

FFAM Award Acceptance

Form Preview

Faculty of Fine Arts and Music Award Acceptance

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Congratulations on your scholarship or award from the Faculty of Fine Arts and Music.

PLEASE ENSURE YOU PRESS 'SUBMIT' AT PAGE 4 OF THIS SUBMISSION, OTHERWISE YOUR ACCEPTANCE WILL NOT BE VISIBLE TO THE SCHOLARSHIPS OFFICE.

Unless advised otherwise, you have four weeks from the date on the offer letter to accept your award. If you have completed the process to accept your award and have not been paid within a month, contact the Scholarships Office.

ACCEPTING YOUR AWARD

There are three steps to accepting your award. Before you begin, make sure you compile the documents requested by the Dean in your award offer letter.

Step one: payment information

Use the payment method outlined in your offer letter. If there are any problems regarding your banking details or payment, you will be emailed by University Services to either your student email address (if you are enrolled) or the personal email address you used to submit your scholarship application (for external parties and alumni).

Current and graduating students receiving cash payments will need to [input or update their bank details](#). It is your responsibility to ensure your banking details are correct in the University system during the course of your candidacy.

Alumni and external parties will need to be set up in the University system as a New Supplier. If this is the case, you will be sent by email from University Services in the days following your award acceptance. That email will give you a temporary password to enter your bank details into the University systems so that we can transfer your award money to your account.

If your award type is a reimbursement, we will require your receipts and submit the reimbursement request upon your behalf. You will be emailed by central Finance to submit your bank details for payment.

Scholarship and award payments for part-time students are not exempt from income tax. You'll need to provide a Tax File Number (TFN) Declaration form and upload this detail into your Student Portal (my.unimelb). TFN forms can be obtained from the Stop One on the corner of Swanston and Grattan Streets, most newsagents, [or ordered online](#). Please do not complete this form if you are full time enrolled, or if you have recently graduated from full-time study (unless we expressly ask you to do so).

Step two: thank you letter and bio

Your award offer letter will tell you whether you need to do this. Many awards given by the Faculty of Fine Arts and Music have living donors and all have reporting requirements. It is very important that you submit a thankyou letter if the offer asks you to do so as this will often have an impact upon the future of the award.

Once written, email your letter direct to the scholarships office fineartsmusic-scholarships@unimelb.edu.au

Instructions on what to put in a **thank you letter** and **artistic biography** are in this document; [How to write a thank you letter](#) (PDF 86 KB)

FFAM Award Acceptance

Form Preview

Step three: accept your award

Please read the [Fine Arts and Music Scholarship Terms and Conditions](#)

Award Acceptance

* indicates a required field

Name *

First Name

Last Name

Please give both your first name and surname

Student ID

Email *

Must be an email address.

Use whichever email you prefer for this purpose but note that, in the case of bank detail queries, central Finance will only attempt to contact students on their student email.

Alternate email address

Name of the Award/ Awards you are accepting

Name of the award you have been offered *

Please don't write your own name here. If you received more than one scholarship, please list them here. If you are required to submit multiple letters of thanks, please use the Additional Document upload (for more than 2 please create the one combined document for uploading)

Payment

Have you uploaded your bank details in your student portal (only if instructed to do so in your letter of offer/email)? If you have previously entered your banking details, please check them to ensure they are still correct. If there is a problem with your bank details you will be emailed to your STUDENT EMAIL address by University Services.

- Yes
 No

Please use the 'Other' field to explain why bank details are not required. ie. submitting a reimbursement form (F05F06).

Thankyou letter with artistic biography

FFAM Award Acceptance Form Preview

Every offer requires a thankyou letter. It would be appreciated if you could also include a paragraph of your artistic biography on the same page.

If you are accepting two scholarships, please create a separate document for each scholarship and email all in the same email.

Naming convention for the thankyou letter document is [year] [scholarship name] [yourname] thankyou letter

eg. *2023 Bardsley Award Your Name Thankyou letter*

Please email thankyou letters to the Fine Arts and Music Scholarships office at

fineartsmusic-scholarships@unimelb.edu.au

Email subject line: [scholarship name] [your name] TY letter

Other uploads (ONLY attach documents here if specifically requested to do so in your offer letter).

