

<b>Policy Owner</b>	College Director & Principal
<b>Contact Officer:</b>	Scholarship Committee
<b>Policy Number:</b>	QBIPO015
<b>Approved by:</b>	Senior Management Group
<b>Date Approved:</b>	June 2011
<b>Last Reviewed:</b>	17 February 2016
<b>Related documents:</b>	Scholarship Register Notification of Scholarship letter and Certificate

## 1. Overview

- 1.1. Curtin College (Bentley) has a number of scholarships available to students based on academic merit, or humanitarian reasons. Scholarships may be provided for partial or full tuition fees and the awarding of such scholarships is at the discretion of the Scholarship Committee and/or College Director & Principal.
- 1.2. The purpose of the academic merit scholarship is twofold; firstly to provide students with a reward for academic excellence and secondly, to enhance the profile of Curtin College.
- 1.3. A Humanitarian scholarship may be awarded from time to time to students with genuine and unpredictable circumstances which may include financial hardship and are likely to prevent the student from completing or continuing in their course.

## 2. Policy Content

### 2.1. Academic Merit Scholarship

A Semester Weighted Average (SWA) of 80% or above in at least 90 credit points is the minimum academic requirement for granting of an Academic Merit Scholarship, unless otherwise approved by the College Director & Principal.

The following Academic Merit Scholarships are awarded to the student with the highest Trimester/Semester Weighted Average in the following courses:

**Scholarship 1** – 50% tuition re-imbusement granted to a student in Diploma (Stage One) study period.

**Scholarship 2** - 50% tuition re-imbusement granted to a student in their first Diploma (Stage Two) study period of the Humanities Diploma courses (Diplomas of Arts & Creative Industries, and Built Environment).

**Scholarship 3** - 50% tuition re-imbusement granted to a student in their first Diploma (Stage Two) study period of the Diploma of Commerce course.

**Scholarship 4** - 50% tuition re-imbusement granted to a student in their first Diploma (Stage Two) study period of either of the Diploma courses of Engineering, or Information Technology.

**Scholarship 5** - 50% tuition re-imbusement granted to a student in their first Diploma (Stage Two) study period of the Diploma of Health Science.

The recipient of any of the above scholarships will receive re-imbusement of their tuition fees for the study period in which they were awarded the scholarship. Scholarship amounts are credited for use in the next study period and are not refundable. Also, if a student defer their studies, the scholarship is forfeited.

Where the results of two or more students are very close and considered to be equally meritorious, the College reserves the right to share the scholarship between those two or more students at the discretion of the Scholarship Committee. If the award is shared, each recipient will receive an equal share of the scholarship amount awarded.

**Note:** Scholarships do not include the 'Degree' programs at Curtin University.

## 2.1.1. Eligibility

- Students are only eligible to win one scholarship per course.
- Students must be enrolled in 3 or more units of study equating to a minimum of 90 credit points per teaching period.
- Awarded to student with the highest Semester Weighted Average above 80%. Should the Scholarship Committee consider that marks are not sufficiently high in a given study period it reserves the right not to issue a scholarship on that occasion.
- Scholarships are non-refundable and cannot be transferred to another student.

## 2.2. Humanitarian Scholarship

The Humanitarian scholarship comprises of financial support in the form of a subsidy of tuition fees (partial or full) for one study period.

2.2.1. Students are not permitted to apply for a Humanitarian Scholarship, and the awarding of this scholarship is at the discretion of the College. The number and value of the scholarships, if any, will be determined by the Scholarship Committee.

2.2.2. Humanitarian scholarships are approved by College Director and Principal in consultation with the Scholarship Committee.

2.2.3. The combined total annual value of such scholarships is capped at a maximum dollar amount allocated by the College's management team at its annual budget cycle.

## 2.3. Staff Scholarship

2.3.1. Employees of Curtin College as well as their children, are eligible for a 50% discount on tuition fees.

2.3.2. To apply for this Scholarship the Curtin College employee should speak to their line manager.

## 3. The Scholarship Committee

3.1. The Scholarship Committee will be comprised of the following members or their nominees:

- Academic Director
- Director of Marketing and Admissions
- Director Finance and Administration

3.2. All Scholarships are to be approved by the College Director & Principal.

## 4. Administrative Procedures

4.1. Once the College Director and Principal has approved of scholarship, the committee forwards details to the Director Finance and Administration, who will arrange for a credit on the student's tuition fee account update the 'Scholarship Register'; and Academic Services who will forward congratulatory letter to student.

4.2. All students who receive a scholarship must be reported, for noting, to Senior Management Group.

# Scholarship Policy (Bentley Campus Only)

<b>Version (Date):</b>	<b>Improvements Made:</b>
<b>V1.6 (Feb 2016)</b>	<ul style="list-style-type: none"><li>• Title change – Business Manager to Director Finance and Administration</li><li>• Credit point eligibility reduced to 90 credit points to take into account the credit point structure of Diploma (Stage 1)</li></ul>
<b>V1.5</b>	<ul style="list-style-type: none"><li>• Amendments to section 2.1 i.e. reference to Certificate IV changed to Diploma (Stage One)</li></ul>
<b>V1.4 (May 2015)</b>	<ul style="list-style-type: none"><li>• Amendments to items 1.1 and 1.2</li><li>• Amended item 2.1 to note new scholarship details and eligibility.</li><li>• Humanitarian Scholarship now noted in item 2.2.</li><li>• Removed Market Development Scholarship (no longer offered)</li></ul>