# UNDERGRADUATE STUDENT SCHOLARSHIPS AND GRANTS POLICY

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<th>Date approved</th>
<th>4 February 2011</th>
<th>Date Policy will take effect</th>
<th>On approval</th>
<th>Date of Next Review</th>
<th>February 2013</th>
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<td>Approved by</td>
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<tr>
<td>Custodian title &amp; e-mail address</td>
<td>Academic Registrar, Academic Registrar’s Division</td>
<td><a href="mailto:askuow@uow.edu.au">askuow@uow.edu.au</a></td>
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<td>Author</td>
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<td>Responsible Faculty/Division &amp; Unit</td>
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<td>Supporting documents, procedures &amp; forms of this policy</td>
<td>Scholarships and Grants Committee Terms of Reference</td>
<td>Scholarships and Grants Appeal Procedure</td>
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<td>Audience</td>
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<td>Expiry Date of Policy</td>
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1 Purpose of Policy

The purpose of this policy is to provide transparency, clarity and consistency in establishing, administering and disbursing University of Wollongong (UOW) undergraduate scholarships and grants which exist to:

a. Attract students to UOW;

b. Recognise student achievement;

c. Assist students to overcome barriers to undertaking higher education; and

d. Support students to achieve success in higher education.

2 Definitions

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Academic excellence</td>
<td>High academic achievement at a specified level of study in an individual subject or across a specified range of subjects.</td>
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<tr>
<td>Category A</td>
<td>Scholarships valued at greater than three thousand dollars ($3,000).</td>
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<tr>
<td>Category B</td>
<td>All Grants. Scholarships up to and including a value of three thousand dollars ($3,000).</td>
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<tr>
<td>Category C</td>
<td>All work-integrated learning scholarships.</td>
</tr>
<tr>
<td>Commonwealth Scholarship</td>
<td>Scholarships which are administered under the Commonwealth Scholarships Guidelines (Education) which provides for matters under Part 2-4 of the Higher Education Support Act 2003.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>A person or entity outside of UOW providing a scholarship or grant that will be administered by UOW.</td>
</tr>
<tr>
<td>Eligible student</td>
<td>A person who meets the eligibility criteria for the relevant scholarship or grant.</td>
</tr>
<tr>
<td>Grant</td>
<td>An award to assist students experiencing financial hardship and/or social disadvantage to undertake or complete a program of study at UOW.</td>
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<tr>
<td>Originator</td>
<td>The UOW faculty, unit or individual proposing and/or funding a scholarship or grant.</td>
</tr>
<tr>
<td>Student</td>
<td>A person enrolled or eligible for enrolment in a course at UOW. Additional criteria may be applied to this definition; this information will be provided in the scholarship or grant conditions which will be made available on the program website.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>An award selected on merit to recognise excellence (including but not limited to academic excellence), in accordance with selection criteria, to assist a student to undertake or complete a program of study at UOW.</td>
</tr>
<tr>
<td>Third Party Scholarship or Grant</td>
<td>A scholarship or grant provided and administered by a person or entity outside of UOW.</td>
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</table>
Travel Grant | Provided for approved activities which are undertaken for credit towards a student’s UOW degree.
---|---
Undergraduate | Candidates or courses for diplomas, advanced diplomas, associate degrees, Bachelor degrees, and honours Bachelor degrees.
University Prize | Prizes awarded to students wholly or substantially in recognition of academic merit on their part in the course of their UOW studies.

3 Application & Scope

1. This policy regulates all domestic, undergraduate, non-research scholarships and grants and applies to all staff and UOW domestic, undergraduate, non-research students.
2. This policy does not apply to offshore students, UOW Dubai and UOW College.
3. This policy does not apply to student university prizes or travel grants.
4. This policy does not apply to Higher Degree Research Scholarships. Further information on these scholarships is available through the UOW Research Student Centre.
5. This policy does not apply to existing scholarships and scholarship holders in place prior to this policy taking effect.

