

Coursework Scholarships

Commonwealth Prac Payment (CPP)

Terms and conditions

April 2026

1. Introduction

Before accepting your provisional offer for the Commonwealth Prac Payment (CPP), please read the terms and conditions below.

If you accept your offer, you are agreeing to these terms and conditions and the requirements outlined therein.

This terms and conditions document applies to the Commonwealth Prac Payment administered by the Coursework scholarships office at RMIT University.

Note: RMIT University may make changes to these terms and conditions without notice. The most current version will always be located on the [Commonwealth Prac Payment](https://www.rmit.edu.au/students/careers-opportunities/scholarships/coursework/cpp) webpage in the *Terms and conditions* section (<https://www.rmit.edu.au/students/careers-opportunities/scholarships/coursework/cpp>).

2. Accepting your payment

Your provisional offer for the Commonwealth Prac Payment explains how to accept or decline your offer by the due date.

3. Communication and correspondence

Any correspondence relating to your Commonwealth Prac Payment will be sent to your RMIT student email account. Please check this account regularly and ensure there is sufficient space to receive emails.

Recipients who have withdrawn from their program or have been discontinued will receive communication to the personal email account recorded in Enrolment Online. This will include requests to repay funds, where necessary.

If you do not accept your offer, or if you fail to provide any information requested by Coursework scholarships by the due dates set out in your offer, your Commonwealth Prac Payment may be terminated or placed on hold.

Coursework scholarships details:

Phone: (03) 9925 2811

Email: scholarships@rmit.edu.au

4. Conditions and criteria of the Commonwealth Prac Payment (CPP)

4.1 Eligibility criteria

To receive the Commonwealth Prac Payment, you must meet the eligibility criteria as outlined on the [Commonwealth Prac Payment](#) webpage.

Your continuing eligibility will be assessed on a fortnightly basis throughout placement. If you no longer meet the eligibility criteria, payments will be placed on hold or terminated, and you may be required to return funds to RMIT.

4.2 Recipient Responsibilities

You are responsible for:

- Undertaking your practicum placement in line with the requirements necessary to complete your course and achieve entry-to-practice.
- Notifying the Coursework scholarships office of any relevant changes of circumstances as described in Section 4.

4.3 Enrolment

To receive this payment, you must be enrolled in one of the specified programs of study at RMIT in Australia.

You must also be enrolled in an approved mandatory practicum placement course that correlates with your placement (e.g. HWSS1137, NURS1150, TCHE2722).

If you need to change your enrolment, you must follow the correct procedures. Visit <https://www.rmit.edu.au/students/student-essentials> for more information. This will ensure that your payment is not affected.

4.3.1 Changes to your enrolment

You must notify the Coursework scholarships office of any changes to your enrolment via email to scholarships@rmit.edu.au. These changes include taking a leave of absence, deferring, or cancelling your study.

Note: if you make a change to your enrolment, it may affect your eligibility to receive this payment, the payment value, when you may receive payments and keeping already made payments.

4.4 Placement load

4.4.1 Full time placement

To receive the CPP, your placement must be a minimum of 30 hours per week. The only exemption from this is if you have been approved to undertake your placement at a reduced load under the exceptional circumstances category.

4.4.2 Part time placement with approved exceptional circumstances

Only students who have been approved under the exceptional circumstances category are permitted to undertake their placement at less than 30 hours per week and still receive payment for those placement weeks.

Payment for approved students will be at the full-time rate. There is no part-time value.

Approval for exceptional circumstances has an expiry date.

- If you are applying for a new placement in same year as your exceptional circumstances application was approved and the expiry date for these circumstances has not passed, you will need to complete a new application and select the unchanged circumstances option.
- If you are applying for a new placement in same year as your exceptional circumstances application was approved but the expiry has passed, you will need to complete a full application with new supporting documentation.
- If you are applying for a new placement in a new year (no approved application in that year) and your expiry date has not passed, you will need to complete a full application however you can include the unexpired documentation again.
- If you are applying for a new placement in a new year (no approved application in that year) and your expiry date has passed, you will need to complete a full application and supply new documentation.

