Commonwealth Teaching Scholarships (CTS) Grant Opportunity Guidelines – Round 4

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Closing date and time:	5.00pm AEDT on 15 January 2027
Commonwealth policy entity:	Department of Education
Administering entity	Department of Education
Enquiries:	For application questions please contact TeachingScholarships@education.gov.au Questions should be sent no later than 8 January 2027
Date guidelines released:	13 November 2026
Type of grant opportunity:	Demand-driven Eligibility-based

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1 Commonwealth Teaching Scholarships (CTS) Program - Introduction

To attract people to teaching, and address teacher shortages across Australia, the Australian Government has committed $160.1 million from 2023-24 to 2030-31 to establish the Commonwealth Teaching Scholarships (CTS) Program. These Grant Opportunity Guidelines (Guidelines) contain information for the CTS Program.

Applicants for scholarships must read this document before applying for a scholarship.

This document sets out:

- the purpose of the CTS Program
- the eligibility criteria
- how applications are considered and selected
- how recipients will be monitored and evaluated
- responsibilities and expectations in relation to the CTS Program.

1.1 Process Overview

The Commonwealth Teaching Scholarships Program is Designed to Achieve Australian Government Objectives

This scholarship opportunity is part of the above grant program which contributes to the Department of Education's (the Department) Outcome 1. The Department planned and designed the grant program according to the *Commonwealth Grants Rules and Principles 2024.*

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Scholarship Guidelines Published

The Department publishes the Guidelines on GrantConnect and the Department's website.

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Scholarship Application Period

Applicants complete and submit a scholarship application (including any required supporting documentation).

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Application Assessment

The Department assesses all applications against eligibility criteria.

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Recipient Selection

The decision maker decides which applications are successful.

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Scholarship Outcomes Notification

The Department will advise applicants of the outcome of their applications.

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Scholarship Agreements Finalised

Recipients sign a Scholarship Agreement. The Scholarship Agreement outlines the details of the scholarship, and the obligations recipients must meet under the CTS Program.

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Scholarship Undertaken

Recipients undertake their accredited initial teacher education program. The Department manages the scholarship by working with recipients, monitoring progress and making payments.

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Recipients Undertake Commitment to Teach

Recipients seek employment and undertake the Commitment to Teach obligations as set out in the Scholarship Agreement. The Department will manage the Commitment to Teach by working with recipients, monitoring progress and completion of the commitment.

2 About the CTS Program

The CTS Program will support up to 5,000 eligible undergraduate and postgraduate students to undertake and complete an initial teacher education (ITE) program accredited under the *Accreditation of initial teacher education programs in Australia: Standards and Procedures* (Accreditation Standards) with a scholarship of up to $40,000. Scholarship recipients may be eligible for a $2,000 top-up payment if they undertake their final professional experience placement in remote or very remote educational settings.

Recipients will be required to teach for a period of time equivalent to the length of their ITE program in a government school or government-run early learning setting. If recipients do not meet their scholarship requirements or Commitment to Teach obligations, they may be required to pay back all or part of the scholarship.

Students enrolling full-time in an accredited ITE program, and willing to commit to teaching, will be eligible to apply for a scholarship. The following target cohorts are encouraged to apply:

- high achieving students with an ATAR of 80 or above (or equivalent) (undergraduate applicants only)
- mid-career professionals
- First Nations peoples
- people from regional, rural and remote areas
- people for whom English is an additional language or dialect (EAL/D)
- people from low socio-economic backgrounds
- people with disability.

The Department will administer the CTS Program according to the *Commonwealth Grant Rules and Principles 2024*.

Further information is available at www.education.gov.au/teaching-scholarships.

3 About the Scholarships

Scholarships are available to new students intending to start an accredited ITE program in the first study period or semester of the year they apply for. Students who have previously commenced and completed any units towards an accredited ITE program within the two years prior to the relevant scholarship round will not be eligible.

Each scholarship will provide payments of up to $10,000 per year of study, capped at $40,000 for students undertaking undergraduate programs and $20,000 for students undertaking postgraduate programs.

The scholarships will be allocated in five rounds as follows:

- Round One: for applicants intending to commence an ITE program in the first study period or semester of 2024 (Round One has closed)
- Round Two: for applicants intending to commence an ITE program in the first study period or semester of 2025 (Round Two has closed)
- Round Three: for applicants intending to commence an ITE program in the first study period or semester of 2026 (Round Three has closed)
- Round Four: for applicants intending to commence an ITE program in the first study period or semester of 2027
- Round Five: for applicants intending to commence an ITE program in the first study period or semester of 2028.

