

Domestic Coursework Scholarships Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Director, Student Administration
Review Date	2027

Section 2 - Purpose

(1) This Policy outlines the principles and procedures under which La Trobe University offers and manages domestic coursework scholarships to future or current students.

Section 3 - Scope

(2) This Policy applies to scholarships for current or future domestic coursework students that are funded:

- a. wholly by the University
- b. by government, industry, philanthropic or other external organisations, wholly, or in part with the University..

(3) This Policy does not apply to:

- a. Graduate Research Scholarships (this is covered by [Graduate Research and RTP Scholarships Policy](#));
- b. external scholarships (those where the University has no administrative oversight);
- c. fee waivers applied to domestic or international students;
- d. prizes.

Section 4 - Key Decisions

Key Decisions	Role
Governance of coursework scholarships	Course Portfolio and Scholarships Committee and Scholarships Sub-Committee
Assessment of scholarship applications	Student Administration
Management of funds held within the La Trobe Foundation.	Alumni and Advancement Office Foundation Committee
Assessment of all external scholarships to ensure that they align with the University's values and strategic direction.	Alumni and Advancement Office Foundation Committee

Section 5 - Policy Statement

(4) The University is committed to maximising scholarship opportunities for its students and ensuring positive outcomes for scholarship donors. In pursuit of this commitment, the University establishes scholarships with inclusive and enduring eligibility and selection criteria, aligned to the University's course structure that can be awarded through a coordinated process.

(5) Domestic coursework scholarships recognise outstanding achievement (this may include academic ability, sporting ability, leadership and community involvement) or assist students from disadvantaged backgrounds. Scholarships are allocated on a competitive basis according to published and clear selection criteria.

(6) Scholarships shall be awarded to support both commencing and existing students with an aim to attract and retain students to the University.

(7) Whether funded internally, by governmental bodies, or through philanthropic means, domestic coursework scholarships reflect and uphold the University's values, mission, and strategic objectives.

(8) The University reserves the right to adjust the number and categories of scholarships in alignment with its strategic goals. Decisions regarding the ratio of need-based to merit-based scholarships, distribution across subject areas, or types of access scholarships are evidence-driven to maximise their strategic impact.

(9) Scholarship programs will be structured to ensure that they are sustainable in value for the university and students, with consistent and efficient management across all University departments.

(10) Scholarship conditions must be consistent with Australian taxation requirements for income tax exemption for the recipient:

- a. The scholarship is for educational purposes only;
- b. There is no requirement for the recipient to become, or remain, an employee of the scholarship provider at the time of receipt of the scholarship or in the future;
- c. The scholarship is open to a range of recipients;
- d. The recipient is enrolled full-time in the relevant course of study, except as provided for under taxation legislation; and;
- e. The scholarship is paid by the University.

(11) The University will not provide advice to scholarship recipients about any financial or taxation implications for individual students but may inform them that scholarships may affect income tax liability or Centrelink payments.

Section 6 - Procedures

Part A - Types of Scholarships

Internal Scholarships

(12) Internal scholarships (as distinct from external scholarships) shall be defined by all of the following parameters:

- a. funding is from the University, or an external donor;
- b. in the case of philanthropically funded scholarships, La Trobe University sets out the eligibility criteria and terms and conditions of the scholarship in partnership with the donor, aligning to the mission, values and strategic direction of La Trobe;

- c. in the case of Government funded Indigenous scholarships, eligibility criteria and terms and conditions are set by the Federal Government.
- d. La Trobe University allows students to apply through the Victorian Tertiary Admissions Centre (VTAC) process or provides the scholarship application form directly to the applicant and is responsible for the selection and management of the scholarship;
- e. applications for the scholarship are available to all current and future La Trobe University students that meet the eligibility criteria.
- f. scholarships that meet the Australian Tax Office criteria for a tax exempt scholarship.

External Scholarships

(13) Any person, group or organisation within or external to the University may propose the establishment of a scholarship.

