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# 2024 Application Form

Regional University Study Hubs Program

Please read the [**2024 Application Guide**](https://www.education.gov.au/regional-university-study-hubs/resources/2024-regional-university-study-hubs-application-guide) and [**2024 Frequently Asked Questions**](https://www.education.gov.au/regional-university-study-hubs/resources/2024-frequently-asked-questions)prior to completing the Application Form.

## Completing this form

If you experience any issues with completing this application form, please contact the Department of Education at regional@education.gov.au for assistance.

## Privacy

### Privacy Statement

Your personal information is protected by law, including under the *Privacy Act* *1998* (Cth) (the Privacy Act).

**Personal information** is information or an opinion about an identified individual or a reasonably identifiable individual. Personal information includes an individual’s name and contact details and may include opinion-based data.

**Sensitive information** is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

You do not have to provide any sensitive information with your application. By choosing to include sensitive information in your application, you consent to the department collecting this information.

### Purpose of collecting your information

Your personal information is collected by the Australian Government Department of Education (the department) for the purposes of:

* administering the Regional University Study Hubs Program (the Program)
* managing the competitive application process, including contacting you in relation to your application (for example, if clarification is required, or to schedule an interview) and assessing the suitability of applicants for funding under the Program, and
* informing or contributing to policy development related to the Program.

If you do not provide some or all of the personal information requested, the department may not be able to consider your application for a Program grant.

If you are seeking to provide personal information about someone else (who is not a minor), that person must have read and understood this privacy statement and have provided their permission for you to provide their personal information. Please do not provide their personal information without their consent. To the extent that your application contains personal information about another individual, by submitting the application, you represent that you have obtained that individual’s consent to include their personal information and for their personal information to be handled by the department in accordance with this privacy notice.

### Disclosure of personal information

Your personal information may be disclosed to third parties, including but not limited to:

* a contracted service provider engaged by the department to conduct an evaluation of the Program
* the national Network that supports Regional University Study Hubs for the purpose of connecting the new Regional University Study Hubs with the network
* the Office of the Minister for Education for the purpose of administering applications
* other Commonwealth agencies for the purposes of program development relating to their responsibilities, such as the Department of Employment and Workplace Relations.

Your personal information will not be used or disclosed for any other purpose unless authorised or required by law.

### Privacy policy

The department’s [Privacy Policy](https://www.education.gov.au/privacy) contains more information about how the department will manage your personal information, how to seek access to, or seek correction of, your personal information held by the department. The Privacy Policy also contains information on how you can make a complaint related to your personal information and how the department will deal with such a complaint.

More information about how the department will manage your application is available on the department’s [Regional University Study Hubs](https://www.education.gov.au/regional-university-study-hubs) page.

### Consent

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| [ ]  | I agree to the Department of Education collecting any personal information provided in this form and agree to the Terms and Conditions stated above. |

## Eligibility Requirements: Parts A-E

To be eligible for funding under the Program, the applicant must meet the requirements of parts A to E.

### Regional or Remote Requirement

Please provide the address (if known) or general location, and associated Remoteness Area Classification for the proposed Regional University Study Hub. If multiple sites are proposed, provide addresses for all sites/locations and select all relevant regional classifications.

**A1. Is the site/s for your proposed Hub located in an eligible area?**

The proposed location of the Hub must be classified as Inner Regional, Outer Regional, Remote or Very Remote according to the [Australian Bureau of Statistics Australian Statistical Geography Standard (ASGS) Remoteness Area](https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure/remoteness-areas) classification.

[ ]  Yes

[ ]  No

**A2. Provide the address/es (if known) or location/s for the proposed Regional University Study Hub.**

**A3. Select the remoteness classification/s which are relevant to the proposed Regional University Study Hub:**

[ ]  RA1 – Inner Regional

[ ]  RA2 – Outer Regional

[ ]  RA3 – Remote

[ ]  RA4 – Very Remote

### Body Corporate requirement

**B1. Applicant organisations must be, or be able to become, a body corporate to be eligible for funding under this Program**.

If an application is successful, approval of a grant is contingent on the applicant organisation successfully incorporating. Applicants will be required to provide evidence of eligibility/capability to become a body corporate at least seven days prior to the Conditions of Grant being issued.

Please select one of the following:

[ ]  The applicant organisation is currently a Body Corporate

[ ]  The applicant organisation intends to establish a Body Corporate if successful

**B2. Please provide sufficient information and evidence that your organisation is either a body corporate or prospective body corporate.**

Word limit: 500 words

If applicable, you may wish to attach evidence of your incorporation e.g. Certificate of Registration (with ACN) or 'ABN lookup' statement.

#### Part B2 Response:

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### ‘Fit and Proper person’ requirement

When completing the ‘Fit and proper person’ section in this Application Form, the term ‘organisation’ refers to the Regional University Study Hub (or ‘Hub’).

