



**EXCELSIA**  
**COLLEGE**  
Sydney - Australia

**Document Name**

**SCHOLARSHIPS PROCEDURE**

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## Purpose and Scope

To establish processes for the approval of scholarships, processing of applications and the awarding of scholarships, based upon the agreed criteria.

## Responsibilities

Registrar  
Heads of Schools  
Chief Executive Officer  
Director of Finance and Administration  
Chief Academic Officer  
Director of Marketing and Student Acquisition

## Procedure

### 1. General

Excelsia College awards scholarships to both local and overseas students, the major criteria being academic merit. Scholarships cover tuition fees only.

Scholarships are awarded for the following purposes:

- to enable candidates of high academic calibre and modest financial means to study at the College.
- to promote the College as a higher education provider that offers a range of scholarships.
- to attract students, from both Australia and overseas, who are assessed as being potentially high achievers, and who will bring credit to the College.

Scholarship recipients are required to:

- study in consecutive semesters of full-time course load (EFTSL 1.0) for the duration of their course, and
- maintain the academic standard set out in their scholarship award letter (credit average).

Recipients will forfeit their scholarship if they:

- defer commencement of their studies, or
- take Leave of Absence during their studies, or
- fail to pay other fees due and payable to the College within a reasonable time, or
- reduce their study load to less than full time by census date of a semester.

Scholarships cover tuition fees for course requirements for the duration of the course taken in full-time sequential semesters of study.

Scholarships do not cover:

- elective studies taken beyond course requirements,
- repetition of failed units
- Private Music Tuition,
- performance-related costs, or
- other miscellaneous charges incurred in the course of study (including the cost of textbooks, stationery, supplies and fines).

### 2. Decisions of the Board of Directors

The Board of Directors approves the Scholarship Policy and Procedure and determines the value of scholarships that may be offered each year. Heads of Schools submit their recommendations to the Scholarship Committee which makes the final decision on scholarship awards. Members of the

Scholarship Committee are: Chief Executive Officer, Chief Academic Officer, Director of Finance and Administration and Registrar.

In 2006 the Board made the following determinations:

- One full scholarship or two half scholarships may be awarded each year to commencing students in each undergraduate discipline. Each full scholarship covers tuition fees for the Bachelor's degree taken over three years of full-time study.
- An additional three full scholarships may be awarded to talented undergraduate students, depending on the budget allocation determined by the Board of Directors for that year.
- Where a previously awarded scholarship falls vacant, that scholarship may be allocated to a suitable student of the same cohort (i.e. who commenced in the same year as the student whose scholarship has lapsed).

In August 2016 the Board revised Scholarships Procedure Issue 8 which also includes reference to Research students:

- Research candidates enrolled in the PHD (Organisational Leadership) may be considered for a full scholarship for their thesis component if they enrol on a full-time basis and meet progression benchmarks. This is to be reviewed annually.

### **3. Externally-funded Scholarships**

In addition to scholarships offered by the Excelsia College Board, there are other externally-funded scholarships offered each year.

- The Gordon Moyes Scholarship Foundation offers an annual scholarship to an outstanding full-time undergraduate student who has completed one year of full-time study in the Bachelor's degree and is preparing for parish ministry. This scholarship covers half the full-time tuition fees for the remaining two years of the degree.
- The Assembly of Confessing Congregations of the Uniting Church of Australia awards the annual Thelma Pendlebury Prize to a student who has completed at least one full-time year of the Bachelor of Music, has demonstrated artistic and academic excellence, personal maturity and Christian commitment, and has made a significant contribution to the School of Music. This scholarship provides \$500 towards tuition fees.
- John Holt scholarship fund awarded to deserving International students by The Director of Marketing and Student Acquisition. Recipients are required to study in consecutive semesters of full-time course load (EFTSL 1.0) for the duration of their course and maintain the academic standard set out in their scholarship award letter.

### **4. Applications from Students**

Students apply for consideration using the *Undergraduate Scholarship Application* form published on the website. The closing date for scholarship applications for the following year is clearly stated on the application. The Registrar ensures that new forms are prepared for each Academic year.

