



SELECTION CRITERIA:

- All applicants must have Principal endorsement to be considered for sponsorship, as the school is acknowledging part payment of applicants study costs. For CEOB staff that would be endorsement by their Team Leader.
- Applicants for Masters courses will normally have Accreditation to teach Religious Education in the Catholic school *unless they are using this study as a pathway to gain accreditation (e.g. Master of Theology or Religious Education)*. The Director may grant an exemption in some specific circumstances.
- Applicants must be in employment in Catholic schools, or the Catholic Education Office, in the Diocese of Ballarat at least 0.5 FTE.
- As part of their application, applicants need to clearly articulate in approximately 500 words, their vision of what this study will mean for:
 - themselves
 - students
 - Catholic Education
- Applicants for *Master of Education (Student Wellbeing)* should be in a specific Student Wellbeing position, part of the Wellbeing Leadership Team **or** a member of the school Leadership Team.
- Applicants **will not** have accessed any other funding source for the study being undertaken.
- Prior to application for sponsorship, applicants are responsible for enrolling in their respective course of study via the tertiary provider of their choice – *usually* ACU, YTU, CTC.
- If a teacher is finding it difficult to pay fees upfront when enrolling, they are to request support from the school, which can then negotiate a repayment plan if required.
- The cost of each unit of study to be undertaken **must be provided in the application**, or minimum sponsorship allocation will be provided.
- Names of Units to be studied in the year of application should be given – both code and title – this is vital for determining funding
- There are limited funds available and sponsorship allocations may vary as a result.
- Applicants are required to inform their Principal/Team Leader if successful.
- Successful applicants must **provide proof of successful completion of each unit of study each semester**, to the Principal/Team Leader, who will in turn inform CEOB to ensure appropriate funding is forwarded to the school.
- Sponsorship funding is granted for **one year only** and may not be deferred.
- New applications for funding must be made for each year of the course.