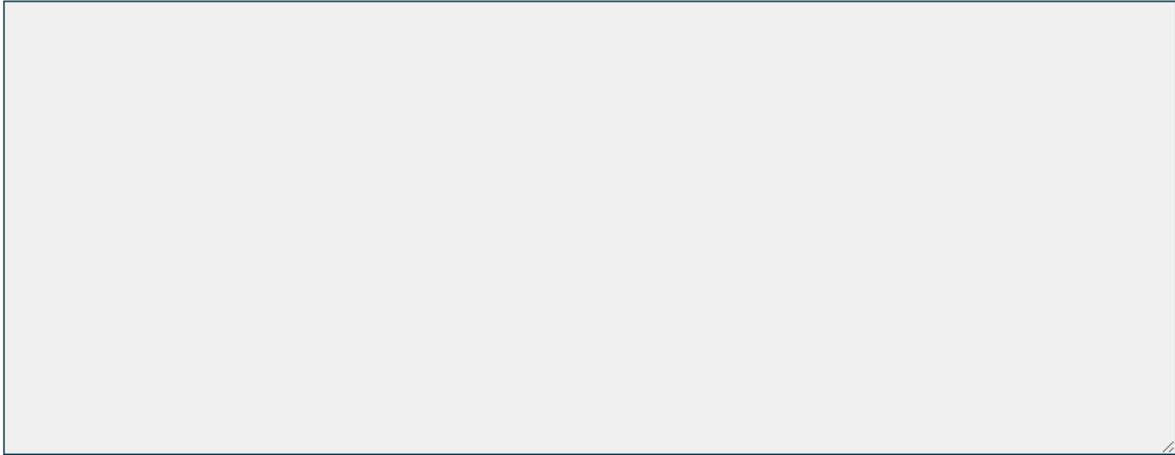
Reporting

Provide details of processes for managing **reporting** (required)

A large, empty rectangular box with a thin black border, intended for providing details of reporting processes. The box is currently blank.

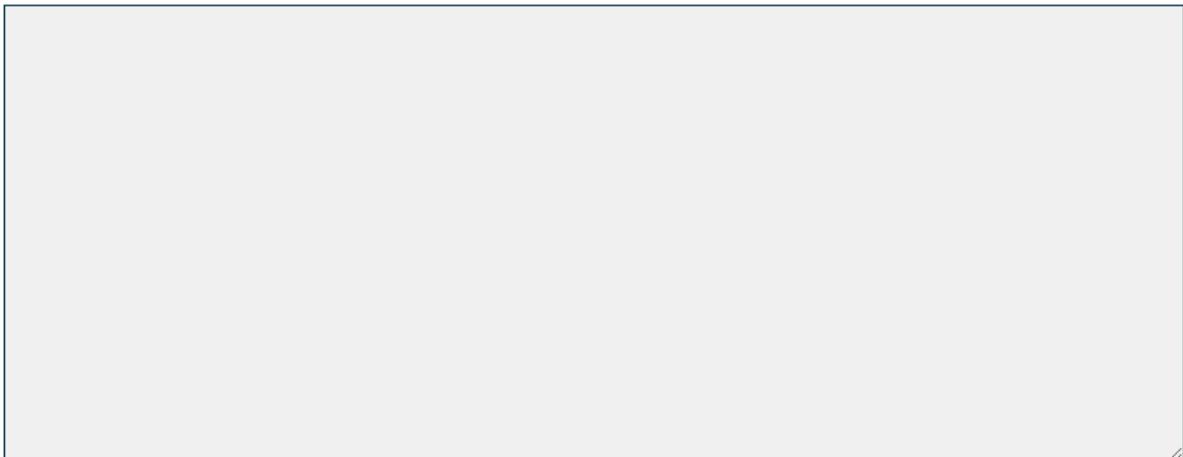
Other processes

Provide details of processes for managing **other processes** (required)



Describe how the proposed Hub will ensure strong community involvement to enable a place-based approach which reflects the needs of the local community.

Consider how you will involve the local community in planning and decision-making processes, feedback mechanisms and ensuring long-term sustainability. (required)



Board/Committee membership

List the details of the proposed Hub's Board or Committee members.

The proposed Hub's Board or Committee must have strong community representation.

