



Ref no: **^insert CTS ID^**

**^insert scholarship recipient's name and address^**

Dear **^insert scholarship recipient's name^**

### **Commonwealth Teaching Scholarships Program — Letter of Agreement**

We are pleased to offer you a scholarship as part of the Commonwealth Teaching Scholarships (CTS) Program. The Scholarship is to undertake and complete a full-time initial teacher education (ITE) program accredited under the *Accreditation of Initial Teacher Education Programs in Australia: Standards and Procedures*.

The purpose of the Scholarship is to assist ITE students who are willing to teach in government schools and/or government-run early learning settings, with the financial costs of undertaking an accredited ITE program. Therefore, it is a requirement of the award of the Scholarship that you remain enrolled in the accredited ITE program on a full-time basis and complete the commitment to teach obligation set out in the Schedule to this letter. The commitment to teach obligation commences from the date set out in the Schedule.

If you accept this offer, you will be entering into a legally enforceable agreement with the Commonwealth represented by the Department of Education (the **Commonwealth**) in relation to the Scholarship. The legally enforceable agreement consists of this document, including the Schedule, and sets out the amount of scholarship funding the Commonwealth will provide to you for the purposes of the Scholarship and the terms and conditions of that scholarship funding that you must comply with.

We encourage you to seek appropriate, independent and qualified financial, taxation and legal advice before entering into this agreement so that you are fully aware of the implications of signing this agreement and your obligations under it.

If you agree to the terms contained in this letter and Schedule and want to accept this offer, please sign and complete the Scholarship Recipient declaration and return all pages of the signed agreement to the Commonwealth by email (scanned or electronic copy) to **^insert contact details^** by **^insert date^**, otherwise this offer will lapse and you will no longer receive a scholarship.

Yours sincerely

**^Insert address block^**

**SCHOLARSHIP AGREEMENT SCHEDULE**

**Scholarship Details:**

<b>CTS ID</b>	<b>^insert CTS ID^</b>										
<b>Name of Scholarship Recipient</b>	<b>^insert scholarship recipient's name^</b>										
<b>Unique Student Identifier (if known)</b>	<b>^insert USI^</b>										
<b>Name of higher education provider</b>	<b>^insert name of institution^</b>										
<b>Name of accredited ITE program (Teaching Degree)</b>	<b>^insert name of enrolled ITE program^</b>										
<b>Scholarship Funding Period</b> <i>Note: unless otherwise stated, the Date of Scholarship Funding Completion reflects the standard timeframe for completing a four-year undergraduate OR two-year postgraduate ITE program (full time study load). It may not be the same as the actual ITE program completion date.</i>	Date of Scholarship Funding Commencement: <b>^insert date^</b> Date of Scholarship Funding Completion: <b>^insert date^</b>										
<b>Length of Commitment to Teach</b> <i>Note: the commitment to teach obligation is equivalent to the length of the ITE program (e.g. four years if completing a four-year undergraduate ITE program OR two years if completing a two-year postgraduate ITE program)</i>	<b>^insert length of Commitment to Teach^</b>										
<b>Period to Complete Commitment to Teach</b> <i>Note: unless otherwise stated, the Date of Commencement of the commitment to teach has been set as January of the year following the Date of Scholarship Funding Completion. The Required Date of Completion of the commitment to teach is 10 years from the Date of Commencement.</i>	Date of Commitment to Teach Commencement: <b>^insert date^</b> Required Date of Commitment to Teach Completion: <b>^insert date^</b>										
<b>Scholarship Funding</b> <i>Note: Scholarship Funding is paid in annual instalments of up to \$10,000. If, for example, a CTS recipient completes an accelerated course and finishes mid-year, the recipient will receive \$5,000 in the final year.</i>	The Commonwealth will provide you with financial assistance for the Period of Scholarship Funding, as outlined below:  <b>[For Undergraduate Students – up to 4-year ITE Program]</b> <table border="1"> <thead> <tr> <th>Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2025</td> <td>\$10,000</td> </tr> <tr> <td>2026</td> <td>\$10,000</td> </tr> <tr> <td>2027</td> <td>\$10,000</td> </tr> <tr> <td>2028</td> <td>\$10,000</td> </tr> </tbody> </table> <b>[For Postgraduate Students – up to 2-year ITE Program]</b>	Year	Amount	2025	\$10,000	2026	\$10,000	2027	\$10,000	2028	\$10,000
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<b>Payment Schedule</b>	<p>Instalments of the Scholarship Funding will be paid annually following receipt of evidence of continued full-time enrolment in the accredited ITE program acceptable to the Commonwealth and verification of evidence provided.</p>						