3.1 Purpose of Scholarship Payments

Scholarship payments are intended to assist new ITE students, who are willing to teach in a government school or government-run early learning setting once graduated (refer to section 5.4), with the financial costs of undertaking an ITE program.

3.2 Scholarship Study Load and Duration

Scholarship funding is available for a maximum of **four** years for recipients undertaking a **full-time** only undergraduate ITE program.

Scholarship funding is available for a maximum of **two** years for recipients undertaking a **full-time** only postgraduate ITE program.

Scholarship funding will not be available to students studying part-time.

Recipients must be enrolled in full-time study across the full academic year (see ‘full-time study’ as defined in the Glossary).

3.3 Financial Benefits

Recipients may receive total scholarship payments of up to $40,000, based on course length (refer to the table below).

Recipients will receive up to $10,000 per year of full-time study in an accredited ITE program. The annual instalments will be paid once a recipient has provided evidence of full-time enrolment (initial and continued) in an accredited ITE program (refer to section 6.2) and following the relevant higher education provider Census Date. Payments are not made per unit of study undertaken. Recipients must provide evidence of continued full-time enrolment in their ITE program for each academic year. Annual instalments will be paid in accordance with the CTS Payments Policy in place at the relevant time.

Recipients	**Year 1 (up to)**	**Year 2 (up to)**	**Year 3 (up to)**	**Year 4 (up to)**
Undergraduate (4 years full-time)	$10,000	$10,000	$10,000	$10,000
Postgraduate (2 years full-time)	$10,000	$10,000	Not applicable	Not applicable

In some instances, the annual instalment may be paid in two separate instalments of $5,000. This will be the case where the recipient can only provide evidence of full-time enrolment in their ITE program from their higher education provider for half an academic year. The recipient will need to provide evidence of full-time enrolment in their ITE program for the other half of the academic year before they can receive the remaining part of the annual instalment. This will be addressed in the recipient's Scholarship Agreement.

Recognition of Prior Learning (RPL) granted towards an accredited ITE program and/or enrolment in accelerated ITE programs may reduce scholarship funding, and reduce the length of the Commitment to Teach obligation, in accordance with the CTS Recognition of Prior Learning and Accelerated ITE Course Policy in place at the relevant time. Where scholarship funding is calculated based on an accelerated course length, scholarship funding will not increase if the recipient subsequently extends their studies in accordance with the CTS Payments Policy in place at the relevant time.

Recipients may also be eligible for a $2,000 top-up payment if they undertake their final unpaid professional experience placement in remote or very remote educational settings (refer to section 4).

3.4 Receipt of Scholarship Payments

Recipients must have a personal bank account, in their own name, with an authorised deposit-taking Australian financial institution. The scholarship will be paid into the bank account supplied by the recipient.

3.5 Receipt of Other Support

Recipients are permitted to receive support or financial assistance from other sources while participating in the CTS Program. This may include, but is not limited to, income from employment (including income from an employment-based pathway), government payments such as social security payments, assistance from other government incentives and scholarships from education and training providers.

Recipients are responsible for confirming that receipt of a scholarship under the CTS Program does not affect support or financial assistance from other sources.

3.6 Tax and Social Security Payment Implications

Under table item 2.1A in section 51-10 of the *Income Tax Assessment Act 1997*, a scholarship to a full-time student at a university is exempt from income tax in accordance with CR 2026/70.

Depending on the recipient's situation, some or all of the scholarship payment amount may constitute ordinary income for social security law purposes and may impact the rate at which a person receives a social security payment.

3.7 Deferral from Study

If a recipient chooses to defer their studies, they are responsible for seeking approval of the deferral from their higher education provider. Approval from a higher education provider should not be taken as an indication that the Department will approve a deferral of the scholarship. Approval to defer the scholarship will not be granted if a recipient chooses to defer the commencement of their ITE program. Deferrals, including deferrals during the first year of an ITE program, will not be approved unless there are extenuating circumstances as per the CTS Deferral Policy in place at the relevant time. Approved deferrals are subject to conditions outlined in the CTS Deferral Policy in place at the relevant time, including limits on duration and frequency.