	Member's name	Organisation	Skills, knowledge and experience	Stakeholder representation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

➤ Stakeholder representation drop down options are:

- Community group
- Education provider
- Local or state/territory
govt
- Student
- Business/industry
- Other

Do you require additional rows to detail your Board/Committee members? **(required)**

Yes <input type="radio"/>	No <input type="radio"/>
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➤ If yes, you will be provided with an extra 10 lines

Describe any engagement the Board/Committee has had with education matters or issues in the community to date.

(required)

Staffing requirements

Describe the details of each proposed member of staff (including volunteers) required to support the ongoing operation of the Hub.

- Commonwealth grant funding is expected to typically include up to two full-time equivalent (FTE) staff per Hub. If your application seeks more than two FTE, additional evidence should be provided to justify the request.
- Applicants should consider the academic and professional expertise needed to support the Hub and whether recruiting for these specialised functions would be appropriate, e.g. careers advisor, Indigenous support staff, multicultural support.

	Job title	Employment type	Full-time equivalent (FTE between 0-1)	Duties/responsibilities (include Hub site/s for multi-site Hubs)	Funded through grant? Y/N If no, provide details.	Qualifications / skills	Employment status (commenced OR anticipated start date)
1.	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

➤ Employment type drop down options are:

Paid

Volunteer

Do you require additional rows to detail your staffing requirements? (required)

Yes <input type="radio"/>	No <input type="radio"/>
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➤ If yes, you will be provided with an extra 2 lines.

Partnerships

Outline any planned partnerships with education providers, community groups, local or state/territory governments, business/industry groups and the benefits this will provide to students.

- Partnerships will play an integral role in the overall success of Suburban University Study Hubs and applicants are encouraged to engage with a wide range of partners, including education providers (tertiary and secondary), local organisations, business/industry, and local and state/territory governments.
- Support may include free professional advice or consultation, donations, in-kind support, fee-sharing arrangements and other financial support such as peppercorn rent. Applicants should provide information on existing/confirmed partnerships and planned activities to engage partners.

	Partner type	Name of organisation	Status of partnership	Type of support	Type of agreement	Services/supports provided	Benefits to students
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Partner type drop down options are:
 - Community group
 - Education provider
 - Local or state/territory govt
 - Student
 - Business/Industry
 - Other
- Status of partnership drop down options are:
 - Existing
 - Planned
- Type of support drop down options are:
 - Financial
 - Non-financial
- Type of agreement drop down options are:
 - Formal
 - Informal
- The textboxes in the 'Services/supports provided' and 'Benefits to students' columns can be resized by dragging the bottom right corner.

Do you require additional rows to detail your Hub partnerships? (required)

Yes <input type="radio"/>	No <input type="radio"/>
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- If yes, you will be provided with an extra 8 lines.

Implementation timeline

Outline the key milestones required to implement the Suburban University Study Hub and proposed timings.

- Include all key activities required from confirmation of funding to the Suburban University Study Hub being operational.
- Where capital works are to be undertaken, include activities related to project management and building works.
- Outline the promotional activities planned to attract students and partnerships, and raise the profile of the proposed Hub in your local area, including timeframes.

	Key milestones	Description	Anticipated completion date (dd/mm/yyyy)	Detail progress made
1			<input type="text"/>	
2			<input type="text"/>	
3			<input type="text"/>	
4			<input type="text"/>	
5			<input type="text"/>	
6			<input type="text"/>	
7			<input type="text"/>	
8			<input type="text"/>	
9			<input type="text"/>	
10			<input type="text"/>	

Do you require additional rows to detail your Hub implementation timeline? (required)

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

➤ If yes, you will be provided with an extra 10 lines.

Part F: Supporting documents

Combine any additional information related to your application into one file (either PDF or zipped folder) and upload to this section.

Applicants should provide additional evidence to support claims, such as:

Part B: Program eligibility

- evidence of incorporation, e.g. Certificate of Registration (with ACN) or 'ABN lookup' statement

Part C: Proposed site/s

- map with site/s clearly located and photos
- floor plans and technical drawings and designs
- quotations

Part D: Addressing community needs

- location of current tertiary education services and facilities in the community and their distance to the proposed site/s
- summarised qualitative or quantitative data on the local area, e.g. local survey findings, current student enrolment and attainment data for Higher Education and VET services
- summary of research demonstrating current and future workforce needs in the local area

Part E: Hub implementation

- relevant information which provides an overview of policies and procedures to manage the establishment and operation of the Hub, e.g. risk management plan, organisation chart, insurance policies
- agreements or letters of recommendation that detail the commitment from local community organisations, businesses, or volunteers to support the operation of the Suburban University Study Hub. Note: letters of recommendation should only be provided by people who would be directly involved in supporting the proposed Hub, e.g. through volunteering, partnerships, etc.

