

Student Guidelines for Accommodation and Travel Bursaries for Graduate Diploma of Teaching (GDoT) Primary and Secondary School Placements

Introduction

These guidelines outline the criteria for eligibility, the application process, and essential details about the accommodation and travel bursaries available for SCU student placements in Primary or Secondary Schools situated considerable distances from their homes. These bursaries are intended to alleviate the financial strain of travel and accommodation expenses during practical placements. Additionally, the program focuses on supporting regional and remote areas of Australia and aims to strengthen the teaching profession and its workforce.

Bursary Amounts

Students are eligible to apply for a bursary for any eligible placement. The amounts are based on the distance of their placement from their home address (one way):

1. **300+ Kilometres: \$2000;**
2. **200 –299 Kilometres: \$1500;**
3. **150 - 199 Kilometres: \$1000; and,**
4. **90 – 149 Kilometres*: \$500.**

** Or 90+ minutes via public transport where public transport is the only available form of transport for the student.*

Eligibility Criteria

To qualify for the accommodation and travel bursary, students must meet the following criteria:

1. Placement Requirements:

- Must be enrolled in a recognised Primary or Secondary program (i.e Graduate Diploma of Teaching) that requires a professional experience placement in a School setting. Note that courses eligible for the Commonwealth Prac Payment (CPP) are ineligible for the Accommodation and Travel bursary;
- Must be enrolled in a 2025 placement unit;
- The placement must be confirmed and approved by the educational provider; and,
- The placement must not be a repeat placement if the student has been previously terminated by a School setting.

2. Distance Measurement and Home Address Evidence:

- Distance is calculated based on the most direct route (using Google Maps) from the student's permanent home address to the placement location using a reliable mapping service such as Google Maps;
- Evidence of student home address with name and address on utilities bill or other official documentation (e.g. rates notice, government notification); and,
- Only placements that are verified to be either 90+ km or 90+ minutes (via public transport where public transport is the only available transport to the student) from home are eligible for bursary consideration.

Application Process

Students interested in applying for the bursary must follow these steps:

Step 1: Complete the Application Form:

- Complete the '2025 Application for Travel and Accommodation Bursaries' form via Sonia Online – <https://sonia.scu.edu.au/SoniaOnline/Default.aspx>;
- The form is available to self-select from the Forms Section of Sonia Online;
- Attach supporting documentation, including proof of your home address (e.g., utility bill, government notice, google maps evidence, only public transport evidence available to student – e.g. no driver's licence).

Step 2: Await Confirmation + Payment:

- Students will receive confirmation regarding the approval of their bursary application in a timely manner;
- Approved bursaries will be disbursed as per institutional processes; and,
- Application Opening Date: The application process will remain open for 2025.

Additional Information

Appeals:

- If an application is denied, students may appeal the decision by submitting a written request along with any supporting documents to the Director of Professional Experience within 10 days of receiving their notification.

Additional Support:

- If students require further financial assistance, please refer to SCU's financial support programs via <https://www.scu.edu.au/current-students/services-and-support/financial-support/>.

Usage of Bursary Funds:

- Bursary funds are intended solely for accommodation and travel expenses related to the placement. Receipts or documentation denoting expenditures may be required for review.

Payment of bursary:

- Where the bursary is approved, it will be paid into the nominated bank account by Southern Cross University.

Terminations:

- If the student's placement is terminated by the School prior to the placement commencing or at the very beginning of the placement (within 1-2 days), the bursary will be withdrawn. If the student has paid for accommodation and travel, those costs will be eligible for reimbursement.
- If the student's placement is terminated by the School during the placement (i.e 15 days into the placement), the bursary is not required to be refunded. However, the student will be ineligible for a further bursary for a repeat placement.

Added Date	9/09/2025	Verified Date	9/09/2025
Added By	Professor Amy Cutter-Mackenzie-Knowles	Verified By	Professor Lexi Lasczik
Updated Date		Verified Date	
Updated By		Verified By	