4.4.3 Not approved for part-time placement

If you are not approved for part-time placement (less than 30 hours per week), your payments will be placed on hold until your placement load is corrected to full-time hours, or until you have been approved for exceptional circumstances.

If you are not approved for part-time placement due to exceptional circumstances, your payments will be terminated. Any payments made while you were undertaking placement at a part-time load without approval will need to be repaid to the Coursework scholarship office.

A full-time approved CPP recipient cannot decide to change their placement hours to less than 30 hours per week and continue to receive CPP.

See section 4.5 for information on how to notify the Coursework scholarships office of changes, including how to apply for exceptional circumstances.

4.5 Notifying Coursework scholarships of any changes

You must notify the Coursework scholarships office immediately of any significant events or personal circumstances that may impact your eligibility or ability to undertake a placement. These include:

- a decision to withdraw your CPP application.
- changes to the timing or duration of a placement.
- a change of circumstances that affects eligibility, such as no longer qualifying for Income Support Payments or exceeding the income threshold
- a decision to withdraw or removal from placement/course.

Notifications must be made via email to scholarships@rmit.edu.au.

Failure to notify Coursework scholarships of any changes may result in:

- the requirement to repay any payments received during the period you were ineligible
- A deduction in payments when reassessed for future CPP eligibility; and
- potential investigations for misrepresentation or fraud, which may lead to compliance actions or legal consequences.

4.6 Changing placement hours to part-time

The Commonwealth Prac Payment does not permit part-time placements (less than 30 hours per week) unless exceptional circumstances have been approved. If you are receiving CPP and need to change your placement hours from full-time to part-time due to recent exceptional circumstances, please email the Coursework scholarships office for further guidance.

The Department of Education considers the following categories to be exceptional circumstances:

- disability
- health and medical (self)
- caregiving (due to health/medical of a significant other)
- acute personal or family life event(s)

Further information on exceptional circumstances and evidence can be found on the [Supporting Documentation CPP webpage](#).

Approval for part-time placement with exceptional circumstances is not guaranteed. It is at the discretion of the Department of Education. If your request is not approved, your Commonwealth Prac Payments will be terminated or placed on hold. Ineligible payments must be returned to RMIT if requested.

4.6.1 Deferral of placement

If you have a placement deferred for any reason (including as a result of non-completion of a placement), the Coursework scholarships office may authorise you to retain the amount paid, pending completion of the deferred placement in the same year. If your placement is not until the following year, you must immediately return the funds received for the weeks when you were not undertaking placement.

4.6.2 Withdrawal from study

If you withdraw from your course, you will be required to immediately return the payment to the Coursework scholarships office equivalent to the period of placement not undertaken.

4.7 Duration of payments

The CPP will support eligible students for the minimum period of placement required to achieve entry-to-practice in the eligible field of education. The maximum number of weeks you can receive CPP is:

Course name and level	Placement requirement (weeks, rounded)
Nursing (Bachelor)	20
Teacher Education (Bachelor)	16
Teacher Education (Masters)	12
Social Work (Bachelor)	26
Social Work (Masters)	26

If your placements exceed the specified number of weeks above, you will not be eligible to receive any further payments beyond this period. We recommend discussing budgeting with a [Student Welfare Advisor](#) to assist you to manage your CPP payments for current and future unpaid placements.

Approved part-time placement

If you have been approved for exceptional circumstances for part-time placement, your number of weeks will run out as CPP is paid at a full-time rate. We recommend discussing budgeting with a [Student Welfare Advisor](#) to assist you to manage your CPP payments for current and future unpaid placements.

If you change eligible disciplines (e.g. from teaching to social work), your entitlement resets, so that you will be entitled to the full amount of support for that discipline.

4.8 Subsequent applications for CPP

4.8.1 Applying in the same year, circumstances have not changed

If you are applying for CPP again in the same year and your circumstances haven't changed, you will not need to upload new financial / need to work test information.

