Scholarships, Subsidies, Awards and Prizes Policy

Version number	2
Approved by	Academic Board
Date of approval	5/7/22

Purpose

Sydney Institute of Higher Education (**SIHE**) is committed to enabling student access to higher education through a range of pathways that maintain the integrity of SIHE programs. This includes the provision of scholarships, subsidies, prizes and awards as part of SIHE's commitment to equity, access and diversity and SIHE's commitment to student retention.

Scholarships and subsidies must be applied through a consistent process that promotes and protects the integrity and quality of SIHE's higher education degrees. Prizes and Awards will be issued through a consistent process that ensures fairness and equity.

This *Scholarships Policy* sets out the principles underpinning the awards of scholarships, prizes and awards for commencing students and continuing students.

Scope

This policy applies to prospective students applying for entry or current students currently enrolled in a higher education program at SIHE, and all positions and bodies at SIHE involved in admissions and assessment of learning.

Principles

- All SIHE higher education programs will comply with the quality and integrity standards of the *Higher Education Standards Framework (Threshold Standards)* 2021.
- Scholarships, subsidies, prizes and awards will occur through a transparent, fair, and accountable process.
- The scholarship and subsidy process may be applied to commencing students in order to bring equity and diversity into the student cohort.
- The scholarship and subsidy process may be applied to continuing students to reward academic achievement, academic importance, service to SIHE and student retention.
- The award of a scholarship does not guarantee entry or continued enrolment in a program at SIHE.

Procedures

(1) Student recognition awards may take the form of:

    (a) non-cash scholarships in the form of fee reduction;

    (c) subsidies towards living costs, material fees, and non-tuition fees; and

    (b) non-cash prizes or awards.

(2) Scholarships, subsidies, prizes and awards may only be established by the <u>President</u> of SIHE if there is sufficient funding available.

(3) Scholarships, subsidies, prizes and awards must:

    a) recognise and support any or all of:

        (i) academic excellence;

        (ii) academic improvement;

(iii) service to SIHE;

        (iv) diversity of cohort, and

        (v) SIHE strategic priorities;

    (b) have appropriately broad, inclusive and fair eligibility and selection criteria; and

    (c) provide for SIHE to be the ultimate decision-maker in relation to scholarship recipients.

(4) Eligibility and selection criteria must:

    (a) set clear standards and benchmarks against which applicants can be ranked and recipients selected; and

    (b) be broad enough to allow a reasonable number of people to be eligible.

(5) Scholarships, subsidies, prizes and awards may be funded by any, or a mixture, of:

    (a) donated or bequeathed funds;

    (b) contractually provided funds, including sponsorships;

    (c) government funding schemes; or

    (d) internal funds.

(6) All student recognition awards must be established and administered consistently and transparently

and in accordance with this policy and the procedures.

(7) Administrative processes will proceed by

(a) The <u>Executive Director, Operations & Compliance</u> is responsible for the receipt, collection and, where possible, initial ranking of applications.

(b) Ranked applications must be considered by the *Admissions Committee*, consistent with the applicable terms and conditions of each scholarship and this policy and the procedures.

(c) The *Admissions Committee* will determine the final ranking of the applicants.

(d) The <u>Executive Director, Operations & Compliance</u> will notify applicants of the outcome of their application.

(e) Notifications to successful applicants must include:

(i) the terms and conditions of the award;

(ii) instructions on how and by when to accept it;

(iii) details of any proposed awards ceremony or other public recognition;

(iv) details of any additional information about the recipient proposed to be provided to a donor or other third party; and

(v) whether, and if so how, a recipient may elect:

(i) not to participate in any public recognition; or

(ii) not to have their information provided to any donor or other third party.

(f) The <u>Finance Manager</u> will manage student scholarships, subsidies, prizes and awards by:

(i) identifying appropriate methods of payment based on the value of award;

(ii) crediting funds against any balance owed to SIHE by recipients.

(9) Termination of a scholarship, subsidy, prize and award

(a) The recipient of a scholarship, subsidy, prize or award may terminate it at any time by:

(i) notice in writing to the <u>Executive Director, Operations & Compliance</u>; or

(ii) terminating their candidature in their award program.

(b) The <u>President</u> may terminate an individual award if:

(i) satisfied that the holder has failed to fulfil the eligibility criteria or breached any term on which the award is conditional; or

(ii) the holder has been found guilty of misconduct.

(c) Prior to any decision to terminate a scholarship, subsidy, prize or award

(i) The <u>Executive Director, Operations & Compliance</u> will inform the holder of the scholarship, subsidy, prize or award under consideration of termination and invite them to make submissions as to why it should not be terminated, in a specified manner and within a specified time; and

(ii) will provide the *Admissions Committee* with any such submissions received.

