SCHOLARSHIPS AND FINANCIAL ASSISTANCE
CONSOLIDATED POLICIES AND PROCEDURES

Commencement Date: November 2011
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1. INTRODUCTION

SCHOLARSHIPS AND FINANCIAL ASSISTANCE MANUAL

This manual is a consolidation of policies and procedures relating to the provision of scholarships and financial assistance to students of Curtin University.


The Scholarships and Financial Assistance Manual rescinds and replaces the following policies with effect from 25 November 2011, the date of approval by Academic Board:

- Scholarships Policy and Procedures Commencement Date: 26 November 2010
- Emergency Student Loans Policy Commencement Date: 27 June 2008
- Short Term Emergency Student Loans Policy Commencement Date: 28 March 2008

All policies and procedures contained in this Manual shall remain in force until amended or repealed by the Academic Board.

For the purposes of this Manual the title of Academic Registrar has been used throughout and can also be read as Director, Student Services.

APPROVAL DETAILS

Produced: Academic Registrar 7 September 2011
Endorsed: Academic Services Committee 2 November 2011
Approved: Academic Board 25 November 2011
Issued: Academic Registrar 25 November 2011

John Rowe
Academic Registrar
25 November 2011
2. EXCEPTIONS

The policies and procedures in this manual do not apply to:

(a) Undergraduate or postgraduate coursework:
   i. International Offshore students
   ii. Curtin Sydney students

(b) Open Universities Australia (OUA) students
3. GENERAL PRINCIPLES

Scholarships may be offered by the University at an undergraduate and postgraduate degree level.

Scholarships are created and offered on the basis of set criteria and encompass the aims of the University and sponsor/donor.

Scholarships provide support (financial and/or other support) to assist students.

A scholarship must have the eligibility, application and selection criteria clearly stated.

The selection of recipients for a scholarship will be based on the published selection criteria for the scholarship.

Where the University is responsible for selection of scholarship recipients, ensure a fair and equitable selection process for scholarship applicants.

The scholarship conditions will specify duration and other details for the scholarship and for categories of support.
4. PROVISION OF INFORMATION ON AVAILABLE SCHOLARSHIPS

Information on individual scholarships will be accessible to all students on the Curtin website at http://scholarships.curtin.edu.au/

Each scholarship advertised on the Curtin website will, as a minimum requirement, provide information including:

- Scholarship opening date;
- Scholarship closing date;
- Details of the award; and
- Details of selection criteria.
5. GENERAL ADMINISTRATION

Scholarships are administered by different areas of the University depending on the type of enrolment of the student. Please see table below:

<table>
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<tr>
<th>ADMINISTERING AREA</th>
<th>SCHOLARSHIP ADMINISTERED</th>
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<tbody>
<tr>
<td>Student Central Scholarships Office</td>
<td>• Undergraduate scholarships</td>
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<tr>
<td></td>
<td>• Postgraduate coursework scholarships (excluding doctoral</td>
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<td></td>
<td>scholarships)</td>
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<tr>
<td>Office of Research and Development Graduate</td>
<td>• Higher degree by research scholarships</td>
</tr>
<tr>
<td>Studies and Scholarships</td>
<td>• Doctoral coursework scholarships</td>
</tr>
</tbody>
</table>

Honours student scholarships are administered by the relevant School or Department.

Where there is doubt about a specific type of scholarship administration, this will be determined on a case by case basis by the appropriate Scholarships Office manager in consultation with the relevant areas.

The relevant Scholarships Office must be notified of all scholarships offered by Curtin University, so they can be advertised through the Scholarships website.

The relevant Scholarships Office may, at its discretion, publicise other scholarships available to Curtin students, from sources outside the University e.g. Rhodes Scholarships.
6. STUDENT CENTRAL SCHOLARSHIPS OFFICE

6.1 Undergraduate and Postgraduate Coursework Scholarships Administration

The Student Central Scholarships Office administers scholarships for undergraduate and postgraduate coursework studies (excepting doctoral scholarships).

Ongoing management of the sponsor/donor relationship of relevant Government funded, centrally Curtin funded undergraduate and postgraduate coursework scholarships and any relevant externally funded scholarships and awards are managed by the Student Central Scholarships Office.

Exceptions to this arrangement may be approved by the Academic Registrar.

Scholarships Reference Group

The Scholarships Reference Group has responsibility for reviewing undergraduate and postgraduate coursework scholarships and is a sub-committee of the Academic Services Committee (ASC). It is convened a minimum of twice a year.