The Department's decisions to approve or reject deferrals are final and there is no mechanism to appeal these decisions.

3.8 Withdrawal from Study

If a recipient permanently withdraws from an ITE program prior to graduating, the scholarship will be withdrawn, and without an approved exemption the recipient may be required to pay back all scholarship funding received to date (refer to section 11.3).

A recipient must notify the Department of the withdrawal in accordance with the Scholarship Agreement and the CTS Withdrawal Policy in place at the relevant time.

3.9 Target Cohorts

Applicants will be requested to identify on the application form if they belong to one or more of the following target cohorts:

- high achieving students with an ATAR of 80 or above (or equivalent) (undergraduate applicants only)
- mid-career professionals
- First Nations peoples
- people from regional, rural and remote areas
- people for whom English is an additional language or dialect (EAL/D)
- people from low socio-economic backgrounds
- people with disability.

4 Additional Payment for Remote Professional Experience Placements

A top-up payment of $2,000 may be available to recipients who undertake a final-year unpaid professional experience placement in an Eligible Educational Setting (refer to section 5.4) in a remote or very remote area as defined by the Australian Statistical Geography Standard to assist with the cost of study relating to the professional experience placement. Recipients undertaking paid employment in a school or early learning setting as part of an employment-based teaching pathway are not eligible to receive the top-up payment.

To be considered for the top-up payment, recipients will need to provide evidence from their higher education provider of the school or early learning setting where they will be undertaking their final-year professional experience placement.

If over-subscribed, allocation of the additional payment will be made based on the remoteness of the government school or government-run early learning setting, as defined by the Australian Statistical Geography Standard.

If allocated, payment of the $2,000 will be made once confirmation of the placement has been provided.

If the placement does not proceed, or the recipient does not complete the placement, the Department may require the recipient to pay back the $2,000.

5 Commitment to Teach Obligation

Recipients must agree to a Commitment to Teach obligation when accepting a scholarship by signing a legally binding Scholarship Agreement with the Department (refer to section 10). The Scholarship Agreement template is available on the Department's website at www.education.gov.au/teaching-scholarships.

5.1 Length of Commitment to Teach

Recipients will be required to teach for a time equivalent to the length of their ITE program. Recipients completing an undergraduate ITE program will be required to teach for up to four years (full-time equivalent). Recipients completing a postgraduate ITE program will be required to teach for up to two years (full-time equivalent). Any teaching employment undertaken prior to completion of an ITE program will not count towards the Commitment to Teach obligation.

5.2 Time to Complete Commitment to Teach

Recipients will have a period of 10 years to complete the Commitment to Teach obligation, which commences after the scholarship funding completion date, as set out in the Scholarship Agreement. If a recipient's ITE program continues beyond the period of scholarship funding, this will reduce the time available to complete the Commitment to Teach obligation. Any change to the expected ITE program completion date may affect the period to complete the Commitment to Teach obligation.

It is the responsibility of recipients to seek employment and provide evidence of eligible work towards meeting their Commitment to Teach obligations (refer to sections 5.3 and 5.4).

The Department will advise recipients when they have fulfilled their Commitment to Teach obligations based on the evidence provided.

5.3 Eligible Work

Teaching roles that require an ITE qualification are considered as eligible work to fulfil the Commitment to Teach obligation.

Recipients will be able to work in full-time, part-time or casual (or a combination of) teaching roles. If completing the Commitment to Teach on a part-time or casual basis, the total full-time equivalent requirement must be fulfilled. For example, approximately 6.5 years teaching at a part-time rate may be equivalent to the four years full-time teaching required of an undergraduate recipient.

5.4 Eligible Educational Setting

Recipients will be able to fulfil their Commitment to Teach obligation in government schools and government-run early learning settings in Australia.

5.5 Extensions

Extensions of the Commitment to Teach beyond 10 years will be considered by the Department in exceptional circumstances, determined on a case-by-case basis in accordance with the CTS Commitment to Teach Policy in place at the relevant time.

5.6 Withdrawals

If a recipient permanently withdraws from the CTS Program without completing the Commitment to Teach obligation (without an approved exemption), the recipient may be required to pay back all or part of the scholarship funding received (refer to section 11.3) in accordance with the CTS Withdrawal Policy in place at the relevant time.

