



Commonwealth Teaching Scholarships

Withdrawal Policy

1. Purpose

The Commonwealth Teaching Scholarships (CTS) Program Withdrawal Policy (the policy) sets out the processes that apply to CTS recipients who are withdrawing, or are considering withdrawing from, the CTS Program.

It also sets out the processes for a Department-Initiated Withdrawal if a recipient does not comply with an obligation in the Scholarship Agreement.

This policy should be considered in conjunction with the CTS Grant Opportunity Guidelines (Scholarship Guidelines) for the relevant round, the terms of the Scholarship Agreement, and the CTS Exemption Policy in place at the relevant time, available on the [Scholarships website](#).

2. Background

The Scholarship Guidelines relevant to each scholarship round and the Scholarship Agreement contain provisions relevant to withdrawal from the CTS Program during the initial teacher education (ITE) program and the commitment to teach obligation (CTT).

3. Withdrawal from the CTS Program

CTS recipients may consider withdrawing from the CTS Program if they are unable to meet the obligations set out in the Scholarship Agreement such as:

- unable to continue studying an accredited ITE program on a full-time basis
- unable to meet the commitment to teach obligation.

If a CTS recipient can no longer meet the obligations set out in the Scholarship Agreement and is considering withdrawing from the scholarship, they must email the Department to explain their circumstances.

A CTS recipient who contacts the Department advising an intention to withdraw from the scholarship will firstly receive a response advising of the options available. Once a recipient has considered their options, they must advise the Department of their decision and how they wish to proceed.

4. Withdrawal and seeking exemption

A CTS recipient indicating that they wish to seek an exemption from completing their obligations under the Scholarship Agreement will be managed in accordance with the Exemption Policy in place at the relevant time, available on the [Scholarships website](#).

If an exemption is granted, the CTS recipient's Scholarship Agreement will be terminated. The recipient will no longer be required to meet any of the CTS obligations set out in the Scholarship Agreement and will not be required to pay back any of the Scholarship Funding received to date.

If an exemption is not granted, the processes outlined below will apply.

5. Withdrawal without an exemption

If a CTS recipient withdraws from the scholarship without an approved exemption (in accordance with the Exemption Policy in place at the relevant time), the clauses of the Scholarship Agreement relating to repayment obligations apply.

A CTS recipient withdrawing from the scholarship without an exemption approved by the Department will receive an email from the Department confirming the decision to withdraw.

The recipient will be advised of the amount of the Scholarship Funding which must be repaid and will be sent an invoice containing details on how to repay.

The terms of the invoice require payment within 30 days unless an instalment plan is established (see CTS Payments Policy for information on how to seek an instalment plan).

Once the scholarship funding has been repaid, or an approved instalment plan has been established, the recipient's Scholarship Agreement will be terminated by the Department.

6. Withdrawal – Department-initiated

The Scholarship Agreement sets out obligations of CTS recipients with regard to reporting and advising of a range of circumstances including:

- reporting annually to provide evidence of continued full-time enrolment in an accredited ITE program before receiving the next scholarship instalment
- reporting on eligible work that contributes to meeting commitment to teach obligations
- reporting Notifiable Events, to advise the Department of changes including, but not limited to, contact details, ITE program duration and higher education providers.

If a CTS recipient fails to submit the information required or submits information in one of the processes listed above that indicates they are no longer meeting the scholarship obligations, the Department will follow-up with the recipient to seek the required information or additional information and evidence about their circumstances.

Following consideration of the evidence, if the Department determines that the CTS recipient is no longer meeting the Scholarship Agreement obligations and the recipient does not have an approved exemption, the Department may formally withdraw the recipient from the CTS program and terminate their Scholarship Agreement. If the Department withdraws the recipient from the CTS program, the clauses of the Scholarship Agreement relating to repayment obligations apply.

The Department's decisions on withdrawals are final and there is no mechanism to appeal these decisions.

7. Complaints

Any complaint about a decision made by the Department will be handled in accordance with the Department's Complaints Procedures outlined in the CTS [Complaints Handling Policy](#).