The responsibilities of the Scholarships Reference Group are to:

- Support the efficient administration and management of scholarships;
- Review the progress and viability of each scholarship;
- Maximise the marketing potential of each scholarship;
- Provide a University-wide focus for student scholarship support;
- Report to ASC on the scholarships programme; and
- Make recommendations to ASC about increasing the availability of scholarships to assist students.

The Scholarships Reference Group will be chaired by the Associate Director, Scholarships and Admissions and include at least one representative from each of the following areas:

- Student Central Scholarships Office;
- Each Faculty (including Centre for Aboriginal Studies);
- Student Equity;
- Student Transition and Retention Team (START);
- International Office;
- University Marketing;
- Student Guild; and
- Advancement Office.

NOTE: A small number of externally funded scholarships for international students are also administered by the Student Central Scholarships Office.
7. OFFICE OF RESEARCH AND DEVELOPMENT GRADUATE STUDIES AND SCHOLARSHIPS

7.1 Higher Degree by Research Scholarships Administration

The Office of Research and Development Graduate Studies and Scholarships administers scholarships for higher degree by research studies and doctoral coursework studies.

Ongoing management of the sponsor/donor relationship of relevant Government funded and centrally Curtin funded scholarships for higher degree by research studies is managed by the Office of Research and Development Graduate Studies and Scholarships.

Exceptions to this arrangement may be approved by the Associate Deputy Vice-Chancellor, Research Training.

The University Graduate Studies Committee

The University Graduate Studies Committee has responsibility for all higher degree by research and coursework doctoral scholarships.

The constitution for the University Graduate Studies Committee is available at: http://committees.curtin.edu.au/
8. SCHOLARSHIP LIFECYCLE

The Scholarship lifecycle involves:

- Establishing a scholarship;
- Advertising a scholarship;
- Application process;
- Selection process;
- Awarding a scholarship; and
- Scholarship monitoring, payment and cessation.
8.1 Establishing a Scholarship

Scholarship Establishment Process Flowchart

General

New scholarships may receive funding from a variety of sources including; Government, Central University funds, Faculty or School/Department funds, individual sponsors, businesses or external organisations.
The relevant Scholarships Office should be contacted for advice prior to the development of any new scholarships.

To establish a new scholarship the appropriate forms provided by the administering Scholarships Office must be completed.

**Types of Scholarship Awards**

For all undergraduate and postgraduate scholarship recipients, different types of assistance may be provided depending on the type of scholarship established. Examples include:

- One off cash payment;
- Regular stipend payment;
- Accommodation assistance;
- Fees support to a student for a specific duration, number of credits or study periods;
- Cash support to a student for a specific duration, number of credits or study periods;
- Awards in the form of bookshop vouchers; or
- Overseas Student Health Cover (OSHC) for a specific duration, number of credits or study periods.

The Office of Research and Development Graduate Studies and Scholarships may also establish scholarships supplementary to primary awards as a means of attracting high calibre students to a particular research field or provide awards to allow continuity of funding for a student for a limited period following the expiry of a primary award.

**Notifications and Approvals Required**

If the funding is from an external source the Director of Advancement must be notified of the scholarship.

In order to minimise the likelihood of multiple approaches being made, the Alumni Relations Office and the Advancement Office must be contacted prior to any approach to prospective industry partners, corporations or individuals for scholarship or prize support.

If funding for an existing scholarship is likely to end before the applicant ceases their course of study, the Advancement Office may be notified to provide advice on fundraising and/or methods to raise the required funding, including funding for individual and philanthropic donations.

Any scholarship initiated within a Faculty of the University and funded by that Faculty, School or Department, must be approved by the relevant Pro Vice-Chancellor.

The name of a scholarship and use of the sponsor/donor(s) name shall be in accordance with the Naming Rights Policy and Procedures.
8.2 Advertising a Scholarship

Advertising Activities

Scholarships can be advertised in a variety of ways that includes but is not limited to:

- Scholarship Alerts;
- Official Curtin Communications (OCC);
- Print advertisements;
- Mail-outs to High Schools;
- Promotional activities at High Schools and with Principals;
- Curtin eWire/Student Box;
- Parent Information evenings; and
- Curtin Open Day.

The advertising of scholarships endeavours to be accurate and correct in order to minimise the likelihood that scholarships are described in a way that could be interpreted as misleading or deceptive.

When appropriate, scholarship recipients may be asked to participate in media activities for the promotion of their scholarship and the University.