5.7 Employment Support

Recipients may consent to their contact details being provided to their chosen state/s or territory/ies to connect them with potential employment opportunities and other relevant information (refer to sections 10 and 14.3).

6 Scholarship Eligibility Criteria

The Department can only consider applications that satisfy all of the eligibility criteria.

6.1 Who is Eligible to Apply for a Scholarship?

To be eligible to receive a scholarship, applicants must:

- be an individual

- be located in Australia
- be:
    - an Australian citizen
    - a permanent resident
    - a holder of a permanent humanitarian visa; or
    - a New Zealand citizen living in Australia.

  Please note, applicants will be required to provide evidence of citizenship documentation if they receive a Conditional Offer (refer to section 9).
- intend to enrol, or be enrolled, for full-time study in an accredited ITE program for the full academic year commencing in the first study period or semester of 2027. Please note:
    - scholarship funding will not be paid to successful recipients until evidence of enrolment is provided
    - applicants who defer the commencement of study until later than the first study period or semester of 2027 do not meet this eligibility requirement.
- not have commenced and completed any units towards, an accredited ITE program in the two years prior to 2027.
- be willing to commit to teaching for up to four years (undergraduate) or up to two years (postgraduate) in government schools or government-run early learning settings.

6.2 Eligible Courses of Study

ITE programs accredited under the Accreditation Standards are eligible courses of study. An accredited ITE program is only considered an eligible course of study if it is on the list of accredited ITE programs at www.aitsl.edu.au/teaching-and-leading/become-a-teacher/accredited-teaching-programs.

7 Scholarship Application Process

Before applying, applicants must read and understand these Guidelines and the sample Scholarship Agreement template.

These documents can be found at GrantConnect and the Department's website. Any alterations and addenda[1] will be published on GrantConnect and by registering on this website, applicants will be automatically notified of any changes.

Applicants are responsible for ensuring that their application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* and the Department will investigate any false or misleading information and may exclude such applications from further consideration.

Applicants should contact the Department immediately if they find an error in their application after submitting it. Applications are not able to be changed after the closing date and time.

Supporting documents emailed to the Department will not be considered. The Department will only consider information uploaded to the application form.

[1] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

Late applications will not be accepted under any circumstances.

Applicants should keep a copy of their application and any supporting documents.

Receipt of applications will be acknowledged via an automated email on submission.

Applicants requiring further guidance around the application process or who are unable to submit an application online should contact the Department at TeachingScholarships@education.gov.au.

7.1 How to Apply

The Department uses an online grant application platform powered by SmartyGrants. Once applicants start an application, they will need to register/log in, using an account in their own name which is linked to their personal email address, before they can complete the form. A link to the application form for this grant (Round 4) can be found on the Department's website at www.education.gov.au/teaching-scholarships.

To apply, applicants must:

- complete and submit the online CTS application form
- provide all the requested information
- meet all eligibility criteria
- include all necessary supporting documentation (refer to section 7.3).

Applicants must select the correct degree-type (undergraduate or postgraduate) when preparing and submitting their application. The Department is unable to change applications from one degree-type to another after the closing date.

Applicants can only submit one application form. If more than one application form from the same applicant is received by the Department, only the latest application received will be assessed.

Advice on making an application is published on the Department's website at www.education.gov.au/teaching-scholarships.

7.2 When to Apply

Scholarship application details, such as the opening and closing dates, are published on the Department's website.

Applicants must submit an application between the published opening and closing dates. The Department is unable to accept late applications.

7.3 Supporting Documentation

Applicants must provide official evidence of the highest level of prior academic achievement, noting that scholarships are awarded on academic merit. In the event an applicant has a non-graded qualification, the following apply:

- applicants with a Doctor of Philosophy (PhD) must provide their next highest qualification (e.g. Masters degree).

- applicants with a Vocational Education and Training (VET) qualification, such as a Diploma, must provide evidence of the completed qualification.

Applicants must submit evidence of their qualifications in English. Qualifications in a language other than English should be translated by an official translator.

If an applicant has previously commenced, and withdrawn from, an accredited ITE program (refer to section 6.1), evidence of withdrawal from the program must be provided.

Applicants must attach supporting documentation to the application form in line with the instructions provided within the form. Only requested documents should be attached. The Department will not consider information in attachments that is not requested.

7.4 Questions During the Application Process

Additional information and resources can be found on the Department's website at www.education.gov.au/teaching-scholarships. Applicants should refer to this information before submitting an application.