The individual completing the ‘Fit and proper person’ requirement must be the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to do so on behalf of the Regional University Study Hub.

**C1. Please provide the full name of the individual who is authorised to make this application on behalf of the organisation.**

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| **Full name:** |  |

#### Questions in relation to your organisation

Please check yes or no in relation to the following questions about your organisation:

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| **C2. Has the organisation ever become insolvent, applied to take the benefit of a law for the benefit of insolvent debtors, or entered arrangements with its creditors?** | [ ]  | [ ]  |
| **C3. Has the organisation ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made or information provided to the Minister was false or misleading?** | [ ]  | [ ]  |
| **C4. Is there any other matter relating to the organisation’s business dealings that impugns its honesty or integrity?** | [ ]  | [ ]  |

#### Questions in relation to each person who makes, or participates in making, decisions that affect the whole, or a substantial part, of your organisation’s affairs.

Please check yes or no in relation to the following questions about each person who makes, or participates in making, decisions that affect the whole, or a substantial part, of your organisation’s affairs:

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| **C5. Has any person ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors; or has any person ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001?** | [ ]  | [ ]  |
| **C6. Has any person previously been involved with a higher education provider who had a condition imposed, breached a condition or breached a requirement under Division 19, or a VET provider who had a condition imposed, breached a condition or breached a requirement under Division 4 of Schedule 1A to the Act?** | [ ]  | [ ]  |
| **C7. Has any person previously been involved with a higher education provider, who has had their approval revoked under Division 22 of the Act, or a VET provider who has had their approval revoked under Division 5 of Schedule 1A to the Act?** | [ ]  | [ ]  |
| **C8. Has any person ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made or information provided to the Minister was false or misleading?** | [ ]  | [ ]  |
| **C9. Has any person ever been found not to be a fit and proper person for the purposes of the *Education Services for Overseas Students Act 2000,* the *National Vocational Education and Training Regulator Act 2011* or the *Tertiary Education Quality and Standards Agency Act 2011*, the Act or by a VET Regulator?** | [ ]  | [ ]  |
| **C10. Is there any other relevant matter that impugns the honesty, knowledge, or ability of any person?** | [ ]  | [ ]  |

###  ‘Community owned’ or ‘community based’ requirement

**Please provide sufficient information and evidence that your organisation is/the Hub will be ‘community owned’ or ‘community based’. Refer to the Application Guide for more information regarding this requirement.**

Word limit: 500 words

If required, any additional evidence can be provided as at attachment through the application portal.

#### Part D Response

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### New hubs requirement

**Do you currently operate an existing facility providing a similar or equivalent service in the proposed Regional University Study Hub location/s, or are you currently in receipt of funding from the Australian Government or a state or territory government for a similar or equivalent service at this location/s?**

[ ]  Yes

[ ]  No

#### Part E Response (if needed)

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## Assessment Criteria: Part F-L

During the assessment process, applicants will be rated as either Highly Suitable, Suitable or Unsuitable for each assessment criteria. A greater weighting will be applied to parts F, G and the budget as they are considered to have a greater impact on the overall ability for a Regional University Study Hub to achieve success.

**Note:** The budget, to be completed separately using the template provided, will also be used to inform the assessment process.

### Tertiary education participation and outcomes within the community

**F1. Describe the current gaps in access and support for tertiary education within the community the proposed Regional University Study Hub will be established in.**

Applicants should provide detailed information regarding any difficulties the community currently experiences in accessing the services of higher education and vocational education and training (VET) providers.

Word limit: 1500 words

#### Part F1 Response

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**F2. How will a Regional University Study Hub address the gaps described above, and improve tertiary education participation and outcomes within the community?**

Describe the specific community needs that would be fulfilled by the establishment of a Regional University Study Hub. Include any available evidence of community need, including quantitative data, if available. Applicants should demonstrate why their region is an appropriate location for a new Regional University Study Hub. Provide details of any specific areas of focus the Regional University Study Hub may have (including if these address or relate to the identified priority for this round).

Word limit: 1500 words

#### Part F2 Response

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### Governance arrangements and connections

**Provide details of the current or anticipated governance structure of the Regional University Study Hub. Include details of operational, financial, risk management and reporting processes in place (or to be established).**

Include details of the Regional University Study Hub’s current or intended Board or Committee, including the skills, knowledge, and experience of its members. Describe any engagement the Board or Committee has had with education matters or issues in the community to date.

Describe the processes and procedures in place to enable adequate access to information by all members of the board, executive and managers. If available, a visual representation of the current or proposed governance structure of the Regional University Study Hub should also be included.

Please also provide details of any affiliations or proposed connections with other organisations or existing Regional University Study Hubs, including the nature and length of the affiliation, and any agreements reached to date.

University applicants will need to outline how the governance arrangements reflect that the proposed hub is community-embedded and will be driven by community need and ongoing engagement.