The relevant Scholarships Office administering the scholarship recipient will be required to obtain permission from the student prior to the student being contacted in relation to media promotional activities.
8.3 Application Process

Application Process Flowchart

- Receipt application
- Log application in applicable database
- Is applicant eligible?
  - No → Notify applicant
  - Yes → Are all essential documents supplied?
    - No → Notify applicant
    - Yes → Assess application
      - Notify applicant of decision

Advice to Applicants

All applicants applying for an advertised scholarship shall be notified of the outcome of their application.
8.4 Selection Process

Selection Process Flowchart

Scholarship Selection Panels

Where a selection panel is convened, it should ideally have at least three (3) members, satisfy gender balance and endeavour to include people from diverse backgrounds. Membership of selection panels may vary and will be determined on a case-by-case basis depending on the source of funding and/or purpose of the scholarship.

The quorum for a scholarship selection panel is two (2) members.

Where funding is from a business/industry/corporate sponsor, a representative of the sponsor should normally form part of the selection panel.

Where funding is deemed to be a charitable donation, the donor must not form any part of the selection panel.
8.5 Awarding a Scholarship

Advice to Applicants

All students awarded a scholarship shall be notified and provided with the relevant acceptance documents. All acceptance documentation must be completed and returned to the administering scholarships office before acceptance of a scholarship is formalised.

Scholarship Terms and Conditions

Each continuing scholarship shall have terms and conditions clearly stated. Any specific commitment the scholarship recipient must make in order to take up the scholarship, such as an employment contract, must be clearly stated in the terms and conditions of the scholarship.

The terms and conditions will be provided to all successful continuing scholarship recipients. A recipient accepting an offer of a scholarship is required to sign the terms and conditions as confirmation that he or she agrees to abide by the relevant scholarship terms and conditions.

Scholarship Award Ceremonies

Scholarship Award Ceremonies may be organised for particular categories of scholarships. The area administering the scholarship will liaise with the relevant departments of the University to ensure the appropriate organisation of the Scholarship Award Ceremony.

Guests and attendees will not be charged fees to participate in or attend Scholarship Award Ceremonies.
## 8.6 Scholarship Monitoring, Payment and Cessation

### Scholarship Monitoring, Payment and Cessation Process Flowchart

![Scholarship Monitoring, Payment and Cessation Process Flowchart](image)

### Scholarship Monitoring

Scholarship monitoring is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.

Scholarship monitoring may include but is not limited to:

- Academic progression monitoring;
- Re-assessment of personal circumstances; and
- Enrolment monitoring.

### Scholarship Payment

Payments may be paid to the recipient directly in the form of money or other financial benefit such as a book shop voucher.

Payments may be made indirectly, in the form of a financial obligation paid on behalf of the student (such as tuition fees).

### External Funding

Where an external sponsor/donor is funding a scholarship administered by Curtin University, the sponsor/donor should be contacted at least six (6) months prior to the date funding ceases, to review the continuation, value and aims of the relevant scholarship.
9. EMERGENCY STUDENT LOANS

General Principles

An Emergency Student Loan is an interest free loan to provide temporary assistance to Curtin students in times of unexpected financial hardship and is available to students enrolled in an award course at Curtin and studying at a location within Australia, excluding Curtin Sydney.

An Emergency Student Loan is not available to assist with expenses associated with studying, such as tuition fees and incidental charges or to supplement income, to repay existing commercial debt (e.g. a bank loan or credit card debt) or for recreational expenses.

Emergency Student Loan Limit

An Emergency Student Loan is limited to a maximum amount of $2000, will be disbursed by electronic bank transfer or cheque and have an expected repayment date of six (6) months from the date the loan is approved.

Emergency Student Loan Eligibility Criteria

To be eligible to apply for an Emergency Student Loan a student must:

- Have a current enrolment in an award course at a Curtin location within Australia, excluding Curtin Sydney;
- Have no outstanding debt to Curtin. Outstanding debt can include fines, charges, tuition fees and payment plans;
- Have a satisfactory academic record;
- Be able to demonstrate temporary, unexpected financial need and provide documentation to support their situation;
- Provide documented evidence to demonstrate capability to repay the loan;
- Demonstrate that the circumstances that have led to the need for a loan is not due to avoidable or inappropriate behaviour by the student; and
- Have not been found guilty of student misconduct.

If a student applying for an Emergency Student Loan has a history of late payment of fees and charges, this may be taken into consideration when assessing the application.

Some examples of situations that may warrant favourable consideration include, but are not limited to:

- Unexpected expenses arising from illness or death of a family member;
- Urgent accommodation and living expenses resulting from an unexpected change in normal circumstances; and/or
- Urgent and unexpected medical expenses.

Emergency Student Loan Application Process

A designated Student Central Scholarships Officer will be the first point of contact for student loan matters.
For the purposes of this policy, the Scholarships Officer responsible for the administration of Emergency Student Loans is referred to as a Loans Officer.