Applicants return completed scholarship applications to the Student Advisor with their *Application for Admission*. Student Advisor forwards scholarship application to Registrar and organises auditions and assessments with Head of School.

Postgraduate students apply for consideration using the *Doctoral Thesis Scholarship Application* form. This form is available for students who have Research Committee approval to enrol into the Doctoral Thesis and have completed all other components leading to this stage of the Doctoral program.

All applications for scholarship are acknowledged using the Student Scholarship Acknowledgment Letter. The Head of the relevant department is responsible to ensure the letter is completed and sent to the applicant in a timely manner. This formal letter is available via the Registrar's office.

## 5. Selection Process

### General

Scholarships are awarded for artistic and/or academic merit assessed by means of auditions and interviews conducted in the Schools. Heads of Schools forward their recommendations to the Registrar, who checks for the eligibility of applicants under the various categories and prepares a detailed report for the Director of Finance and Administration, who calls the Scholarship Committee. The Registrar minutes the proceedings.

The Registrar notifies all applicants of their success or failure in writing. Successful applicants receive a *Scholarship Approved Letter* outlining the amount of their scholarship and the conditions of the Scholarship award. Unsuccessful applicants receive a *Scholarship Declined Letter* and are notified of other student financial assistance options.

Once students have accepted their scholarships, the Registrar enters scholarship details on the *Scholarship and Student Financial Assistance Granted 20XX* spreadsheet, adjusting invoices and CANs as necessary, and notifying the Director of Finance and Administration of the details.

### Externally Funded Scholarships

Awardees must satisfy requirements set out in clause 3.3.

Thelma Pendlebury prize is awarded for artistic and academic excellence, personal maturity and Christian commitment. Head of School forwards recommendation to the Registrar and Academic Director who checks for eligibility.

Director of Marketing and Student Acquisition notifies Registrar of John Holt scholarship recipients.

Registrar notifies awardees in writing.

## 6. Scholarship Assessments/Reviews

- **GPA Assessment.** After results have been finalised each semester, the Registrar reviews the results of all students who are in receipt of scholarship funds and checks that they have a credit average. Students who have not achieved a credit average are notified in writing by Registrar that their scholarship will not continue for the remainder of their studies using the template *Scholarship Withdrawn Letter*. This must be done before the invoices for the following semester have been created.
- **Enrolment Assessment.** As students are being enrolled each semester, the Registrar checks all scholarship students to ensure they meet the EFTSL study load of 1 (100% load). If students are not appropriately enrolled, the Registrar will contact the student and advise them to complete a *Variation to Enrolment* form to amend the load. If students are forfeiting their scholarship, the Registrar will check that alternative payment arrangements are made before census date.
- **Census Date Assessment.** Prior to census date, the Registrar conducts a final review of the study load of all scholarship students, notifying in writing any student who is not enrolled in a full-time study load. Any such student who does not take action to modify their study load appropriately will be required to make alternative arrangements for payment.

## 7. Reporting

- **Management Committee.** The Registrar tables the *Scholarship and Student Financial Assistance Granted 20XX* spreadsheet at the Management Committee where the Director of Finance and Administration speaks to any management implications of the scholarship awards.
- **Academic Board.** The Registrar provides the *Scholarship and Student Financial Assistance Granted 20XX* spreadsheet for the Academic Board where the Chief Academic Officer speaks to any academic implications of the scholarship awards.

- **Commonwealth Government.** The Registrar reports the allocation of scholarship funds as part of the HEIMS reporting each semester.

## **References and Documentation**

Application for Admission

Undergraduate Scholarship Application

File Checklist

Admission Report

Scholarship Applications 20XX Spreadsheet

Drama Audition Assessment Form Performance

Drama Audition Assessment Form Production and Theatre Practice

Music Entrance Audition Form Bachelor

Scholarship and Student Financial Assistance Granted 20XX Spreadsheet

Scholarship Approved Letter

Scholarship Declined Letter

Scholarship Withdrawn Letter

Variation to Enrolment