### Obligation to complete the ITE program

1. You agree to undertake and complete the accredited ITE program (teaching degree) **on a full-time basis**. Part-time study is not permitted. If you are unable to complete the ITE program by your Date of Scholarship Funding Completion this may have impacts on the time allowed to complete the commitment to teach obligation (refer to paragraph 8 for required action).
2. You agree to meet, to the best of your ability, all requirements of the ITE program and must:
  - a. meet the academic and non-academic entry requirements of the higher education provider;
  - b. meet the standard of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE) prior to graduation from the ITE program;
  - c. meet the professional experience requirements of the ITE program;
  - d. pass the final-year Teaching Performance Assessment prior to graduation;
  - e. meet the provisional teacher registration requirements of the relevant State or Territory; and
  - f. complete Working with Vulnerable People/Working with Children and police checks in accordance with the requirements of the relevant State or Territory.
3. You may seek a deferral of the Scholarship if you are granted a deferral from your higher education provider during your ITE program. You cannot defer the start of the Scholarship Funding Period. Deferrals will only be considered once you have commenced your ITE program. The Commonwealth will consider any such request and may, in its absolute discretion, approve or reject the request with regard to the *Commonwealth Teaching Scholarships Program Deferrals Policy* in place at the relevant time, which is available on the Department of Education website.

### Commitment to Teach obligation

4. Following completion of your ITE program, you agree to undertake Eligible Work in an Eligible Educational Setting for a period equivalent to the length of your Scholarship Funding Period and agree to meet all requirements of your registration as a teacher. This is your **commitment to teach** obligation. For the purposes of this agreement, 'Eligible Work' is a teaching role that requires an ITE qualification, and 'Eligible Educational Setting' is a government primary, secondary or preschool or government-run early learning facility.
5. It is your responsibility to secure Eligible Work in an Eligible Educational Setting to fulfil your commitment to teach obligation. You must provide the Commonwealth with evidence of your Eligible Work in an Eligible Educational Setting and the Commonwealth will advise you when you have fulfilled your commitment to teach obligation.

6. You have up to 10 years from the Date of Scholarship Funding Completion in which to complete your commitment to teach obligation. If you are completing the commitment to teach on a part-time or casual basis then the total full-time equivalent requirement must be fulfilled (for example, approximately 6.5 years of teaching on a part-time basis (approximately 3 days a week for each year) may be equivalent to a requirement to teach for 4 years full-time). The *Commonwealth Teaching Scholarships Commitment to Teach Policy* in place at the relevant time, which is available on the Department of Education website, provides guidance about the calculation of this obligation.
7. Any additional time taken to complete your ITE program due to a deferral will be considered part of the 10-year timeframe you have to complete your commitment to teach obligation.
8. You may seek an extension to the 10-year period specified in paragraph 6 in exceptional circumstances. The Commonwealth will consider any such request and may, in its absolute discretion, approve or reject the request having regard to the *Commonwealth Teaching Scholarships Program Commitment to Teach Policy* in place at the relevant time, which is available on the Department of Education website.
9. If you do not comply with your commitment to teach obligation (without an extension or exemption approved in writing by the Commonwealth) then you may be required to pay back all or part of the Scholarship Funding (refer to paragraphs 12 to 16).

#### **Payment of Scholarship Funding by the Commonwealth**

10. Subject to paragraph 10, the Commonwealth will make annual payments to you in the instalments specified in the Scholarship Details following receipt of evidence of full-time enrolment in an accredited ITE program and verification of evidence provided (where applicable). The payments will be paid directly into the bank account you nominate in writing.
11. The Commonwealth may withhold a payment if you have not met a requirement of this agreement or are unable to undertake study in the ITE program.