FGSAG receipt Upload (combine into a single document and state the total in Australian currency below)

Attach a file:

Receipts for FGSAG grants or other specific requests from the Scholarships Office.

Receipt/s total or maximum reimbursement amount*

*whichever is the smaller amount.

Attach a file:

Faculty of Fine Arts and Music Scholarship Terms and Conditions

* indicates a required field

To be eligible to receive a scholarship, award or prize ('scholarship'), awardees must agree to meet all requirements. For some scholarships there are additional requirements not listed on this agreement, but these will be outlined in the scholarship's description online and/or in the letter of notification from the Dean. Students may potentially be excluded from future scholarships if all requirements are not met.

Responsibilities of the chosen scholar

Prize recipients have the following responsibilities:

- To acknowledge the Faculty of Fine Arts and Music and the name of the Trust/Awarding Donors in any promotional material produced as a result of the award money.
- Where possible, to assist Fine Arts and Music in promoting the Trust/Awarding Donors.
- Scholarship recipients who are student performers of orchestral instrument (string, wind, brass, percussion) are required to participate in major Conservatorium

FFAM Award Acceptance

Form Preview

performance ensembles as directed by their respective head of area. 100% attendance in these opportunities is expected unless your absence is approved by the Director of the Conservatorium and there are no compassionate or compelling reasons that prevented you from attending. Failure to comply with this responsibility may result in withdrawal of the scholarship.

Payment

- Unless otherwise indicated, the payment process for your award will be initiated upon receipt of all documents required in your award offer letter (allow 2 weeks from acceptance).
- Some scholarships will be paid in two instalments (usually aligned with the HECS census dates of 31 March and 31 August). This will be noted in your award offer letter, with the second instalment to be dependent upon satisfactory participation in Conservatorium orchestra and ensembles as confirmed by the instrument convener and the concerts coordinator.
- Payment of the second instalment is dependent upon continued enrolment in the course of study (ie. a scheduled instalment will not be made to a student who undertakes leave of absence for that full semester).

Conduct

- No prize holder, during the period of the prize, shall conduct themselves in such manner as the Dean, in their absolute discretion, considers prejudicial to the reputation of the Faculty of Fine Arts and Music or to good order and discipline within Fine Arts and Music.
- Notwithstanding anything to the contrary implicit in any of the terms and conditions relating to the prize, the Dean may on such information as appears satisfactory determine whether the provisions of these terms and conditions are being complied with and may withdraw the prize altogether.
- Should a condition of payment of the prize be satisfactory academic progress, the Dean in their absolute discretion may withdraw the award at any time if the recipient is determined to have not progressed satisfactorily.
- If the recipient declines to accept the award by the required offer lapse date as indicated in the award offer letter, the offer will lapse and Fine Arts and Music will be under no liability to make payment of the prize at a later date.
- If the student to whom the prize has been awarded dies before payment of the prize, Fine Arts and Music will be under no liability whatsoever to the student's estate.
- The Dean may on such information as appears satisfactory determine whether a prize holder has by reason of illness or other cause become incapable of pursuing the course so defined by the prize or of taking further advantage thereof (as the case may be). If the Dean determines that the holder has become so incapacitated, Fine Arts and Music shall be under no liability whatsoever, but may pay such amount or amounts, to any person or persons it, in its absolute discretion, determines.

Promotion

- The Dean reserves the right to arrange for the reproduction in any newspaper, magazine, film or other medium of all or any of the works completed by the recipient as a result of the award, after consultation with the recipient.
- The prize recipient must include an acknowledgement of the Faculty of Fine Arts and Music and the name of the award in any promotional material produced as a result of the award.
- The recipient is not to seek publicity in respect of this award, unless with the express approval of Fine Arts and Music.

Agreement of Scholarship Terms and Conditions of Acceptance

Privacy Policy

FFAM Award Acceptance

Form Preview

Visit the University's Privacy webpage for information about how we handle personal information: <https://about.unimelb.edu.au/strategy/governance/compliance-obligations/privacy>

I acknowledge that the thank you letter may be forwarded to the scholarship donor, donor's estate, external trustees, etc *

Yes No

No more than 1 choice may be selected.

I have read and understand the scholarship terms and conditions, and agree to be bound by these scholarship terms and conditions. I also certify that all the information I have provided is true and correct at the time of submission. *

Yes No

No more than 1 choice may be selected.