

## COOPERATIVE EDUCATION SCHOLARSHIP PROGRAM (CESP) Information for Students

All Kenvale College courses have as a requirement to gain work experience in the hospitality and events industry. All students are expected to accrue 800 hours of experience per year of full time study.

### What is the CESP?

The Cooperative Education Scholarship Program (CESP) is an alternative to meeting the required industry hours (instead of having a paid casual or permanent part-time work) offered only to full time students.

### How does the CESP work?

The scholarship follows three steps:

1. The selected establishment provides funds to the College for partial payment of the students' tuition fees (currently for up to **\$11,700** per year).
2. The selected establishment commits itself to provide 800 hours per year of industry placement for the students they accept.
3. The student commits herself/ himself to fulfill her industry placement in that establishment for a period of 800 hours.

### VET FEE-HELP and CESP



CESP only covers partial payment of tuition fees. The balance of fees owing may be paid through VET FEE-HELP arrangements by the **Administration Date** (otherwise the penalty of \$300 applies). The CESP placement needs to be finalised by the **Census Date** (otherwise this fee component may also be covered by VET FEE-HELP).

### Who can apply to CESP

All full time students are entitled to apply for CESP however the College reserves the right to grant a CESP position to students after the interview process.

### How does the College "place" a student?

To obtain a place in the **CESP**, Kenvale College will make up to **three attempts** to place students in the industry establishment.

After this process, if a student is unsuccessful they may retain a place at the College as a non-CESP student with their own employment arrangement.

### What are the working conditions under the CESP?

Some placements may require students to work early or late shifts. In such an event students will need to make suitable travel arrangements.

Students leaving the **CESP** before completion of the required hours will need to pay the remaining fees for that semester.

Under the **CESP**, students are not considered employees and as such they are not part of the award system. **CESP** students are not entitled to Workers Compensation, paid leave or other employee benefits. Students are covered by the College's Personal Accident Insurance Policy.

### More information on fees

The **CESP** is only intended to cover partially students' tuition fees. Students may need additional financial support to cover other expenses such as travel, accommodation, uniforms, textbooks, etc. Full time domestic students may be eligible for Youth Allowance, Rent Assistance or Austudy, and student concession for public transport.

All students undertaking a CESP must also fill out a "*Debit Authority Form*" as a guarantor for fees.

Version: September 8, 2011