#### **Exemption from obligations**

12. You may seek an exemption from completing your obligations under this agreement and from the CTS Program. The Commonwealth will consider any such request and may, in its absolute discretion, approve or reject the request having regard to the *Commonwealth Teaching Scholarships Program Exemption Policy* in place at the relevant time, which is available on the Department of Education website. If your request is approved, then this agreement will be terminated from the date the Commonwealth notifies you of that approval and you will no longer have any obligations under this agreement.

#### **Your repayment obligations**

13. The payment of the Scholarship Funding is conditional. You agree to repay to the Commonwealth the full amount of the Scholarship Funding received if you do not comply with your obligations to complete the ITE program in accordance with this agreement (without a prior approved exemption from the Commonwealth). You agree to repay to the Commonwealth the Scholarship Funding in full or in part (as directed by the Commonwealth) if you do not fulfil your commitment to teach obligations in accordance with this agreement or the Commonwealth otherwise terminates the agreement in accordance with paragraph 23.

14. In making repayments to the Commonwealth, you agree to commence repayment within 30 days of being provided with a notice by the Commonwealth setting out the amount of the repayment. You must make the repayment as set out in the notice. You may make full payment of any repayment amount at any time in advance of when that amount would otherwise be due under the repayment schedule. If you cannot make the payment as set out in the invoice you can seek agreement from the Commonwealth to a repayment schedule.
15. . The Commonwealth may specify a shorter repayment period:
  - a. on your request; or
  - b. if the circumstances of the assistance actually provided to you would make a shorter repayment period equitable considering the interests of both parties.
16. If you fail to pay an instalment of the repayment within 7 days of that instalment becoming due, the Commonwealth may forward you a notice requiring immediate payment of the instalment. If you fail to pay that instalment within 10 days of the date on the notice, the whole of the remaining amount of the repayment will become immediately due and the Commonwealth may recover that amount as a debt due to the Commonwealth without further proof of the debt by the Commonwealth.
17. In extraordinary or compassionate circumstances, the Commonwealth may, at its sole discretion, and subject to its legislative obligations, agree to waive all or part of the repayment required under this agreement and/or extend the period for repayment.

#### **Additional payments by the Commonwealth**

18. If you undertake a final-year professional experience placement in an Eligible Educational Setting in a remote area, the Commonwealth may allocate an additional payment to you of \$2,000 following receipt by the Commonwealth of evidence of the placement satisfactory to the Commonwealth and having regard to the *Commonwealth Teaching Scholarships Program Additional Payment for Remote Final Placement Policy*. To receive the payment of \$2,000, recipients will need to apply through a separate application process as notified by the Commonwealth. Not all recipients who apply and are eligible for the additional payment are guaranteed to receive the \$2000 payment.
19. If you do not proceed with or complete the placement then the Commonwealth may require the repayment of that additional payment in accordance with paragraphs 13 to 16.

#### **Your reporting and notification obligations**

20. You must provide the following information to the Commonwealth by the specified due date:

<b>Information</b>	<b>Format or example</b>	<b>Due Date</b>
Evidence of continued <b>full-time enrolment</b> in an accredited ITE program <i>Note: you will not receive the next instalment until enrolment confirmation is provided.</i>	For example, statement of enrolment or student verification letter from your higher education provider	Annually in the first semester or study period of each year of your ITE program, once requested by the Commonwealth.
A 'Plan to Teach'	The Plan to Teach must use the template provided by the Commonwealth and communicate your preferred and intended	No later than your final year of your ITE program

	employment plans, steps already taken to obtain employment and the obstacles (if any) being experienced in seeking a teaching position to complete your commitment to teach obligation	
Evidence of completion of ITE program	For example, Graduation Certificate, Academic Transcript, Australian Higher Education Graduation Statement	Within 28 days of degree conferral
Details of your teacher registration (including provisional)	Record of teacher registration from teacher regulatory authority in your state or territory	Within 28 days of registration or provisional registration being obtained
Notification and evidence of the commencement of employment as a teacher for the purposes of your commitment to teach obligation including employer details and employment type	Acceptable evidence is as specified in the <i>Commonwealth Teaching Scholarships Commitment to Teach Policy</i> as published on the Department of Education's website.	Within 28 days of the employment commencing
Notification and evidence of continued employment as a teacher, to meet your commitment to teach obligation including employer details and employment type and self-report of days completed	Acceptable evidence is as specified in the <i>Commonwealth Teaching Scholarships Commitment to Teach Policy</i> as published on the Department of Education's website.	Annually until your commitment to teach obligation is completed