Word limit: 1000 words

#### Part G Response

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### Staffing requirements

**Use the below table to describe the details of each proposed member of staff (including volunteers) required to support the ongoing operation of the Hub.**

* Commonwealth grant funding will typically only provide for up to two full-time equivalent (FTE) staff per Hub. If your application seeks funding for more than two FTE, additional evidence should be provided to justify the request.
* Applicants should consider the academic and professional expertise needed to support the Hub and whether recruiting for these specialised functions would be appropriate, e.g. careers advisor, Indigenous support staff, multicultural support.

Maximum 2 pages

| **Job title**  | **Employment type** | **Full-time equivalent (FTE between 0-1)** | **Description of duties and responsibilities (include Hub site/s for multi-suite Hubs)** | **Funded through grant? Y/N****If no, provide details** | **Qualifications/Skills** | **Date of commencement** (proposed if not yet commenced) |
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### Partnerships – Education Providers, Community, and Industry

**Use the below table to outline any planned partnerships with education providers, community groups, local or state/territory governments, business/industry groups, including the benefits these partnerships will provide to students.**

* Partnerships will play an integral role in the overall success of Regional University Study Hubs and applicants are encouraged to engage with a wide range of partners, including education providers (tertiary and secondary), local organisations, business/industry, and local and state/territory governments.
* Support may include free professional advice or consultation, donations, in-kind support, fee-sharing arrangements and other financial support such as peppercorn rent. Applicants should provide information on existing/confirmed partnerships and planned activities to engage partners.
* University applicants must outline how they will engage with other education providers in supporting the proposed hub.

Additional comments can also be provided (if needed) in the section outlined – maximum 4 pages total.

| **Partner type** | **Name of organisation** | **Status of partnership** | **Type of support** | **Type of agreement** | **Services/ supports provided** | **Benefits to students** |
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#### Part I Response

Optional free text (if required).

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### Student Support Services and Care

**Use the below table to provide a detailed description of the services the Regional University Study Hub will provide to support students. Add or remove rows as needed.**

University applicants must outline how they will provide support to students from any tertiary provider.

Maximum 3 pages

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| --- | --- |
| **Type of service/care** | **How will the Regional University Study Hub provide this service/care?** |
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### Current or Proposed Hub Site/s

**K1. Provide details of the current or proposed site/s for the Regional University Study Hub. Add rows as needed** (maximum 4 pages).

* If the specific location for the proposed Regional University Study Hub is known: Please provide a description of the site, including size, existing facilities/infrastructure and leasing arrangements (if known).
* If an exact location or street address has not yet been determined: Please provide information explaining the type of facility that will be used, and availability of such facilities within the proposed area. Applicants should provide evidence of comparable leasing costs in the region to support the proposed budget (if relevant).

Regional University Study Hubs should consider their anticipated student load during peak operational times when selecting a suitable building size and planned facilities.

| **Name of site** | **Address (if known)** | **Regional Classification[[1]](#footnote-2)** | **Description (including building size/capacity, current facilities, etc.)** | **Capital Works Required?** | **Expected date of operation** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | [ ]  Yes - Please complete Capital Works section below[ ]  No |  |

**K2. Provide details of the expected peak student load and expected total student registrations over the first four years of operation.**

* Expected Peak Student Load= the maximum number of students anticipated to be physically using the proposed Hub’s facilities at any one time.
* Expected Total Student Registrations= the total number of students anticipated to be registered to access the proposed Hub.

If you have more than one site, please add rows as needed.

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| --- | --- | --- | --- | --- |
|  | **2024** | **2025** | **2026** | **2027** |
| **Expected Peak Student Load** |  |  |  |  |
| **Expected Total Student Registrations**  |  |  |  |  |

**K3. If capital works are required, identify and describe any planned capital works required for the proposed Hub site/s.**

* This should include an outline of the planned facilities to be added or expanded through capital works.
* You will be required to provide timing for capital work activities as part of the Hub implementation timeline at ‘Part L: Hub Implementation and Timeline’.
* Where appropriate. include evidence to support your claims (such as quotations, floor plans, photos, etc.) with your Budget attachments.

Word limit: 500 words

#### Part K3 Response

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### Hub Implementation and Timeline

Use the below table to **outline the key milestones required to implement the Regional University Study Hub, including proposed timings.**

* Include all key activities required from confirmation of funding to the Regional University Study Hub being operational.
* Where capital works are to be undertaken, include activities related to project management and building works.
* Outline the promotional activities planned to attract students and partnerships and raise the profile of the proposed Hub in your local area, including timeframes.

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| **Key milestones** | **Description** | **Anticipated completion date** | **Detail on progress made** |
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1. based on the *Australian Statistical Geographic Standard (ASGS)* *Remoteness Areas* classification, noting this must be in a regional or remote area [↑](#footnote-ref-2)