4 Policy Principles

1. Scholarships and grants are of strategic importance to UOW and indicate its commitment to recognition, excellence, equity and diversity.
2. Scholarships and grants will be established, awarded and administered using an equitable, transparent and consistent framework.
3. UOW will not be responsible for funding a scholarship or grant established by a sponsor.
4. UOW reserves the right not to accept scholarship or grant funds from a sponsor, or accept particular conditions on funding, such as the imposition of criteria associated with a new scholarship that the UOW considers to be unreasonable. This includes but is not limited to psychometric testing of scholarship candidates and activities that infer an employment relationship.

5 General Attributes

1. All UOW scholarships and grants:
   a. May be awarded on a one-off or ongoing basis;
   b. May be intended for commencing or continuing students or both;
   c. Will be available to students who study part-time or full-time unless otherwise stated in the scholarship or grant conditions;
   d. Cannot be deferred unless otherwise stated in the scholarship or grant conditions;
   e. Will specify the duration and categories of support;
   f. Will have the eligibility, application and selection criteria clearly stated;
   g. Will have criteria that are free from unlawful discrimination; and
   h. Will use identifiable, equitable and transparent processes for determining the award of the scholarship or grant.
2. Information on individual scholarships and grants will be made available to all students on the UOW website at: [www.uow.edu.au/about/scholarships/index.html](http://www.uow.edu.au/about/scholarships/index.html).
3. The Scholarships and Grants Office may, at its discretion, publicise a Third Party Scholarship or Grant.

6 Establishment of a new Scholarship or Grant
1. The establishment of a new scholarship or grant may be proposed by any person, group or organisation within or outside UOW. Except where the scholarship or grant is wholly offered and administered independently of UOW, the following provisions will apply:
   a. The rules and conditions attaching to a scholarship or grant will ensure that:
      i. It is offered on the basis of acceptable academic or other criteria;
      ii. Administrative procedures uphold the principles of equal opportunity, and enable the scholarship or grant to be administered in a fair and proper manner; and
      iii. Unacceptable conditions are not placed on UOW, its staff or students (see section 4.4).
2. Grants are established to provide financial support to assist students experiencing financial hardship and/or social disadvantage to undertake a program of study at UOW.
3. Scholarships are established to:
   a. Reward academic, community, leadership or sporting excellence;
   b. Recognise student achievement;
   c. Develop a student’s practical workplace skills and experience which have an educational purpose.
4. All new scholarships and grants will be added to the scholarships and grants register.

7 Approval of a new Scholarship or Grant
1. The establishment of all new scholarships or grants will be subject to the approval of the Scholarships and Grants Governance Committee. To be considered for approval, all new scholarships and grants must:
   a. Have rules and conditions that fulfil the criteria specified in this policy;
   b. Have a purpose that complies with section 1.1 of this policy; and
   d. Have a sponsor which is acceptable to UOW (see section 4.4).

8 Award of Individual Recipients of a Scholarship or Grant
1. Approved scholarships and grants will be open to all eligible students and awarded according to specified criteria.
2. Selection of a recipient of a scholarship or grant must be based on the published selection criteria for the specific scholarship or grant and may be made by a selection panel.
3. A selection panel must constitute a minimum of three members and will be convened by the Academic Registrar or their nominee. A sponsor may form part of the selection panel for their scholarship or grant, but may only represent one member on the panel and cannot be the panel chair. All members of the selection panel (with the exception of a sponsor representative if appropriate) must be UOW employees.
4. A scholarship or grant will not be awarded if there is no applicant of sufficient merit, or if the applicant does not meet the selection criteria.
5. A scholarship or grant will be awarded in any given year only if there are sufficient funds available to meet its cost. All applicants will be notified of the outcome of their application by phone, mail or email.

6. Unsuccessful applicants may lodge an appeal against the decision of the selection panel. Refer to the Scholarships and Grants Appeal Procedure for information.

7. All recipients must sign a student scholarship or grant agreement respectively that contains the terms for that award.

9 Fees compliance and payment of monies

1. Money will be paid to a recipient's nominated bank account as per the timing set out in the scholarship or grant agreement. No advanced payments will be given.

2. Should a student cease enrolment at UOW within eight weeks of money being paid, all money must be returned to UOW in full. Exceptions will only be considered in extraordinary circumstances and must be approved by the Scholarships and Grants Governance Committee.

