

## Scholarships Policy and Procedures

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Responsible Officer	Registrar		
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Related Documents	Indigenous Education Policyv2.0		
<b>Version</b>	<b>Change Description</b>	<b>Approved</b>	<b>Effective Date</b>
1.0	New policy development	Governing Board	7 February 2017
1.1	Update to reflect student visa changes and addition of Schedule 1	Governing Board	13 April 2017
2.0	Extensive review and redrafting of the document.	Governing Board 23 October 2020	04 November 2020

### 1. Purpose

This Policy details the types of scholarships offered and the criteria and the conditions under which they are awarded to the students of Asia Pacific International College (APIC) consistent with the College's commitments and strategic intent to create a superior and engaged learning experience providing equity of access and inclusiveness.

### 2. Scope

This Policy regulates all undergraduate, postgraduate, non-research scholarships and applies to all enrolled students participating in coursework units in all courses of study at APIC.

### 3. Definitions

Item	Definition
<i>Aboriginal or Torres Strait Islander student</i>	An Aboriginal or Torres Strait Islander person is someone who: <ol style="list-style-type: none"> <li>Identifies as being of Aboriginal and/or Torres Strait Islander descent; AND,</li> <li>Is accepted and recognised by the Aboriginal or Torres Strait Islander community in which they reside or have a family connection to an Aboriginal or Torres Strait Islander person; AND,</li> <li>is of Aboriginal and/or Torres Strait Islander descent<sup>1</sup>.</li> </ol>
<i>Domestic student</i>	A student who is an Australian citizen or who has been granted permanent residency.

<sup>1</sup> As per definition most commonly used in Australia – for example University of Wollongong and Western Sydney University.

Item	Definition
<i>Eligible student</i>	A person who meets the eligibility criteria for the relevant scholarship or grant.
<i>International student</i>	A student studying in Australia on a Student visa (subclass 500).
<i>Postgraduate</i>	Candidates for courses for Masters, Graduate Diploma, and Graduate Certificate degrees.
<i>Student</i>	A person enrolled or eligible for enrolment in a course at APIC. Additional criteria may be applied to this definition; this information will be provided in the scholarship or grant conditions, made available on the College website.
<i>Scholarship</i>	An award selected in accordance with selection criteria to assist a student to undertake or complete a program of study at APIC.
<i>Undergraduate</i>	Candidates or courses for diplomas, advanced diplomas, associate degrees, Bachelor degrees.

## 4. Policy

4.1 APIC awards scholarships in accordance with:

- 4.1.1 Its strategic and budgetary priorities, which means that the number and types of scholarship awarded may vary from time to time.
- 4.1.2 its commitment to the promotion and achievement of equity of access to APIC courses for disadvantaged groups and students
- 4.1.3 its commitment to the promotion, achievement, and rewarding of academic excellence through the provision of incentives for its students
- 4.1.4 its strategic direction, priorities, and constraints in supporting the ethnic diversity of the student body.

4.2 All APIC scholarships:

- 4.2.1 cannot be deferred unless otherwise stated in the scholarship conditions
- 4.2.2 cannot be converted to cash
- 4.2.3 will specify the duration and categories of support
- 4.2.4 will have the eligibility, application, and selection criteria clearly stated
- 4.2.5 will have criteria that are free from unlawful discrimination, and
- 4.2.6 will use identifiable, equitable, and transparent processes for awarding the scholarship.

4.3 Students are permitted to hold only one APIC Scholarship at any one time during their studies.

4.4 Students receiving an APIC scholarship must maintain full-time enrolment, however:

- 4.4.1 Students in exceptional circumstances that prevent full-time enrolment can seek approval to enroll part-time by writing to the Registrar. If approved, students will receive pro-rata payment, up to the maximum amount, in relation to their original offer.

4.4.2 Students who take approved leave of absence from their studies will have the scholarship suspended, and the payment will recommence on their return to study.

## **5. Types of APIC Scholarships**

### **5.1 Equity Scholarships**

5.1.1 Scholarships are available for domestic students who can demonstrate financial disadvantage via the application process. The objective is to allow financially disadvantaged students equality of access by removing some of the financial impediments to participation.

Any student or prospective student may apply for an Equity Scholarship; however, the student must be from a recognised disadvantaged group such as, but not limited to, indigenous students, areas or communities with a low socio-economic background, regional and remote communities, and single parent households or similar circumstances.

5.1.2 The value of the Equity Scholarship is a proportion of the tuition fee for each enrolled unit of the course administered for the term of the course. The scholarship is subject to the maintenance of a minimum passing grade in all subjects attempted and any conditions stipulated when the scholarship is awarded. The value of the scholarship is specified in Appendix 1, Schedule A.

5.1.3 The value of the Equity Scholarship may be adjusted at the discretion of the President. A change will be advised to the Governing Board as required.

5.1.4 Any change to the value of an Equity Policy will not apply to any scholarships awarded prior to the change.

5.1.5 Equity Scholarships may be awarded to one or more study periods, or for a full course.

5.1.6 Where an Equity Scholarship is awarded for a period less than a full course, the scholarship may be extended on application.

5.1.7 Where there is a significant change in a student's financial situation, the student must advise the College. The award may be confirmed, reduced or removed following a review of the revised circumstances.

### **5.2 Academic Excellence Scholarships**

5.2.1 An Academic Excellence Scholarship may be awarded to a student who has achieved an average mark of 75% in units completed in a study period and has completed at least two units in that study period for postgraduate students and at least three units in that study period for undergraduate students.

5.2.2 The number of Academic Excellence Scholarships awarded for a study period will be at the discretion of the College. Where scholarships are limited in number, they will be awarded in order of average mark achieved in the previous study period.