The student must book an interview time with the Loans Officer located at the Student Central Scholarships Office, Student Central Building 101. If attendance at the Bentley campus is not possible, the interview may be conducted by other means as deemed appropriate by the Loans Officer. The Loans Officer will provide the relevant application paperwork to the applicant prior to the interview.

Before attending the interview the applicant must:

- Complete the application form as prescribed by the Academic Registrar;
- Ensure their statutory declaration is appropriately witnessed;
- Gather documentation that supports financial need; and
- Obtain the signature of a parent or guardian if under the age of eighteen (18).

The applicant should then consult with the Loans Officer and provide all supporting documentation that demonstrates financial need during the interview.

**Documentation Requirements**

To be considered for a loan, the student must provide, where requested:

- Details of personal income, expenditure and assets;
- Identification (for proof of number and age of dependants); and
- A clearly written statement explaining the reasons for the loan request.

The type of documentation required to support a loan application may include, but is not limited to:

- Proof of employment or income (i.e. payslips/statement of Centrelink payments);
- Copy of bill/quote of the required payment;
- Accommodation bond (invoice or receipt);
- Bank statement indicating transactions and savings;
- Quotes for optometry/physiotherapy/dental or other medical costs; and/or
- Official letters of support or authorisation; e.g. from Embassies or educational institutions, medical or counselling staff.

**Student Support**

Students who experience difficulties that impact adversely on their loan repayments should contact the Loans Officer immediately for advice on their situation.

Students may also seek additional support from the Counselling and Health Services, Guild Student Assist, Student Advisors and/or Student Central at Bentley campus.

**Repayment Terms and Conditions**

The terms and conditions for Emergency Student Loan repayments are included in the formal loan agreement that must be signed by the applicant.
The terms and conditions contained in the Emergency Student Loan agreement are legally enforceable and legal channels of recourse are available to both parties.

**Default in Repayments**

Unless otherwise negotiated with the Loans Officer, failure to repay the loan as per the agreed schedule may incur a financial penalty. It shall be the responsibility of the debtor to bear all expenses, fees and reasonable costs incurred by the University when an account of outstanding debt is referred to a debt collection agency for recovery.

**Appeals Process**

Students are able to appeal a decision not to be provided an Emergency Student Loan.

The appeal should be relevant to the case and be supported by appropriate documents and evidence.

The appeal should demonstrate that the student has followed the relevant procedures.

The appeal should include new information not previously considered by the Loans Officer.

Appeals must be submitted in writing to the Manager, Scholarships Office c/o Student Central, Bentley Campus within ten (10) working days of notification of the loan application outcome.

**Responsibility of Loans Officer**

The Loans Officer will be responsible for:

- Providing information to students regarding Emergency Student Loans;
- Assessment of Emergency Student Loan applications;
- Monitoring funding used for Emergency Student Loans; and
- Providing quarterly reports to the Manager, Scholarships Office on the Emergency Student Loan program.

Compliance with the Emergency Student Loans policy will be monitored through regular audits.
10. RELEVANT POLICY

10.1 Naming Rights Policy and Procedures

This reference is provided for information – for full details see the Naming Rights Policy and Procedures available at http://policies.curtin.edu.au/policies/az_index.cfm
11. INTERPRETATION

Where there is any doubt as to the interpretation or administration of the policies and procedures contained within the *Scholarships and Financial Assistance Manual*, the Academic Registrar is responsible for determining the matter.
12. DEFINITIONS

The following definitions apply to all sections of this manual.

An **Applicant** is a person who is applying for a scholarship offered through or by Curtin University.

An **Award Course** means a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin.

**Emergency Student Loan** refers to an interest free loan that is available to assist eligible Curtin students experiencing financial difficulties of an unforseen and isolated nature.

A **Loans Officer** refers to Scholarships Officers, Senior Scholarships Officers, Deputy Manager and Manager, Scholarships Office in relation to the administration of Emergency Student Loans.

A **Sanction** is a warning that is applied to a student’s record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

A **Scholarship** is support provided to a student, or on behalf of a student, to assist with expenses associated with study at Curtin.

**Scholarship Monitoring** is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.

A **Sponsorship** is a payment made on behalf of a student, to assist with expenses associated with study at Curtin.

A **Student** means any person enrolled in a course/unit at the University.

A **Working Day** is defined as all days Monday to Friday including all State, country and religious observances. However with the exception of the 5 day Easter observance; i.e. Good Friday to Easter Tuesday inclusive and the 14 day University Christmas/New Year break; i.e. from the Monday of the first week until the Sunday of the second week inclusive.

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<tr>
<td><strong>Policy Manager</strong></td>
<td>Deputy Vice-Chancellor, Education</td>
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