

DOCUMENT REFERENCE:	PPP152
RESPONSIBLE MANAGER:	Executive Manager - Student Experience
CATEGORY:	Student Engagement & Support
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RELATED DOCUMENTS:	PPP149 Student Code of Conduct PPP149b Student Code of Conduct addendum PPP148 Student Selection Guidelines PPP146 Student Enrolment Guidelines PPP151 Student Withdrawal and Fee Refund Guidelines
LEGISLATION:	Gender Impact Assessment, Gender Equality Act 2020 (Vic) Date completed: February 2024

1. Introduction

The South West TAFE (SWTAFE or the 'Organisation') Scholarships program is designed to identify future leaders in our community, and industries across South West Victoria. The SWTAFE Scholarship Program creates opportunities and recognises students who have the drive, passion and commitment to succeed in their study and career goals.

2. Scope

These Guidelines apply to all current or prospective students enrolled or looking to enroll in a course at South West TAFE.

3. Definitions

Scholarship	A grant, payment or reimbursement of costs incurred, made in support of a student's education and career pathway with South West TAFE
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4. Eligibility

1. Scholarships can only be awarded to individuals who enroll in and commence a course at South West TAFE.
2. Students who study full-time or part-time at SWTAFE are eligible to apply for SWTAFE Scholarships. Students undertaking a Short Course, Skill Set, or those engaged in VET DSS programs are not eligible to apply.
3. Australian citizens or holders of an Australian permanent humanitarian visas are eligible to apply
4. Team members employed in any capacity by SWTAFE are not eligible for the SWTAFE Scholarship Program
5. Should a recipient no longer meet the eligibility criteria, the scholarship may need to be paid back in part or in full
6. Applicants under the age of 18 will need to obtain parental/guardian consent before submitting a scholarship application

7. SWTAFE strongly encourages Scholarship applications from students with a variety of attributes, including but not limited to:
 - A person with a disability
 - Aboriginal and/or Torres Strait Islander
 - Culturally and linguistically diverse
 - LGBTQIA+

5. Scholarship Conditions

1. Scholarship Funds can be used to support a recipient's study needs or future employment, and provide support for things such as:
 - ICT equipment,
 - tools and equipment to use in industry,
 - costs associated with study related travel
 - any other course related costs or consumable fees
2. Scholarship amounts are transferred to an individual's bank account upon being awarded a scholarship.
 - i. An exception may be made for industry and community partner funded scholarships, where the funding partner may request that funds are to be acquitted on a recipients' behalf through SWTAFE financial systems. This is on a case-by case basis and determined on arrangement with individual Scholarship funding partners
3. Term 1 Scholarships will be advertised for applications from October – February, and from April to July for the midyear scholarship program.
4. All applicants must complete a scholarship application form to be considered
5. All shortlisted applications must be assessed by the scholarship evaluation panel using an objective evaluation matrix for the application to be considered
6. The scholarship evaluation panel may seek further information from scholarship applicants through the form of an interview or further supplementary evidence
7. Successful applicants will be selected based on their application, evidence of future leadership potential in community or industry, and their ability to meet the scholarship criteria
8. All applicants to the SWTAFE Scholarship program will be contacted with an outcome of their application. All evaluation panel decisions are final
9. Scholarships will be awarded to one applicant only and cannot be split between multiple applicants
10. Each scholarship is for the course of study in which the applicant is enrolled/intends to enroll and cannot be transferred to another course without the endorsement of the SWTAFE Executive
11. Scholarships are for the current study period and cannot be carried forward without the endorsement of the SWTAFE Executive
12. A student can receive only one scholarship per year of study

13. Recipients must give notice in writing to the Scholarship Coordinator in the event of:
 - i. Transfer to another course within SWTAFE
 - ii. Withdrawal from Study
14. SWTAFE may amend the availability of Scholarships offered in the program at any time as required, to meet the deliverables and objectives of the program
15. Unallocated scholarship funds will be retained by SWTAFE

6. Withdrawal from Study / Termination of Scholarship

1. An individual who withdraws from their course before reaching the halfway point (measured in expected course duration and/or completion of units) may be required to repay their scholarship based on the portion of the course completed up to the withdrawal date. (If a student withdraws at the 25% mark, they may be required to repay 75% of the scholarship funds received).
 - i. The terms and schedule for repayment will be determined by South West TAFE and communicated to the student upon withdrawal
 - ii. Scholarship funds are not used to pay the administration fee associated with withdrawing from a course. This fee is at the expense of the student
2. The SWTAFE Executive or the Scholarship evaluation panel has discretion to terminate a scholarship and to recover payment in the event of any of the following:
 - The recipient has breached SWTAFE's *Student Code of Conduct* or other relevant codes or guidelines as determined by the SWTAFE Executive
 - The conduct of the recipient on or off campus are considered to bring discredit upon the Scholarship or SWTAFE
 - Deferral of study in the year of the award without sufficient rationale and SWTAFE Executive endorsement

7. Reporting Requirements

1. Each Scholarship recipient will agree to submit a short, written report towards the end of the year in which their Scholarship was awarded. This report will be completed utilising a digital template provided to the recipient by SWTAFE and will include:
 - The recipient's name, course of study and date of report
 - A statement outlining how the scholarship funds were allocated and how the scholarship assisted with furthering skills, knowledge, studies and/or career
2. Recipients must agree for their images and story to potentially be used in any SWTAFE marketing and promotional activities
3. Recipients of partner funded Scholarships must agree for their images and story to potentially be used in any marketing and promotional activities by those organisations.
4. Student success stories from the scholarship program may be distributed to our regional community and industry partners

8. Diversity, Equity & Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. This document was the subject of a comprehensive access and equity assessment (also known as a Gender Impact Assessment), as per the requirements of the Gender Equality Act 2020 (Vic). For more information, please visit the 'Our Values' page on our website [external] [website](#) or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. [Diversity, Equity & Inclusion \(DEI\)](#)

9. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)