(14) An external scholarship shall be defined by all of the following parameters:

- a. the organisation offering the scholarship sets the eligibility criteria, terms and conditions, selection and management parameters independently of La Trobe University.
- b. the Alumni and Advancement Office will assess all external scholarships to ensure that they align with the University's values and strategic direction.
- c. La Trobe University may communicate the availability of an external scholarship on the scholarships website and by other means if the scholarship:
 - i. is provided by a reputable and recognised organisation or institution where the scholarship is clearly for the purposes of goodwill rather than marketing or recruitment;
 - ii. aligns with the values of La Trobe University;
 - iii. represents significant value and more than a one-off payment;
 - iv. is deemed to have longevity in its existence;
 - v. if subject specific, then for a subject or discipline that aligns with the offerings of the University;
 - vi. is not a prize, awarded as a result of submitting a piece of work;
 - vii. is offered by an Australian charitable organisation.

(15) La Trobe University takes no responsibility for the selection or management of external scholarships and makes this clear to its students.

Management of External Scholarships

(16) The Foundation Committee has responsibility for the philanthropic income of the University.

(17) Funds from external donors are held within the La Trobe Foundation (responsible for philanthropic income and governed by the Foundation Committee) and managed by the Alumni and Advancement Office.

(18) In most instances, funding is provided by an external organisation and there are no funds held within the La Trobe Foundation Committee.

Part B - Funding of Scholarships

(19) The University funds a range of scholarships from central university resources. The composition of those scholarships shall be determined by analysis of student profiles, competitor offerings and the strategic direction of the University and are subject to available funds.

(20) The value of University funded scholarships is reviewed annually by the Course Portfolio and Scholarships

Committee, taking into account relevant factors such as standard amounts provided by Commonwealth scholarships, financial considerations of the University and competitor offerings.

(21) Scholarships funded by donors must be established and managed within the parameters of this Policy and other relevant policies i.e. [Gift Acceptance Policy](#).

Part C - Administration of Scholarships

(22) Scholarships are administered by Student Administration, who maintain monitoring and oversight of the scholarships along with relevant and appropriate parties identified at the scholarships establishment and information stages.

(23) Students of short courses, diplomas or those courses that are offered by partner providers are not eligible for scholarships unless expressly stated in the eligibility criteria.

(24) New scholarships are established using the New Coursework Award Approval Form. Student Administration is responsible for the document management of the new coursework approval form, the application form, the terms and conditions and the student applications for the scholarships that it manages, and provides advice to other areas of the University to ensure consistency.

(25) To uphold equity and accountability, the University ensures transparent and accessible selection criteria are outlined in the New Coursework Award Approval Form. New scholarships prioritise broad eligibility to increase applicant participation, while discipline-specific scholarships undergo annual alignment reviews.

(26) All philanthropically funded scholarships are managed in partnership with the Alumni and Advancement Office.

(27) Student Administration collaborates with the Alumni and Advancement Office (for philanthropic scholarships) and/or Marketing Digital & Insights to promote scholarships both internally and externally.

(28) All scholarship proposals must be endorsed by the Course Portfolio and Scholarships Committee and upon endorsement, the donor (where applicable) signs a legal agreement with the University, using a standard set of terms and conditions:

- a. for philanthropically funded scholarships, the Alumni and Advancement Office is responsible for ensuring that the legal agreement is signed by the University and the donor;
- b. Legal Services must be consulted in the establishment of a new scholarship where the donor wishes to alter the standard terms and conditions.

(29) After the scholarship has been endorsed and the legal agreement is signed by the donor, Student Administration is responsible for creating the scholarship documentation including the webpage, application form and terms and conditions or provides advice on the creation of these to ensure consistency across the University.

(30) All documents pertaining to scholarships (application form; terms and conditions; new award approval form; legal agreement; submitted applications) are managed in accordance with the University's [Records Management Policy](#) and the [Privacy Policy](#).

(31) Student Administration produces an annual report of all domestic coursework scholarships for the Course Portfolio and Scholarships Committee and the Foundation Committee. This report, once endorsed, is tabled at a Senior Executive Group (SEG) meeting to ensure transparency within all aspects of the scholarship processes.

(32) Equity and access scholarships, where possible, align with the Victorian Tertiary Admissions Centre (VTAC) Special Entry Access Scheme (SEAS) process.

(33) Information about scholarships not awarded through the VTAC process is published on the [Scholarships Website](#) including all eligibility and select criteria, application opening and closing dates, application procedures, and recipient obligations.

(34) The opening and closing dates of scholarships are, where possible, aligned with the University calendar and VTAC dates to ensure maximum recruitment and retention of students.

(35) Commonwealth funded scholarships are administered in accordance with relevant legislation.

