# Scholarships - Higher and Vocational Education Procedure

# Section 1 - Summary

(1) This Procedure:

a. provides a framework for the management and implementation of Victoria University (VU) Grants and Scholarships, and the Commonwealth Scholarships Program at Victoria University, as set out in the Higher Education Support Act 2003 (Cth) and the Indigenous Student Assistance Grants Guidelines 2017;
b. ensures that VU meets its obligations for the delivery of Commonwealth Scholarships;
c. ensures that VU provides assistance to students in need and meets its obligations for complementary grants and scholarships in relation to the Commonwealth Scholarships; and,
d. details the eligibility, selection criteria and procedures for VU Grants and Scholarships and Commonwealth Scholarships.

# Section 2 - Scope

(2) This Procedure applies to Grants and Scholarships provided by VU and the Commonwealth to undergraduate and vocational education students.

(3) Research Scholarships are covered by the Higher Degree by Research Scholarships Procedure.

# Section 3 - Policy/Regulation

(4) Scholarships - Higher and Vocational Education Policy

# Section 4 - Procedures

## Part A - Summary of Roles and Responsibilities

| Roles | Responsibilities |
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|---|---|
| Manager Admissions Pathways and Scholarships | Manages the central register of grants and scholarships.<br><br>Develops standard operating procedures for the selection of students for Commonwealth Scholarships and VU Grants and Scholarships.<br><br>Consider applications for review of scholarship decisions.<br><br>Maintains financial records relating to grants and scholarships, and reviews quarterly for planning and forecasting purposes.<br><br>Analyses student outcomes to assess the impact of grants and scholarships on student admission, retention and success. |
| Scholarships Office | Administers applications for Commonwealth and VU Scholarships. |

## Part B - Standard Operating Procedures

(5) The selection of students for Commonwealth Scholarships, and VU Grants and Scholarships, according to the selection policies set out in Section 5 of the Scholarships - Higher and Vocational Education Policy, will be undertaken in accordance with standard operating procedures developed and maintained by the Manager Admissions Pathways and Scholarships, in consultation with key stakeholders, and approved by the Director, Student Administration.

(6) Any student who is not offered a scholarship, is entitled to seek a review of the decision on the following grounds:

a. The application demonstrably met all relevant criteria; and
b. The application was lodged completely, including providing all requested additional or supporting information, on time and in the correct manner; and
c. The Scholarships - Higher and Vocational Education Policy and this Procedure were not correctly applied

(7) A request to review the decision must be lodged in writing, addressed to the Director, Student Administration within 10 University business days of the decision.

(8) The Director, Student Administration will arrange for a review of the selection decision and a written outcome will be provided within 10 University business days of the date received by VU.

(9) The review is final and cannot be appealed within VU.

## Part C - Duration and Value of Scholarships

(10) The Commonwealth Department responsible for scholarship delivery will provide VU with an annual allocation of Commonwealth Scholarships, their durations and values. The University will participate in any required bidding processes to request allocation of new scholarships.

(11) The duration and value of VU Grants and Scholarships are noted in the central register of grants and scholarships maintained by the Manager Admissions Pathways and Scholarships.

## Part D - Payment of Scholarships

(12) Scholarships are paid for the maximum duration specified unless the student is no longer eligible to receive payment. This includes where a student completes their course of study or no longer meets the eligibility criteria.

(13) Scholarships will normally be paid by Electronic Funds Transfer direct to a student's bank account.

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(14) Payments to Higher Education students on Commonwealth scholarships will be made in two equal instalments, usually in April and September each year, following confirmation of student enrolment status.

(15) Payments to Higher Education and Vocational Education students on VU Grants and Scholarships will be paid according to the schedule set out in the central register of grants and scholarships.

(16) Ongoing eligibility requirements. In order to maintain ongoing eligibility for a Scholarship, the scholarship recipient:

a. Must maintain satisfactory academic progress, according to VU's Academic Progress Procedure (HE) and Academic Progress Procedure (VET).
b. Must comply with VU standards with regard to academic misconduct.
c. May transfer to another eligible Higher Education or Vocational Education program at VU, but must maintain continuous enrolment, including periods of leave.
d. Must continue to meet the basic eligibility requirements as given in their original application. It is the scholarship holder's responsibility to advise the Scholarships Office of any changes to their circumstances which would make them ineligible to continue to receive the Scholarship. This includes changes in a student's financial situation and changes in study load.