5.2.3 An Academic Excellence Scholarship will apply for one study period only.

5.2.4 The value of the Academic Excellence Scholarship is a proportion of the published tuition fee for each unit in which the student is enrolled in the subsequent study period. The value of the Academic Excellence Scholarship is specified in Appendix 1, Schedule A.

5.2.5 The value of the Academic Excellence Scholarship may be altered at the discretion of the President. A change will be advised to the Governing Board as required.

5.2.6 Where a student has earned an Academic Excellence Scholarship but takes approved leave of absence, the scholarship will carry over to the next study period undertaken by the student. However, this ability to defer the application of the scholarship expires after one year from the date of the scholarship.

5.2.7 A student may be awarded an Academic Excellence Scholarship more than once.

5.2.8 Where a student has paid tuition fees in advance and subsequently has earned an Academic Excellence Scholarship, the paid tuition fees will be held in credit for future study periods or refunded if the student is deemed eligible to graduate.

### 5.3 Diversity Scholarships

5.3.1 In accordance with APIC's [Equity and Diversity Policy](#), the College will seek to encourage students from diverse cultural backgrounds. To this end, the College will offer Diversity Scholarships to qualifying students. The number of Diversity Scholarships awarded for each study period will be at the discretion of the College. Where the number is limited, Diversity Scholarships will be awarded in order of application submission date.

5.3.2 To qualify for a Diversity Scholarship, students will need to be from particular national or cultural backgrounds as defined by the College from time to time.

5.3.3 Qualifying students may apply for a Diversity Scholarship in accordance with the procedures set out in Appendix 2.

5.3.4 The value of a Diversity Scholarship is a proportion of the published tuition fee for each unit in which the student is enrolled. The value of the scholarship is specified in Appendix 1 Schedule A.

5.3.5 The value of the Diversity Scholarship may be altered by the President. A change will be advised to the Governing Board as required.

5.3.6 Diversity Scholarships may be awarded to one or more study periods, or for the duration of a chosen course.

5.3.7 Where a Diversity Scholarship is awarded for a period less than a full course, the scholarship may be extended.

5.3.8 Allocation of diversity scholarship will also consider the ongoing management of the APIC risk index.

5.3.9 The value of a Diversity Scholarship may not be converted to cash.

## 6. Procedures

6.1 Procedures for applications for APIC Scholarships are provided in Appendix 2 of this Policy.

## 7. Conditions under which scholarships may be terminated or modified

6.2 APIC may terminate a scholarship if the recipient:

1. fails to meet any or all criteria, including satisfactory progress or any other requirements, of the specific scholarship including a breach of terms and conditions, and/or
2. has been found to have breached the APIC Student Code of Conduct or the APIC Academic Integrity Policy resulting in suspension or exclusion from the College, and/or

3. has been found to have breached Commonwealth or State laws, and/or
4. has intentionally provided incorrect, incomplete or misleading information in the scholarship application process.

## **8. Appeal provisions**

Students or prospective students with the College may appeal a decision or determination of the College made in relation to the APIC Scholarships Policy and Procedures in accordance with the provisions laid down in the APIC Grievances and Appeals Policy and Procedure.

## Appendix 1: Value and Conditions of Scholarships

The number and types of scholarships may vary from time to time in accordance with APIC's strategic and budgetary priorities.

### SCHEDULE A

Name of the scholarship	Value and conditions
<b>Equity Scholarship</b>	30% of the tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum passing grade in all subjects attempted and the conditions stipulated when the scholarship is awarded
<b>Academic Excellence Scholarship</b>	25% of the tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum Distinction average for all subjects attempted and the conditions stipulated when the scholarship is awarded
<b>Diversity Scholarship</b>	25% of the tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum Credit grade average for all subjects attempted and the conditions stipulated when the scholarship is awarded

## Appendix 2: Procedures

The number and types of scholarships may vary from time to time in accordance with APIC's strategic and budgetary priorities.

### Applications

Domestic applicants may apply for APIC Equity Scholarships at the time of their application for admission to their courses and during their course using the APIC Student Scholarship Form.

Students who are eligible for an Academic Excellence Scholarship are identified by the college and do not need to apply.

International students from diverse countries and cultural backgrounds as defined by the College from time to time may apply for the Diversity Scholarship at the time of their application for admission using the APIC Student Scholarship Form. The student's agent or College student recruitment staff may apply on the student's behalf.

### Evidence

#### Equity Scholarships

Applicants for APIC Equity Scholarships are required to provide evidence of eligibility. Such evidence may include but is not limited to:

- Evidence that the student belongs to a recognised disadvantaged equity group, such as a signed Statutory Declaration or a certified Confirmation of Aboriginality.
- Evidence of financial hardship in addition to the above

#### Diversity Scholarships

International students who are from identified countries or cultural groups usually provide evidence through their application for admission including their passports, overseas residency, visa details. When an agent applies on the student's behalf, the agent is guarantor of the eligibility. APIC or ECA staff who apply on a student's behalf will verify eligibility before submitting the application.

### Assessing Applications

#### Equity Scholarships

Applications for APIC Equity Scholarships are assessed by a Scholarships Committee comprised of:

- The Dean
- The Registrar
- Director of Academic Enhancement

Applicants will be notified of the outcome of their Scholarship application in writing following the completion of the assessment process, prior to course commencement or commencement of the following study period if application is submitted after start of the course.

Appeal provisions concerning the decisions of the Scholarship Panel are outlined in Section 7 of this Policy.

#### Diversity Scholarships

Application for Diversity Scholarships are checked against the county or cultural background list as determined by APIC which may vary from time to time.