

# THE UNIVERSITY OF MELBOURNE

## Graduate Research Scholarship Pay Dates 2009

*Want to know more about scholarship payments? Please see the reverse side for more information.*

**PAYMENT PERIOD** = the dates for which your scholarship has been paid.

**CUT OFF DATE** = the date by which you must submit any **completed forms** (including department signatures) that affect scholarship payments. **Failure to submit forms by this date will result in you not receiving a scholarship payment or, if your scholarship has been overpaid, you will be required to reimburse the University.**

**PAY DATE** = the date your scholarship payment is deposited into your bank account.

| PAY NUMBER | PAYMENT PERIOD       | CUT OFF DATE<br>(Wednesday) | PAY DATE <sup>1</sup> |
|------------|----------------------|-----------------------------|-----------------------|
| 1          | 29/12/08 to 9/1/09   | 5/1/09                      | 9/1/09                |
| 2          | 12/1/09 to 23/1/09   | 19/1/09                     | 23/1/09               |
| 3          | 26/1/09 to 6/2/09    | 2/2/09                      | 6/2/09                |
| 4          | 9/2/09 to 20/2/09    | 16/2/09                     | 20/2/09               |
| 5          | 23/2/09 to 6/3/09    | 2/3/09                      | 6/3/09                |
| 6          | 9/3/09 to 20/3/09    | 16/3/09                     | 20/3/09               |
| 7          | 23/3/09 to 3/4/09    | 30/3/09                     | 3/4/09                |
| 8~         | 6/4/09 to 17/4/09    | 8/4/09                      | 17/4/09               |
| 9          | 20/4/09 to 1/5/09    | 27/4/09                     | 1/5/09                |
| 10         | 4/5/09 to 15/5/09    | 11/5/09                     | 15/5/09               |
| 11         | 18/5/09 to 29/5/09   | 25/5/09                     | 29/5/09               |
| 12*        | 1/6/09 to 12/6/09    | 5/6/09                      | 12/6/09               |
| 13         | 15/6/09 to 26/6/09   | 22/6/09                     | 26/6/09               |
| 14         | 29/6/09 to 10/7/09   | 1/7/09                      | 10/7/09               |
| 15         | 13/7/09 to 24/7/09   | 15/7/09                     | 24/7/09               |
| 16         | 27/7/09 to 7/8/09    | 29/7/09                     | 7/8/09                |
| 17         | 10/8/09 to 21/8/09   | 12/8/09                     | 21/8/09               |
| 18         | 24/8/09 to 4/9/09    | 26/8/09                     | 4/9/09                |
| 19         | 7/8/09 to 18/9/09    | 9/9/09                      | 18/9/09               |
| 20         | 21/9/09 to 2/10/09   | 23/9/09                     | 2/10/09               |
| 21         | 5/10/09 to 16/10/09  | 7/10/09                     | 16/10/09              |
| 22         | 19/10/09 to 30/10/09 | 21/10/09                    | 30/10/09              |
| 23         | 2/11/09 to 13/11/09  | 4/11/09                     | 13/11/09              |
| 24         | 16/11/09 to 27/11/09 | 18/11/09                    | 27/11/09              |
| 25         | 30/11/09 to 11/12/09 | 2/12/09                     | 11/12/09              |
| 26#        | 14/12/09 to 25/12/09 | 16/12/09                    | 25/12/09              |

<sup>1</sup> Pay dates may change due to public holidays

~ Due to the Easter Monday holiday the cut off date is the previous Wednesday

\* Due to the Queen's Birthday holiday the cut off date is the previous Friday.

# The last cut off date for the year is the 2<sup>nd</sup> last Monday before the University closes for Christmas.



## MELBOURNE SCHOLARSHIPS OFFICE (MSO)

### Graduate Research Scholarship Payments – Frequently Asked Questions

#### 1. How will my scholarship be paid?

The University deposits scholarship/studentship payments on a fortnightly basis into an Australian bank account nominated by the student (scholarship payment dates are on the reverse side of this document).

#### 2. How much will I be paid?

To calculate the amount you will receive per fortnight, divide the annual rate of the scholarship or studentship by 26.0893. If you commence part-way through a payment period you will receive part of a full fortnights' payment.

#### 3. How do I commence my scholarship payments?

Once you have accepted your scholarship, payments can only commence once:

- your enrolment in the course for which the scholarship has been awarded is confirmed. Confirmed enrolment means that all requirements have been met at Enrolment Management Services
- you have submitted a completed MSO10 banking details form to the MSO. You must provide an accurate 6-digit BSB and account number on the MSO10 form. **Scholarship payments can only be made if the banking details you have provided are clear, accurate and complete**
- students enrolled **part-time** must complete an Australian Taxation Office Tax File Number Declaration form. This form can be obtained at the MSO

#### 4. How long will it take to receive my first scholarship payment?

The authorisation and processing of payments may take up to 3 weeks. New recipients or students returning from leave should make other financial arrangements during this time. You may wish to contact Student Financial Aid to make an appointment on 83446550 or visit <http://www.services.unimelb.edu.au/finaid/> Scholarship payments will be back-dated to the commencement date of the course for which your scholarship has been awarded. Note, however, if you commenced your course prior to the year in which your scholarship was awarded, your payments will be back-dated to the 1<sup>st</sup> January of the scholarship award year. For example, if you are awarded an APA for 2009, but you commenced your PhD in February 2008, your payments will commence from the 1/1/09.

#### 5. Which enrolment variations can affect my scholarship payments?

Students must inform the MSO of any enrolment variations so that accurate and timely scholarship payments are maintained. Leave of absence, conversions between masters and a doctorate or vice versa, applications for extension, thesis submission and withdrawal from candidature can all affect scholarship payments. **All forms that may affect scholarship payments must be submitted by the cut off date stipulated on the reverse side of this document. Failure to submit forms by this date will result in you not receiving a scholarship payment or, if the scholarship has been overpaid, you will be required to reimburse the University.** Students who do not advise the MSO of their withdrawal from candidature will be required to repay any amounts in excess of their entitlement. Please see the Graduate Research Scholarship Conditions Booklet for further details.

#### 6. Can scholarships be paid in advance of the pay date?

The MSO cannot issue payments in advance or at any time other than the pay dates specified on the reverse of this document. If you require financial assistance before the next scholarship paydate, please contact Student Financial Aid on 83446550 to make an appointment to see a Student Advisor or visit their website at: <http://www.services.unimelb.edu.au/finaid/>

#### 7. How do I change my bank account details?

You will need to complete a MS09 Change of Bank Details form and **submit this form to the MSO by the payment cut-off date stipulated on the reverse side of this document.** This form is available at the MSO or our website.

#### 8. How will my relocation grant, OSHC and thesis allowance claims be paid?

New students moving to Melbourne from interstate or overseas in order to take up an APA, MRS, MIRS, FMS, SFS or prestigious and other major scholarship will have their relocation grant deposited with their first pay. This is not payable in advance. **Approved** OSHC and thesis allowance claims are paid directly into your bank account on a scholarship payment day. **You must submit these claim forms by the cut-off date stipulated on the reverse side of this document.**

#### 9. Who do I contact for further information?

Melbourne Scholarship Office  
Level 3 John Smyth Building  
The University of Melbourne VIC 3010  
Office Hours 9-5:15pm, Monday-Friday

Ph: +61 3 8344 8747  
Fax: +61 3 9349 1740  
Email: [www.postgradschols.unimelb.edu.au/query](http://www.postgradschols.unimelb.edu.au/query)  
Website: [www.unimelb.edu.au/scholarships/](http://www.unimelb.edu.au/scholarships/)