10 Restrictions

1. At any one time, a UOW student may hold: one scholarship from Category A, unlimited scholarships or grants from Category B, and one scholarship from Category C.

11 Withdrawal of a Scholarship or Grant

1. UOW reserves the right, in any given year, not to offer some scholarships or grants, or not to offer scholarships or grants at all.

12 Termination of a Scholarship or Grant

1. UOW will terminate a scholarship or grant:
   a. Once the full value has been paid to the recipient and the term of the student scholarship agreement has expired;
   b. If the student ceases to meet the eligibility criteria;
   c. If the student is suspended or excluded from UOW for any reason; or
   d. If the student graduates or exits early or receives a lower level qualification.

2. If, for any reason, a sponsor terminates their sponsor agreement prior to the pre-agreed period, UOW must be given three months notice and the entitlements of that session.

3. If, for any reason, a sponsor terminates their sponsor agreement prior to the pre-agreed period, UOW must give the recipient three months notice and the entitlements of that session.

4. If a sponsor is considered to be, or is acting in a manner that is detrimental to the name and reputation of UOW the scholarship or grant may be terminated.

13 Management of Scholarships and Grants

1. When a sponsor provides a scholarship or grant, UOW will provide administrative assistance but cannot guarantee payment of funds or provision of any other benefit should the sponsor fail to provide funds or benefits to the recipient.

2. Donors providing scholarships and/or grants must be aware of, and not infringe upon the UOW name or brand. Refer to www.uow.edu.au/about/policy/UOW058709.html.

3. Applications will be treated confidentially.
4. Non-UOW staff involved with the selection of recipients for a scholarship or grant are required to sign a non-disclosure statement prior to commencing their involvement.

5. All UOW staff involved with the selection of recipients for a scholarship or grant will be reminded of their confidential obligations as outlined in their conditions of employment.

6. All application information will be stored in accordance with UOWs Records Management Policy and with relevant legislation and agreements.

7. The management of Commonwealth Scholarships will be in accordance with the Commonwealth Scholarships Guidelines.

14 Roles and Responsibilities

1. UOW has a responsibility to:
   a. Ensure that this Policy is accessible to all staff and students;
   b. Ensure that this Policy is implemented and applied consistently across all faculties, campuses and education centres; and
   c. Promote good practice in establishing, administering and disbursing scholarships and grants.

2. The Scholarships and Grants Governance Committee has a responsibility to:
   a. Approve all new scholarships;
   b. Implement, monitor and review the Undergraduate Student Scholarships and Grants Policy; and
   c. Ensure consistent application of this Policy and its procedures so that all students are treated fairly and equitably as far as practicable.

Refer to the Scholarships and Grants Governance Committee’s Terms of Reference for further information on the Committee’s membership, meeting frequency etc.

3. The Scholarships and Grant Office has a responsibility to:
   a. Provide administrative support for the implementation of this Policy and the supporting appeals procedure;
   b. Provide advice to the Scholarships and Grants Governance Committee on this Policy;
   c. Ensure that all records relating to Scholarships are retained, in accordance with UOW’s Records Management Policy and with relevant legislation and agreements;
   d. Ensure that sponsors are informed of the Policy and any changes to the Policy, and monitor use of the UOW brand and identity by sponsors; and
   e. Assist with the resolution of any disputes about the Policy.

4. Originators responsible for any part of the scholarship lifecycle have a responsibility to:
   a. Comply with this Policy, in particular in relation to the creation of UOW scholarships and grants and the selection of eligible students;
   b. Assist with the resolution of any disputes about the Policy; and
   c. Ensure that all records relating to student scholarships and grants are retained in accordance with the Records Management Policy and relevant legislation.

15 Version Control and Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1</td>
<td>4 February 2011</td>
<td>Council</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>21 June 2011</td>
<td>Vice-Principal (Administration)</td>
<td>Updated to reflect change of name from Wollongong College Australia to UOW College</td>
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<td>3</td>
<td>13 February 2012</td>
<td>Vice-Principal (Administration)</td>
<td>Minor Amendment – change Custodian to Senior Manager, Client Service</td>
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