**NEW COURSEWORK AWARD APPROVAL / AWARD REVISION FORM**

This form is to be used for the approval of new and amendment to any coursework scholarship or prize. Completed forms should not be presented to the Scholarships Subcommittee until endorsements are received at Section 12.

This form does not need to be completed when a prize or scholarship is being terminated. In those cases, a submission for noting may be presented to the Scholarship Subcommittee.

**Definition of a scholarship:**

A scholarship refers to any award offered on a competitive basis, which may require an application, to prospective or current students that supports them in their studies. Scholarships are awarded according to conditions based on merit and/or equity and access criteria. It includes alternatively named awards such as bursaries, grants, reductions and fee waivers.

**Definition of a prize:**

A prize is a one-off award in recognition of past outstanding achievement that does not require an application.

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| 1. **Scholarship Details**
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| Status | [ ]  New Scholarship [ ]  Revision to Existing Scholarship / Agreement [ ]  Renewal of Existing Scholarship Agreement (Externally Funded Only)[ ]  New Prize |
| Name |  |
| Funding Source | [ ]  Internally Funded *(Go to Section 3)*[ ]  Externally / Philanthropically Funded |

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| 1. **Donor Details**
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| Donor Name |  |
| Donor details  | *Include information on background of donor, why they wish to fund this award*  |
| Donor ABN |  |
| Donor Contact Person |  |
| Donor Address |  |
| Proposed Donation Amount |  |
| Co-funding | *Any cash or in-kind contribution to an externally funded award made by the University*  |

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| 1. **Objectives**
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| Objectives | *This includes an overarching statement of the objectives of the award which may be used for promotional purposes. It may refer to the history of the University’s relationship with the donor (as applicable) and the link between the award and the University’s strategic aims. (200 words maximum)*  |
| Citation | *Information on the award to be included in certificates, academic transcripts etc (40 words maximum)* |

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| 1. **Value and Duration**
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| Value and Terms  | *All financial award inclusions (cash payments, fee waivers or discounts) and the term over which these are awarded (eg, single lump sum payment, fortnightly for duration of enrolment etc)*  |
| Additional non-financial benefits | *Non-financial award inclusions (for example, the award will be recorded on student transcripts, mentoring and support services, subjects designed for recipient cohorts etc)* |
| New awards allocated per year |  |
| Year of First Offer |  |
| Year of Final Offer | *“Ongoing” if planned for continuing offer* |
| Exclusivity | *Are there any restrictions on a recipient of this award’s eligibility to apply for and hold other awards?*  |

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| 1. **Eligibility and Selection Criteria**
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| Citizenship *(tick all that apply)*  | [ ]  Australian Citizen[ ]  Australian Permanent Resident[ ]  New Zealand Citizen[ ]  Humanitarian Visa Holder[ ]  International Students |
| Student Status*(tick all that apply)* | [ ]  Prospective Students[ ]  Current Students[ ]  Alumni |
| Level of Study*(tick all that apply)* | [ ]  Enabling[ ]  Other Non-Award[ ]  Sub-Bachelor Degree (Diploma, Associate Degrees etc)[ ]  Bachelor[ ]  Bachelor (Honours) [ ]  Postgraduate Coursework[ ]  Postgraduate Research  |
| Course or Discipline | *“Not Specified” if no restrictions apply*If applicable, include course/ subject code  |
| Campus*(tick all that apply)* | [ ]  Any Campus[ ]  Any Regional Campus[ ]  Bundoora[ ]  City[ ]  Bendigo[ ]  Albury-Wodonga[ ]  Shepparton[ ]  Mildura[ ]  Sydney[ ]  Other (specify) |
| Access and Equity criteria (*tick all that apply)*  | [ ]  Financial disadvantage [ ]  Significant caring responsibilities [ ]  High academic achievement [ ]  Aboriginal or Torres Strait Islander [ ]  Regional or rural background [ ]  Non-English speaking background[ ]  Educational disadvantage [ ]  Disability or ongoing medical condition [ ]  First in family [ ]  Personal hardship [ ]  Refugee background  |
| Academic Merit | *Outline any academic criteria, including ATARs or WAMs* |
| Gender*(tick only if scholarship is for a particular gender)*  | [ ]  Male[ ]  Female |
| Number of potentially eligible students  | *Provide evidence for the potential number of eligible students based on the selection criteria and current cohort.* *If currently zero, then scholarship is driven by recruitment*  |
| Other Criteria | *List any additional criteria for eligibility and selection. This should include any equity / participation criteria. It could otherwise include requirements for students to study full-time, or to have studied in a particular school or institution, community participation, leadership or sporting accomplishments. Also list any more specific requirements based on the criteria in the sections above, for example international students from a specific country or students from a particular area.*  |

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| 1. **Application Process**
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| Application requirement  | [ ]  Application required[ ]  Automatic consideration for all eligible students *(Go to Section 7)* |
| Evidence requirements | *Where an application is required, list all evidence requirements students must complete in order to assess their eligibility for the award. This may include proof of citizenship, academic transcripts, referee reports etc.*  |
| Application Rounds per Year |  |
| Application Opening Date/s |  |
| Application Closing Date/s  |  |

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| 1. **Selection Process**
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| Selection Type | [ ]  Competitive[ ]  Automatic based on eligibility criteria *(Go to Section 8)* |
| Selection Process | *Outline the selection process for all competitive awards, including any panel requirements.*  |

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| 1. **Recipient Obligations**
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| Recipient Obligations | *List any obligations of award recipients, for example maintaining a certain level of academic achievement, requirement to maintain full-time study, promotion of the award, donor relations, etc.*  |
| Decision Maker for Termination | *The body, position or person responsible for determining whether an award should be terminated. The donor should always be consulted prior to the termination of a philanthropic award.*  |

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| 1. **Administration**
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| Donor Relations | *The division or position responsible for administering this activity (or “Not Applicable” if an internally funded award)* |
| Application, Selection and Offer | *The division or position responsible for administering this activity*  |
| Monitoring of award recipients | *The division or position responsible for administering this activity (or “Not Applicable” for a prize or other single payment award)* |
| Award Review and Reporting  | *The division or position responsible for administering this activity* |

Note: The head of any division named as responsible for any part of the administration of an award should be consulted prior to this form being submitted for approval.

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| 1. **University Funding Source – Co-funded and Internal Awards Only**
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| Funding Source | *For internal awards, include the University division responsible for funding the award and note if the award is funded from HEPPP, ISSP or other tied funding sources.*  |
| 1. **Funding Schedule**
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| **Award Type** |  | **2017** | **2018** | **2019** | **2020** | **2021** |
| New Awards | Number |  |  |  |  |  |
|  | Value ($) |  |  |  |  |  |
| Continuing Awards  | Number |  |  |  |  |  |
|  | Value ($) |  |  |  |  |  |
| TOTAL  | Number |  |  |  |  |  |
|  | Value ($) |  |  |  |  |  |

Note: Insert dollar amounts for new and continuing awards in the tables above. Do not include foregone revenue through tuition fee discounts or waivers. For external / philanthropic awards, assume 100% retention. Where an award is co-funded by the University and a donor, duplicate this table and create one for the University and one for the donor.

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| 1. **Endorsements**
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| **Proponent The Head of the Division proposing the award** |
| Name |  |
| Position |  |
| Date |  |
| **FinanceRequired for all internal awards and only those externally funded awards to be offered in perpetuity**  |
| Name |  |
| Position |  |
| Date |  |
| SEG Approval Required | *Internally funded only. Indicate whether SEG approval is needed for additional budget.*  |