For any further questions during the application period, please contact the Department at TeachingScholarships@education.gov.au. Please note, the Department cannot provide individual advice on eligibility.

8 Scholarship Selection Process

Submitted applications will be considered through a demand-driven, eligibility-based grant process.

Submitted applications will be checked by the Department for compliance with the eligibility criteria (refer to section 6).

Eligible applications will be assessed in accordance with these Guidelines and the CTS Assessment and Selection Policy in place at the relevant time until the funding allocation is exhausted. Eligible applicants are not guaranteed a scholarship.

Eligible applications will be ranked based on the applicant's prior academic achievement and whether the applicant is in one or more of the target cohorts. The selection processes for undergraduate and postgraduate applicants are conducted independently of each other.

The ranking process for both eligible undergraduate and postgraduate applicants will involve four phases.

- Stage one: eligible applications will be distributed into jurisdictions (based on residential address of applicant).
- Stage two: eligible applications will be ranked according to prior academic results and target cohort(s) identification.
- Stage three: scholarships will be allocated equally between the target cohorts and across jurisdictions based on national government school distribution.
- Stage four: scholarships will be offered in order of the ranking outlined above until exhausted.

The decision maker will have the flexibility to re-allocate scholarships across cohorts or jurisdictions if particular cohorts or jurisdictions are under-subscribed.

Eligible applicants who are not offered a scholarship based on the ranking process above will be placed on a reserve list and may receive a Conditional Offer if scholarships remain available. Scholarships will be awarded until the funding allocation is exhausted, or until 30 June 2027.

8.1 Who Will Award the Scholarships?

The Assistant Secretary, Teacher Workforce Branch, will decide which applicants will be awarded scholarships taking into account the availability of funds for the purposes of the CTS Program.

The Assistant Secretary, Teacher Workforce Branch's decision is final in all matters, including:

- the awarding of the scholarship
- the scholarship amount to be awarded
- the terms and conditions of the scholarship.

8.2 Notification of Application Outcomes

The Department will advise applicants of the outcome of their application via email at relevant stages of the assessment process. If successful, the Department will advise applicants of any further information required from the applicant.

Individual feedback on application outcomes will not be provided.

There is no appeal mechanism for decisions to approve or not approve a scholarship.

9 Conditional Offer

9.1 Conditional Offer

Successful applicants will receive a Conditional Offer from the Department. The Conditional Offer will indicate the applicant has been selected to receive a Commonwealth Teaching Scholarship, subject to confirming enrolment in an accredited ITE program and meeting citizenship evidence requirements. The Conditional Offer will also set out the next steps required, including any additional evidence or other information to be provided.

9.2 Acceptance of Conditional Offer

To accept a Conditional Offer, applicants will be required to provide:

- evidence issued by their higher education provider of full-time enrolment in an eligible course of study (refer to section 6.2) for the full academic year, commencing in the first study period or semester of 2027.

- evidence of Australian citizenship, permanent residency, holding a permanent humanitarian visa or a New Zealand citizen living in Australia.

- any other evidence which may be specified by the Department.

When accepting a Conditional Offer, successful applicants must also agree to enter into a legally binding Scholarship Agreement with the Department (refer to section 10).

Acceptance of a Conditional Offer does not guarantee that a scholarship will be awarded.

Successful applicants must accept or decline the Conditional Offer within 14 days of the Conditional Offer. The Department is unable to accept late responses unless a claim for special consideration is granted in accordance with the paragraph below. If an applicant does not meet the deadline for accepting the Conditional Offer or does not provide the required information to the satisfaction of the Department, the Conditional Offer may be withdrawn, and the scholarship may be awarded to another applicant.

In the event of unforeseen circumstances that result in an applicant missing the date for accepting the Conditional Offer, an applicant may request special consideration, however, official evidence supporting the claim will need to be provided within one week of the Conditional Offer deadline or a timeframe specified by the Department. If the applicant does not meet the deadline, or does not provide the required information, the Conditional Offer may be withdrawn, and the scholarship may be awarded to another applicant. Claims for special consideration will only be granted in exceptional circumstances. The decision of the Department is final and there is no appeal mechanism.

Applicants will be advised prior to the Conditional Offer being withdrawn.

Recipients of a Conditional Offer should not make financial commitments in reliance on being awarded a scholarship at any stage of the application and Conditional Offer process.