Note: Additional attachments should only be provided where they add value or context to the overall application. Please limit total attachments to **30** one-sided A4 page equivalents. Any attachments beyond this page limit **will not** be considered by the Assessment Panel.

Drop files or click here to upload

Supporting documents list

Provide the file names of the attachments uploaded at 'Part F: Supporting documents', as well as the number of pages for each in the table below.

Note: Additional attachments should only be provided where they add value or context to the overall application. Please limit total attachments to **30** one-sided A4 page equivalents. Any attachments beyond this page limit **will not** be considered by the Assessment Panel.

	Attachment name	Number of pages
Attachment A	<input type="text"/>	<input type="text"/>
Attachment B	<input type="text"/>	<input type="text"/>
Attachment C	<input type="text"/>	<input type="text"/>
Attachment D	<input type="text"/>	<input type="text"/>
Attachment E	<input type="text"/>	<input type="text"/>
Attachment F	<input type="text"/>	<input type="text"/>
Attachment G	<input type="text"/>	<input type="text"/>
Attachment H	<input type="text"/>	<input type="text"/>
Attachment I	<input type="text"/>	<input type="text"/>
Attachment J	<input type="text"/>	<input type="text"/>
Attachment K	<input type="text"/>	<input type="text"/>
Attachment L	<input type="text"/>	<input type="text"/>
Attachment M	<input type="text"/>	<input type="text"/>
Attachment N	<input type="text"/>	<input type="text"/>
Attachment O	<input type="text"/>	<input type="text"/>

Part G: Financial risk management

Financial viability and credentials form

Complete and upload the [Financial and credentials information form](#) (Excel workbook) for your organisation.

(required)

Drop files or click here to upload

Third party operator

Will a third party be operating the proposed Hub on behalf of the applicant organisation?

If the applicant organisation is planning to have a third party operate the proposed Hub on their behalf, a 'Subcontractor credentials information form' may need to be completed. Please contact suburbanhubs@education.gov.au to determine if this is necessary.

(required)

Yes

No

- If yes, you will be required to upload an additional document.
- Both the Financial and credentials information form and Subcontractor credentials information forms can be obtained by emailing suburbanhubs@education.gov.au.

Subcontractor credentials information form

Complete and upload the [Subcontractor credentials information form](#) (Excel workbook).

(required)

Drop files or click here to upload

Part H: Declarations

I, as the authorised representative from my organisation:

a. understand that:

(required)

- as a condition of being funded under the Program, the Suburban University Study Hub/ Applicant organisation will have ongoing obligations and conditions imposed on it for the establishment and operation of the proposed Hub.
- the provision of false or misleading information or the making of false or misleading statements to the Commonwealth is an offence under the Criminal Code.
- as a condition of being funded under the Program, a Hub/ Applicant organisation must comply with the Australian Privacy Principles.
- as a condition of being funded under the Program, a Hub/ Applicant organisation must comply with any relevant legislation, laws, statutes, etc.
- my organisation must be a body corporate in order to be eligible for funding under the Program.
- a Hub must provide access for any student enrolled with any higher education or VET provider in Australia.
- a Hub cannot charge students for the use of the Hub, support provided through the Hub, or any other resource for which the Hub is funded for through the Program.
- details of successful Hubs will be published online or announced in media releases.

b. declare that:

(required)

- I am authorised to submit this form on behalf of my organisation.
- all relevant details of this application are correct at the time of lodgement, and the proposed project is achievable within the budget and timeframe described.

Confirmation

Your application reference number is: [REDACTED]

By clicking submit, your application will be submitted. Please ensure all details are correct before proceeding.

A copy of your form responses will be emailed to the address/es provided.

Back

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Submit

- Highlighted text will be a unique reference number.

Thank you for your submission to the 2024 Suburban University Study Hubs Program. We are currently in the process of reviewing your application.

Your application reference is: [REDACTED]

If you have any questions relating to the program or your application, please contact suburbanhubs@education.gov.au.

Kind regards

Suburban University Study Hubs Team | Access and Equity Branch

Higher Education Division

Australian Government Department of Education

[Website](#) | [LinkedIn](#) | [Instagram](#) | [Facebook](#) | [X](#) | [Newsroom](#)



The Department of Education acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past and present. The artwork *Guwanyji wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.