

Policy Title: Student Scholarships and Bursaries

Policy Owner: Director, Student Administration

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Policy Code: PL256

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1. INTENT

The purpose of this Policy is to establish clear principles and parameters that ensure a Scholarship and Bursary program which is transparent, ethical, and consistently governed. Scholarships and Bursaries provide the University with an important mechanism for attracting, retaining, and supporting Students whilst also encouraging Student success. The Scholarship and Bursary program is founded on principles of merit, equity, and increasing opportunities for people who may not otherwise be able to undertake or complete tertiary qualifications.

2. ORGANISATIONAL SCOPE

This policy and its related guidelines apply to:

- Staff involved in creating, accepting, and administering Scholarships and Bursaries.
- Students who are offered and accept a Scholarship or Bursary.
- All Scholarships except Research Training Program (RTP) Scholarships and Australian Aid Scholarships, noting that:
 - a. The [Research Training Program Scholarship Policy](#) and associated guidelines should be referred to for matters relating to RTP Scholarships; and
 - b. Australian Aid Scholarships are governed in accordance with the Department of Foreign Affairs and Trade [Australia Awards Scholarships Policy Handbook](#).

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this policy:

Term:	Definition:
Bursary	A financial grant, funded by a School or Centre, provided to a Student to assist with the costs associated with their attendance at the University or their participation in a University activity (i.e. to cover travel or accommodation expenses).
Scholarship	A financial grant or other benefit provided to a Student to undertake or complete a course or program of study at the University, awarded in accordance with selection criterion such as academic achievement or equity considerations.
Tuition Fee Scholarship (formerly Fee Sponsorship)	A targeted form of Scholarship where the University covers all or part of a Student's tuition fees based on meeting eligibility criteria.

4. POLICY CONTENT

Guidelines

- 4.1. The Student Scholarships and Bursaries Guidelines will be read and applied in conjunction with this policy. The Student Scholarships and Bursaries Guidelines may be amended or revoked from time to time with the approval of the Policy Owner.

Creation

- 4.2. The University is committed to ensuring the process for creating Scholarships and Bursaries allows for responsiveness and flexibility without compromising integrity and quality.
- 4.3. Scholarships and Bursaries may only be created if they are equitable, and reasonably believed to be in the best interests of both the University and the Student.
- 4.4. Tuition Fee Scholarships may be calculated as a flat rate agreed monetary value, or as a percentage fee reduction.
- 4.5. A Bursary may be created to be offered together with, or independently from, a Scholarship.
- 4.6. A Bursary may be managed as part of, or separately from, a Scholarship.
- 4.7. Student Administration must be consulted if there is any uncertainty or inconsistency regarding the proposed terms or conditions of a Scholarship or Bursary. The Director, Student Administration will have discretion to determine any matter relating to uncertainties or inconsistencies in the proposed terms or conditions of a Scholarship or Bursary.

Approval

- 4.8. A Scholarship or Bursary must be created, approved, and awarded in accordance with the process and delegations outlined in the Guidelines.
- 4.9. During the approval process, the person in the position identified in the Guidelines as having decision-making authority, will determine whether the Scholarship or Bursary is in the best interests of the University and the Student.
- 4.10. Details of new Scholarships and Bursaries must be registered on the Student Management System. For this to occur all relevant information must be provided to Student Administration.
- 4.11. Students must not be advised that they will be offered a Scholarship or Bursary until the relevant approval, as outlined in the Guidelines, has been given.

Acceptance

- 4.12. Students must be provided with terms and conditions including any obligations and responsibilities relating to the Scholarship or Bursary prior to accepting any offer or award.
- 4.13. Students have a shared responsibility to take reasonable and practicable steps to understand the terms and conditions relating to a Scholarship or Bursary, and to request clarification of the terms and conditions as required, before formally accepting the offer or award.

Financial management

- 4.14. Student Administration is responsible for undertaking the final stage of quality checking and due diligence before the disbursement of Scholarship and Bursary funds.
- 4.15. The Finance and Business Services Centre is responsible for confirming the appropriate source for the disbursement of Scholarship and Bursary funds and for ensuring funds are disbursed in accordance with the timeframes defined in the Finance and Business Service Centre Payment Schedule.

Termination

- 4.16. The University may withdraw or terminate Scholarships or Bursaries if the Student breaches the:
 - a. terms and conditions of the Scholarship or Bursary;
 - b. [Academic Misconduct Rules \(Students\)](#); or
 - c. [General Misconduct Rules \(Students\)](#).
- 4.17. The University may seek reimbursement of Scholarship or Bursary payments where there is a breach, or where the Student does not meet the relevant Scholarship or Bursary criteria.

Tuition Fee Scholarship Termination

- 4.18. The Guidelines provide information on circumstances where a Tuition Fee Scholarship may be revoked or terminated. Where there are grounds to revoke or terminate a Tuition Fee Scholarship, the matter should be escalated to the relevant decision-maker as set out in the Guidelines.

Confidentiality

- 4.19. The University may release information relating to Scholarships and Bursaries in accordance with the University's [Privacy Policy](#).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Director, Student Administration has overall responsibility for the content and operation of this policy and the related Guidelines.

The Manager, Fees and Scholarships has responsibility for the currency of information, and provision of advice on the content, of the policy and the related Guidelines.

6. RELATED DOCUMENTS

Policies

[Privacy Policy](#)
[Research Training Program Scholarship Policy](#)

Operational documents and resources

Students Scholarships and Bursaries Guidelines
Department of Foreign Affairs and Trade, [Australia Awards Scholarships Policy Handbook](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Student Administration
All enquiries contact	Manager, Fees and Scholarships
Telephone:	6304 2009
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8. APPROVAL HISTORY

Policy approved by:	Vice-Chancellor
Date policy first approved:	8 May 2014
Date last modified:	May 2021
Revision history:	<p>May 2021: Comprehensive review and refresh of the policy including removal of operational information, alignment with the current environment and re-drafting as a principle-based policy. PL080 – Student Fee Sponsorship was reviewed concurrently. Policy content from PL080 has been transferred to this policy (allowing PL080 to be rescinded) and nomenclature has been updated to achieve a consistent language for the University, including introduction of the terminology Fee Tuition Scholarships and Bursaries.</p>
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