10 The Scholarship Agreement

In accepting a Conditional Offer to receive a scholarship, recipients must agree to sign a legally binding Scholarship Agreement with the Department.

The Scholarship Agreement states:

- the maximum scholarship funding amount to be paid and the payment schedule
- the timeframe over which the scholarship is paid
- the requirements of the Commitment to Teach obligation (refer to section 5)
- the recipient’s obligations including reporting and compliance
- arrangements for repayment of the scholarship if obligations are not met.

Scholarship Agreements will need to be signed and returned to the Department within 14 days of receiving the Scholarship Agreement for signature.

Applicants are encouraged to seek appropriate, independent and qualified financial, taxation and legal advice before signing a Scholarship Agreement.

If a recipient fails to return the signed Scholarship Agreement within the required timeframe or fails to meet the obligations of the Scholarship Agreement, the Department may withdraw the offer or terminate the Scholarship Agreement.

Where a recipient fails to meet the obligations of the Scholarship Agreement, the Department may require the repayment of either all or part of the scholarship amount (refer to section 11).

Subject to the consent of the recipient, the recipient's contact details will be provided to the relevant state or territory education department, to assist the recipient with seeking employment opportunities (refer to section 14.3).

10.1 Specific Legislation, Policies and Industry Standards

In accepting an offer, successful applicants will be required to acknowledge that they understand and agree to meet to the best of their ability, the requirements of an ITE program and subsequent registration as a teacher. This includes:

- meeting the academic and non-academic requirements of the higher education provider
- meeting the standard of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE) prior to graduation
- meeting the professional experience requirements of the ITE program
- passing the final-year Teaching Performance Assessment prior to graduation
- meeting the provisional teacher registration requirements of the relevant state or territory
- completing Working with Vulnerable People/Working with Children and police checks in accordance with the requirements of the relevant state or territory.

11 Reporting and Compliance

Recipients will be required to report annually to confirm they are meeting scholarship obligations.

Recipients will also be required to notify the Department of any changes to their circumstances that affect their obligations (refer to section 11.5).

The Department will provide clear timeframes for submission of evidence and reporting.

If a recipient does not meet their reporting obligations under their Scholarship Agreement, (e.g. due to a failure to respond to requests for information from the Department), the Department may in accordance with the CTS Payments Policy and the CTS Withdrawal Policy in place at the relevant time:

- withhold scholarship payments from the recipient until they meet these obligations
- after giving the recipient notice to address the issue, withdraw the recipient from the CTS Program and require the recipient to repay any scholarship funding received.

11.1 Reporting – During ITE Program

Recipients will be required to report annually to the Department on their continued full-time enrolment in an eligible course of study. If a recipient can only provide evidence of full-time enrolment in their course of study from their higher education provider for half an academic year, they may be required to report biannually to the Department.

If there are unreasonable delays by a recipient in submitting evidence, the scholarship may be withdrawn, and the recipient may be required to pay back all scholarship funding received to date.

In the final year of study, recipients will be required to complete a 'Plan to Teach'. The plan will communicate their intended employment plans to complete the Commitment to Teach.

11.2 Reporting – Commitment to Teach

Once a recipient is employed as a teacher, evidence of employment must be submitted to the Department to monitor progress towards the Commitment to Teach obligation in accordance with the Scholarship Agreement and the CTS Commitment to Teach Policy in place at the relevant time.

If there are unreasonable delays by a recipient in submitting evidence, the Department may consider the Commitment to Teach obligations are not being met and repayment of the scholarship may be pursued (refer to section 11.3).

11.3 Compliance and Debt Recovery

If a recipient permanently withdraws from an ITE program prior to graduating, or is deemed to be no longer meeting the obligations set out in the Scholarship Agreement, the scholarship will be withdrawn, and without an approved exemption (refer to section 11.4) they will be required to pay back all scholarship funding received to date.

Recipients who do not fulfil the Commitment to Teach obligations in the allowed 10-year period (without an approved extension or exemption – refer to sections 5.5 and 11.4), will be required to pay back either all or part of the scholarship.

No interest will be payable on repayments.

The Department will communicate with recipients at risk of not meeting their obligations.

11.4 Exemptions

Exemptions from undertaking or completing the scholarship obligations will be considered by the Department on a case-by-case basis in accordance with the CTS Exemption Policy in place at the relevant time.