(iii) The <u>Executive Director, Operations & Compliance</u> will inform the holder of the decision in writing.

Appeals

- Students may appeal the decision made regarding the removal of any scholarship, subsidy, award or prize in accordance with the *Student Complaints and Appeals Policy*.
- Students have no right of appeal for a decision by SIHE to not award a scholarship, subsidy, award or prize.

Terms and Conditions of Scholarships, Subsidies, Awards and Prizes

- Scholarships reward eligible students with a reduction in tuition fees of up to 40% of the tuition fees in any semester and for a maximum duration of 6 semesters.
- Subsidies are one-time payments by SIHE toward living costs, material fees (such as textbooks), and other non-tuition fees.
- Awards and prizes are offered to eligible students, generally, on a one-time basis.
- Scholarships are calculated on a semester basis
- The number and value of any scholarship, subsidy, award or prize are made solely at the discretion of the President.
- Scholarship, subsidy, award or prize cannot be transferred, deferred or redeemed for cash.
- Where the award of a scholarship comprises a tuition fee reduction or another discount on tuition fees, all remaining fees must be paid on time. In the event a student is late in paying student fees, the tuition fee reduction or another discount of tuition fees under the scholarship will be forfeited and the full fee will be payable.
- In order to maintain a scholarship in any semester, the student must continue full-time enrolment in the current course, pay all tuition fees and additional fees on time, meet all the conditions of their student visa and must not cancel, terminate, withdraw, or defer from the course.
- Where a student who has received a scholarship cancels, terminates, withdraws, or defers from the course the scholarship will be forfeited and the full fee will be payable.
- Recipients of a scholarship, subsidy, award or prize agree to the use of their image in promotional, marketing and online events.
- SIHE is not obliged to explain to the applicant why an application was not awarded a scholarship.

Application and Awarding of Scholarships - commencing students

- An application can be made for a scholarship from a prospective student at the time of applying for enrolment at SIHE.
- Applications are made by completing the Scholarship Application form and emailing it to enrol@sydneyinstitute.edu.au
- Applications are competitive and awarded based on prior academic merit, work experience, and civic and personal achievement. Supporting evidence must be attached to the Scholarship Application form.
- Scholarships for commencing students are intended to deliver equity and diversity to the student cohort.
- Applicants must demonstrate through a written submission how the award of the scholarship will promote equity and diversity in the SIHE cohort.
- Where a scholarship is awarded, the recipient will be advised of the amount of the scholarship and the period it will cover.
- Where the student has already paid the initial fee to SIHE, the scholarship will be credited to the student's account and applied against future fees.
- Where the student has not yet paid the initial fee to SIHE, the scholarship will reduce the total program fee and the student will be required to sign a new Letter of Offer and Student Agreement for the net tuition fee amount.

Application and Awarding of Scholarships - continuing students

- An application can be made for a scholarship from a student at any time after the commencement of their program.
- Applications are made by completing the Scholarship Application form and emailing it to student@sydneyinstitute.edu.au
- Applications are competitive and awarded based on academic excellence in the SIHE program, academic improvement in the SIHE program, service to SIHE, or SIHE strategic priorities. Where relevant, supporting evidence should be attached to the Scholarship Application form.
- Scholarships for continuing students are intended to promote student retention and student progression.
- Where a scholarship is awarded, the recipient will be advised of the amount of the scholarship and the period it will cover.
- The scholarship will be credited to the student's account and applied against future fees.

Application and Awarding of Subsidies, Awards or Prizes - continuing students

- SIHE staff may nominate a continuing student for a subsidy, award or prize. A call for nominations is made periodically by the *Admissions Committee*.
- Applications are competitive and awarded based on academic excellence in the SIHE program, academic improvement in the SIHE program, service to SIHE, or SIHE strategic priorities.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the <u>Executive Director, Operations & Compliance</u>, seeking advice on particular cases from the *Admissions Committee*.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, The *Academic Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct in accordance with the *Compliance Calendar*.

Based on these monitoring activities, the *Academic Board*, in accordance with the *Compliance Calendar*, must provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in monitoring all student admissions process, and with planning, quality assurance and improvement processes overall.

Review Schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	13/01/2019		13/01/2022
2	Academic Board	5/7/22	Align to student retention strategy and defining application process	5/2024

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Related Documents

➦	🗋	[Academic and Professional Integrity Policy](#)
➦	🗋	[Academic Standards Policy](#)
➦	🗋	[Admissions Policy](#)
➦	🗋	[Recognition of Prior Learning Policy](#)
➦	🗋	[Student Complaints and Appeals Policy](#)
➦	🗋	[Equity and Diversity Policy](#)