(17) A student who holds a scholarship whose course load falls below 75% of a full-time load, must have their eligibility status reviewed and will be ineligible to retain their scholarship unless there are exceptional circumstances which have been reviewed and approved by VU.

(18) Students who are granted a scholarship and defer commencement of their studies, will be required to re-apply for a scholarship at the time of commencement.

(19) Scholarships will not be held for deferred student.

(20) Students who take approved leave of absence from their studies will have their scholarship suspended. Payment will recommence in the next semester of enrolment, and continue to the maximum period of the scholarship.

(21) Scholarship recipients who are not enrolled in a unit and have not taken a leave of absence may be at risk of becoming ineligible to retain their scholarship in accordance with clause 21, above. In such cases, the Scholarships Office will contact the student with advice and guidance concerning retention of their scholarship.

## Part E - Multiple Scholarship Guidelines

(22) Students who have already been awarded a scholarship may apply for an additional scholarship, for a scholarship of a higher value or different duration, or for a scholarship aimed at a specific target audience.

(23) There may be some instances where the award of one scholarship renders the recipient ineligible to receive another type of scholarship. Details of conditions and exclusions are maintained in the central register of grants and scholarships.

(24) In determining the eligibility of any scholarship, the value of any existing grants and scholarships received by the applicant will be included in assessing a student's income, if income assessment is part of the documented selection process.

(25) When offering a student a scholarship of equal or greater value, longer duration, or alternative purpose, the Scholarships Office will advise the student if they will be required to relinquish the original scholarship in order to accept the offer.

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## Part F - Termination of Scholarships

(26) A scholarship will be ceased in any of the following circumstances:

a. the scholarship recipient ceases to meet the eligibility criteria, other than during a period in which the scholarship recipient is on approved leave; or
b. the full value of the scholarship has been paid in respect to the maximum period of scholarship payment; or
c. the scholarship recipient ceases to be enrolled in an eligible course of study; or
d. the scholarship recipient does not resume study at the conclusion of a period of leave; or
e. the scholarship recipient is found guilty of academic or student misconduct as determined by the Discipline Committee of the University.

(27) The scholarship recipient fails to maintain satisfactory academic progress according to the Academic Progress Procedure (HE) and Academic Progress Procedure (VET).

## Part G - Confidentiality

(28) All information provided by applicants will be treated as confidential, according to VU's Privacy Policy.

(29) Applications and supporting documentation will be maintained in accordance with VU's Records Management Policy and Records Management Schedules.

## Part H - Review

(30) Applicants may request a review of a scholarships decision by the Manager Admissions Pathways and Scholarships, in circumstances where:

a. unsuccessful applicants believe there was a breach of process in the handling of their application; or
b. Scholarship recipients have been determined as ineligible for continuation of their scholarship.

# Section 5 - HESF/ASQA/ESOS Alignment

(31) HESF: Standards 1.3 Orientation and Progression; 2.2 Diversity and Equity; 2.3 Wellbeing and Safety; 2.4 Student Grievances and Complaints; 6.2 Corporate Monitoring and Accountability; 7.2 Information for Prospective and Current Students; 7.3 Information Management.

(32) ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018: Standard 6 Overseas Student Support Services; Standard 10 Complaints and Appeals.

(33) Outcome Standards for NVR Registered Training Organisations 2025: Standard 2.7 Feedback, Complaints and Appeals.

# Section 6 - Definitions

(34) See Scholarships - Higher and Vocational Education Policy, Section 8.

## Status and Details

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| **Status** | Current |
| **Effective Date** | 9th November 2021 |
| **Review Date** | 9th November 2024 |
| **Approval Authority** | Vice-Chancellor |
| **Approval Date** | 9th November 2021 |
| **Expiry Date** | Not Applicable |
| **Accountable Officer** | Lisa Line<br>Deputy Vice-Chancellor Enterprise and Digital<br>Lisa.Line@vu.edu.au |
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