The Department's decisions to approve or reject exemptions are final and there is no mechanism to appeal these decisions.

11.5 Notifiable Events

A recipient must ensure that the Department is notified of significant events and changes to personal circumstances, using the form provided by the Department. It is the recipient's responsibility to update the Department within 28 days of significant events, change of circumstances and any other situation which may impact on scholarship eligibility. These may include (but are not limited to) the following:

- name change
- any change in the primary or secondary contact details, including phone number, email address or residential/postal address
- any change to bank account details
- any change to higher education provider or accredited ITE program
- any change to ITE program study load (noting CTS recipients must be studying full-time)
- any change which impacts upon completion time of the ITE program
- any change to your Teacher Registration
- cessation of employment
- participation in an overseas exchange opportunity
- any other circumstance reasonably likely to affect a recipient’s ability to fulfil their Scholarship Agreement obligations.

If the notifiable event impacts on scholarship eligibility, and the recipient is no longer meeting the obligations set out in the Scholarship Agreement, the scholarship may be withdrawn, and the recipient may be required to pay back all or part of the scholarship funding received to date.

Recipients are encouraged to contact the Department prior to making any changes to their ITE program or study load to ensure they will continue to meet the Scholarship Agreement obligations.

12 Program Roles and Responsibilities

Applicant Responsibilities

Applicants are responsible for:

- submitting an accurate and complete application form (including required supporting documentation)
- ensuring their proposed course of study meets all the requirements to be considered an eligible course of study (refer to section 6.2)

Recipient Responsibilities

Recipients are responsible for:

- adhering to the terms of the Scholarship Agreement and the Guidelines
- seeking suitable employment to fulfil Commitment to Teach obligations.

Department of Education Responsibilities

The Department is responsible for:

- maintaining the Guidelines
- administering the CTS Program in line with the Guidelines
- promoting the CTS Program
- administering the application rounds and selecting recipients
- monitoring recipients to confirm adherence to the terms of the Scholarship Agreement
- administering scholarship payments
- monitoring CTS Program outcomes
- monitoring and evaluating the overall CTS Program performance.

13 Performance Reporting and Monitoring

The Department must collect data for the purpose of CTS Program assurance, including reporting on the scholarships funded and demonstrating compliance with the Guidelines and achievement of CTS Program objectives.

13.1 Evaluation

The Department will evaluate the CTS Program to measure how well the outcomes and objectives have been achieved. The Department may use information from applications and reports for this purpose.

Applicants and recipients may be asked to participate in evaluation activities. Participation in evaluation activities is voluntary and subject to the applicants' and recipients' consent. The Department may interview or survey applicants and recipients or ask for more information to help determine an understanding of how the scholarship impacted applicants and recipients and to evaluate how effective the CTS Program was in achieving its outcomes.

The Department may contact recipients during the term of the Scholarship Agreement and up to one year after they complete their Commitment to Teach obligations for more information to assist with this evaluation. The evaluation may involve linkage of applicant and recipient data with other higher education data held about applicants and recipients (refer to section 14.3).

14 Probity

The Australian Government will make sure that the scholarship opportunity process is fair, according to the published Guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the *Commonwealth Grants Rules and Principles 2024*.

These Guidelines may be changed when required by the Department. Any alterations and addenda will be published on GrantConnect and the Department's website.

14.1 Enquiries and Feedback

The Department's Complaints Procedures outlined in the Complaints Factsheet apply to complaints about this scholarship opportunity. All complaints about a scholarship process must be provided in writing.

Any questions about the CTS Program should be sent to TeachingScholarships@education.gov.au.

If applicants or recipients do not agree with the way the Department has handled a complaint, applicants or recipients may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Online: online complaint form
Website: www.ombudsman.gov.au

14.2 Conflicts of Interest

Any conflicts of interest could affect the performance of the CTS Program. There may be a conflict of interest, or perceived conflict of interest, if an applicant has a professional, commercial or personal relationship with an Australian Government officer involved with the CTS Program or the Department.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest. If applicants later identify an actual, apparent or perceived conflict of interest, they must inform the Department in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13 (7)) of the *Public Service Act 1999*. Other officials including the decision maker must also declare any conflicts of interest.

14.3 Privacy

The Department will treat personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting applicants know:

- what personal information is collected
- why personal information is collected
- who personal information is given to.