Part D - Selection and Awarding of Scholarships

Application

(36) Applicants must meet the prescribed eligibility criteria and supply all required documentation before being considered for selection for each scholarship. Those applicants that meet the eligibility criteria and have provided the supporting documentation are then assessed and ranked.

(37) While the scholarship donor may be involved in the recommending preferred applicants, final selection decisions rests with the University.

Selection

(38) Interview panels for selection should only be used for industry-related scholarships or with sufficient justification. Interviews are not for the purpose of substantiating disadvantage. The justification for a panel will need to address why the scholarship recipient selection would need to sit outside the general Scholarships framework and how information gained from a panel would be necessary in awarding.

(39) Once a scholarship closes, the applicant cannot provide additional evidence or statements and no further correspondence will be considered.

(40) Scholarships are not awarded on an ad-hoc basis outside of standard procedures. Direct correspondence to the University to request a scholarship or influence the awarding of scholarships will not be accepted or actioned.

(41) Students who are employed full-time by the University on a continuing basis or a fixed-term contract for 12 months or greater will be ineligible to apply for coursework scholarships.

Award

(42) Each scholarship will have a set of terms and conditions that is provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship.

(43) Students are assessed each semester, following census and after release of results (if applicable) for their continued eligibility of their scholarship.

(44) A scholarship may not be awarded if it is considered that there is no suitable candidate.

(45) Student Administration is responsible for the relationship between the University and potential and successful scholarship applicants. This includes:

- a. contacting applicants;
- b. reminding students of their obligations;
- c. assessing ongoing eligibility requirements; and
- d. answering student enquiries via the scholarships email address or ASK La Trobe.

(46) Student Administration (in consultation with Finance and Procurement) is responsible for payment of the scholarship.

Review

(47) Applicants may request a review of the scholarship decision within 10 (ten) business days of receiving notice of the outcome of the decision. Applicants who still have any concerns regarding the application of these procedures should refer to the [Student Complaints Management Policy](#).

(48) In the case of La Trobe Vice-Chancellor's Excellence/Access Scholarship the decisions are final and no further correspondence regarding the outcome will be accepted.

Part E - Deferment, Transfer, Extension or Termination of a Scholarship

Deferment

(49) A scholarship offer can be deferred upon request. If a donor scholarship recipient opts for deferral, the donor will specify whether they prefer to await the recipient's return or offer an additional scholarship in the same year.

(50) During a leave of absence, scholarship payments are suspended.

(51) Scholarships are for students to undertake full-time and part-time study. Students wishing to convert to part-time study are paid at 50%. Scholarships for part-time students may be taxable: the University does not remove a tax component when paying the scholarship and it is the obligation of the recipient to declare all taxable income.

Transfer

(52) Scholarships that are attached to a particular course are not transferable. Scholarships not attached to a particular course may be transferred, however the payment duration specified in the scholarship will not change. When scholarships are for duration of course, the payment duration remains at the duration for the original course under which the scholarship was awarded.

Extension

(53) Scholarship extensions will not be granted for merit scholarships. Recipients of access and equity scholarships may apply for an extension in exceptional circumstances and must provide compelling evidence as to the reason for the extension. Extension requests will be considered by the Director, Student Administration or appropriate delegate from the Scholarships team.

Termination

(54) Student Administration monitors recipients for compliance with the terms and conditions of their scholarship. In the event of non-compliance, a scholarship may be suspended or terminated (where the scholarship involves more than one payment). The scholarship may then be awarded to the next eligible student. Where there is no eligible student, the funds are returned to the University or the donor.

Section 7 - Definitions

(55) For the purpose of this Policy:

- 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 awarded according to conditions based on merit and /or equity or access criteria. It includes alternatively named awards such as bursaries, grants, reductions and fee waivers.

- b. prize: refers to a one-off award in recognition of past outstanding achievement that does not require an application.

Section 8 - Authority and Associated Information

(56) This Policy is made under the [La Trobe University Act 2009](#).

(57) Associated information includes:

- a. [Gift Acceptance Policy](#)
- b. [Graduate Research and RTP Scholarships Policy](#)
- c. [Privacy Policy](#)
- d. [Records Management Policy](#)
- e. [Student Complaints Management Policy](#)
- f. [Scholarships Website](#)
- g. New Coursework Award Approval Form

Status and Details

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Approval Authority	
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Expiry Date	Not Applicable
Responsible Manager - Policy	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015
Author	Julie Larsen
Enquiries Contact	Student Administration