21. You must notify the Commonwealth within 28 days of any of the following circumstances occurring:
- your name changes;
  - there is a change to your contact details, including phone number, email address or postal address;
  - there is a change to your bank account details;
  - there is a change to your higher education provider or ITE program enrolment status, including unenrolling or any other change which impacts the time for completion of your ITE program (including any granted recognition or prior learning or unit credits);
  - there is a change to your ITE program study load which impacts your continued eligibility
  - there is a change to, or cessation of, your employment for the purposes of your commitment to teach obligation; or
  - there is anything else reasonably likely to affect completion of your obligations under this agreement.

### Additional Matters

- This agreement is governed by the law of the Australian Capital Territory.
- Unless terminated earlier, this agreement will expire upon the completion of your commitment to teach obligation.

24. The Commonwealth may terminate this agreement by notice where it reasonably believes that you:
  - a. have breached this agreement;
  - b. have provided false or misleading information in your application, related evidence or reporting for term of the Scholarship including the commitment to teach obligation; or
  - c. have become bankrupt.
25. The Commonwealth will not be required to make any further payments after the termination of the agreement in accordance with paragraph 23 and the Commonwealth may seek repayment of the Scholarship Funding in accordance with paragraphs 12 to 16.
26. Unless otherwise stated, the expiry or termination of this agreement will not affect the operation of any provision which expressly or by implication is intended to continue operating. For the avoidance of doubt, paragraphs 14 – 18 survive the expiry or termination of the agreement.
27. No change to the terms of this agreement will be effective unless agreed in writing by you and the Commonwealth.
28. You or the Commonwealth, as the case may be, are not, by virtue of this agreement, an employee, agent or partner of the other party or entitled to bind the other party.
29. You acknowledge that the Commonwealth may use information related to your Scholarship (including reports or information you provide to the Commonwealth) for the purposes of administering this agreement and the CTS Program and as contemplated in the CTS Program guidelines and CTS Program policies including for the following purposes:
  - a. evaluation of how well the outcomes and objectives of the CTS Program have been achieved;
  - b. sharing the information with other Commonwealth entities for government administration, research or service delivery;
  - c. sharing the information with higher education providers and State and Territory Governments for the purposes of administration of the CTS Program;
  - d. sharing the information with the Minister for Education on the outcomes of the scholarship round,and you consent to:
  - e. the use and disclosure of your personal information by the Commonwealth; and
  - f. disclosure of personal information by other entities listed above to the Commonwealth for these purposes.
30. If asked, you agree to participate in an evaluation of the CTS Program.

## Scholarship Recipient Declaration

I understand that the Financial Assistance may have financial, tax or legal obligations and I have sought, or have had the opportunity to seek, relevant professional financial, taxation and legal advice on the implications of entering into this agreement.

I am not, and am not required to be, registered for the purposes of GST in accordance with the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

I understand that by signing this declaration, a legally enforceable agreement is formed between myself and the Commonwealth which consists of the terms and conditions contained in the letter including the Schedule.

I understand and agree to be legally bound by the terms and conditions set out in this agreement and to comply with the CTS Program guidelines and CTS Program policies.

I also acknowledge my obligation to follow all rules and student codes of conduct, as required by my Higher Education Provider.

I understand and acknowledge that providing false or misleading information is a serious offence under the [Criminal Code Act 1995](#)

Executed as an agreement by **^insert full legal name of scholarship recipient^**

Signature: **^insert scholarship recipient's signature^**

Signature of Scholarship Recipient

Residential Address: **^insert scholarship recipient's residential address^**

Scholarship Recipient's Residential Address

Address for Notices: **^insert scholarship recipient's address for notices^**

Scholarship Recipient's Address for Notices

Email Address **^insert scholarship recipient's email address^**

Scholarship Recipient's Email address

Date: **^insert date^**

Witnessed by: **^insert witness' name^**

Name of Witness

Signature: **^insert witness' signature^**

Signature of Witness

Address of Witness: **^insert witness' address^**

Witness's Address

Date: **^insert date^**