If your previous application was approved with exceptional circumstances, and the expiry date has passed (as advised in approval email), you will need to complete a full application and provide all new information and documentation.

4.8.2 Applying in the same year, circumstances have changed

If you are applying for CPP again in the same year and your circumstances have changed, you will need to complete a full application and provide all information and new documentation.

4.8.3 Applying in a new calendar year

If you are applying in a new calendar year, you will need to complete a new application and provide all information and new documentation. This includes previously approved exceptional circumstances applicants with an expiry that has not passed.

You can only receive CPP for a certain number of weeks, see section 4.7 for further information.

5. Taxation and social security

CPP is considered assessable income for taxation and social security purposes and may impact the rate at which you receive a social security payment. You are required to declare the amounts of CPP you receive to:

- The Australian Taxation Office as part of annual tax returns (recipients should seek their own taxation advice)
- Services Australia, to assess your ongoing rates of social security payment or other allowance, if applicable
- Department of Veterans Affairs, if applicable

You are responsible for managing potential impacts of CPP on any Commonwealth Income Support Payments (ISP) or financial assistance from other sources.

5.1 Services Australia

If you receive an income support payment from Services Australia (e.g. Centrelink or the Department of Veteran Affairs), you must notify them that you will be receiving the CPP. You should do this as soon as you know the dates of your placement. Learn about when and how to report at servicesaustralia.gov.au/commpracpayment.

Note: your RMIT student number is your payment reference number.

5.2 Taxation and your payments

You will also need to report the CPP to the Australian Taxation Office as part of your annual tax return. You will receive a statement at the end of the financial year to assist you in reporting this to the ATO (typically this will be in the first week of July and be emailed to your RMIT student and personal email address).

6. Termination of the Commonwealth Prac Payment

6.1 Grounds for termination

Your Commonwealth Prac Payment will be terminated in any of the following circumstances:

- you have been paid the full amount of your payment
- you have completed the minimum period of placement required to achieve entry-to-practice in the eligible field of education
- you have been enrolled in the minimum number of credit points required to graduate (this minimum number includes any credit transfers you have been granted for your program)
- you have been enrolled in the equivalent of standard duration of your program (e.g. a 3-year degree of full-time enrolment has 6 semesters of enrolment)
- you have completed the program that you were studying
- you withdraw from your placement, or your placement is terminated early.

The Coursework scholarships office may terminate your Commonwealth Prac Payment if you have:

- discontinued your program, not enrolled in an eligible program, or take a leave of absence from your study
- withdraw from your placement, or your placement is terminated early
- failed to meet the eligibility criteria and the terms and conditions of your payment
- provided false or misleading information when you applied for the payment or once you receive the payment
- have a record of general or academic misconduct from RMIT University
- been suspended or excluded for misconduct from RMIT University
- breached RMIT policies and procedures, rules and/or regulations or State or Commonwealth laws.

6.2 Consequences of termination

Your Commonwealth Prac Payment will be cancelled, and you will not receive any further payments. In most cases, RMIT will request the repayment of funding provided to you.

6.3 Repayment of Commonwealth Prac Payment funding

If you are required to repay funding you received for the Commonwealth Prac Payment, the Coursework scholarships office will provide you with details about how to do this including payment amount, method and due date. Failure to repay funding owed by you to the Coursework scholarships office will result in debt recovery action being taken against you.

7. Privacy and confidentiality

RMIT University values privacy and is committed to handling personal, sensitive and health information in accordance with the RMIT Privacy Policy and the privacy principles contained in the Privacy and Data Protections Act 2014 (Vic) and the Health Records Act 2001 (Vic).

The information supplied to the RMIT University by applicants is collected for the primary purpose of assessing your eligibility to receive a scholarship. Other purposes of collection include dealing with administrative matters relating to your application and ongoing scholarship, corresponding with you and/or the donor (including the Commonwealth Government for scholarships funded by them), and the compilation of statistics. Your confidentiality will be respected at all stages of the process.