Applicants' personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about applicants and recipients under this scholarship opportunity in any other Australian Government business or function.

The Department may share the information applicants provide with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

The Department may also share the information applicants provide with higher education providers and State and Territory Governments for the purposes of administration of the CTS Program.

Subject to the consent of the recipient, the recipient's contact details will be provided to the relevant state or territory education department, to assist the recipient with seeking employment opportunities. Consenting to provide contact details to state or territory education departments does not guarantee employment.

Subject to the consent of the applicant or recipient, evaluation of the CTS Program may involve linking of applicant and recipient data with other higher education data held about applicants and recipients. The Department may share this data with other entities or service providers engaged by the Department to provide evaluation services.

14.4 Confidential Information

The Department may at any time, require applicants to arrange to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

The Department will keep any information in connection with the Scholarship Agreement confidential to the extent that it meets all three conditions below:

1. an applicant has clearly identified the information as confidential and explained why the Department should treat it as confidential
2. the information is personally sensitive
3. revealing the information would cause unreasonable harm to the applicant or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- other Commonwealth employees and contractors to help manage the CTS Program effectively
- employees and contractors of the Department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in CTS Program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The Scholarship Agreement may also include any specific requirements about special categories of information collected, created or held under the Scholarship Agreement.

14.5 Freedom of Information

All documents in the possession of the Australian Government, including those about this scholarship opportunity, are subject to the *Freedom of Information Act 1982* (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Online:	FOI contact form
By email:	FOI@education.gov.au

15 Glossary

Term	Definition
Accountable authority	See subsection 12(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).
Accredited initial teacher education (ITE) program	A teaching degree that is accredited under the *Accreditation of initial teacher education programs in Australia: Standards and Procedures* (Accreditation Standards) which leads to a qualification as a teacher.
Applicant	A person that has submitted a completed application for the CTS Program.
Census Date	Date set by a higher education provider in accordance with the *Higher Education Support Act 2003*. The census date is the last date before which a person can withdraw from a unit of study and not incur a HELP debt in respect of that unit.
Commitment to Teach	The requirement to teach for a specified period after graduating from an ITE program.
Commencement date	Start date for the scholarship activity.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.
Commonwealth Grants Rules and Principles	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Conditional Offer	The offer from the Department notifying the applicant that the submitted scholarship application has been found suitable pending receipt by the Department of satisfactory evidence of enrolment in an accredited ITE program and evidence of Australian citizenship.
Decision maker	The person who makes a decision to award a scholarship.
Department	Australian Government Department of Education or any such Australian Government Department with responsibility for administering the CTS Program.

Term	Definition
Eligible course of study	ITE programs accredited under the Accreditation Standards.
Eligibility criteria	Refers to the mandatory criteria which must be met to qualify for a scholarship.
Eligible Educational Setting	Government school and/or government-run early learning setting in Australia.
Employment-based pathway	Alternative pathways into teaching that involve paid employment in educational settings as part of an ITE program.
Full-time equivalent	The number of hours a full-time employee works. Part-time work is calculated as a proportion of full-time hours.
Full-time study	Either: • as defined by the eligible provider of the eligible course of study, or • as per the full-time study load definition set by Services Australia.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the Commonwealth Grants Rules and Principles.
Initial teacher education (ITE)	A course of study accredited under the Accreditation Standards which leads to a qualification as a teacher.
Personal Information	As defined in the Privacy Act 1988 (Cth).
Program	The Commonwealth Teaching Scholarships (CTS) Program.
Recipient	A successful applicant with a signed Scholarship Agreement with the Department of Education for the CTS Program.
Regional or remote area	An area classified as Inner Regional, Outer Regional, Remote or Very Remote by the Australian Statistical Geography Standard.
Scholarship	The payment of funding by the Department to the recipient to support the completion of an ITE program and the Commitment to Teach obligation by the recipient.

Term	Definition
Scholarship Agreement	The agreement between the recipient and the Department of Education detailing the recipient's responsibilities relating to the CTS Program and outcomes that must be achieved. It also sets out the arrangements for the payment of funding for the CTS Program to the recipient.
Scholarship Program	The combined study and teaching components of the Scholarship.
Selection process	The method used to select potential recipients. This process may involve the assessment of applications against the eligibility criteria and the prioritisation of applications as described in the Guidelines if the number of eligible applications exceeds the amount of grant funds available.