Domestic Coursework Scholarships Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Deputy Vice-Chancellor (Future Growth)
Responsible Manager – Policy	Director, Admissions and Scholarships
Review Date	19 August 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 (these are covered by the Graduate Research and RTP Scholarships Policy);
b. fee waivers applied to domestic or international students (see Student Fees Policy);
c. prizes.

(4) The parameters and funding arrangements for external scholarships are included in this Policy. As the University has no administrative oversight of such scholarships the management of and selection for external scholarships is outside the scope of this Policy (see individual scholarships for further information).

Section 4 - Key Decisions

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Key Decisions	Role
Determination of the annual value and composition of University-funded scholarships Endorsement of proposals for new scholarships	Course Portfolio and Scholarships Committee and Scholarships Sub-Committee
Assessment of scholarship applications	Recruitment & International Operations
Assessment of all external scholarships to ensure that they align with the University's values and strategic direction	La Trobe Advancement
Management of funds held within the La Trobe Foundation	La Trobe Foundation Committee

Section 5 - Policy Statement

(5) 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, that are aligned to the University's course structure and awarded through a coordinated process.

(6) The awarding of domestic coursework scholarships recognises outstanding achievement (including academic ability, sporting ability, leadership and community involvement) or is used to support students from disadvantaged backgrounds. Scholarships are allocated on a competitive basis according to published and clear selection criteria.

(7) Scholarships are awarded to support both existing and commencing students with an aim to retain and attract students to the University.

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

(9) 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.

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

Section 6 - Procedures

Part A - Types of Scholarships

Internal Scholarships

(11) Internal scholarships (as distinct from external scholarships) are defined by all of the following parameters:

a. funding is from the University, or an external donor;
b. La Trobe University normally sets the eligibility criteria and terms and conditions of the scholarship with the following variations:
    i. in the case of philanthropically-funded scholarships,this is done in partnership with the donor, aligning to the mission, values and strategic direction of La Trobe;
    ii. in the case of Government-funded Indigenous scholarships, eligibility criteria and terms and conditions are set by the Federal Government.
c. students apply through the Victorian Tertiary Admissions Centre (VTAC) process or the University provides the

scholarship application form directly to the applicant and is responsible for the selection and management of the scholarship;

d. applications are open to all current and future La Trobe University students that meet the eligibility criteria.

External Scholarships

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

(13) An external scholarship is 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 scholarship is assessed by the Advancement Office as being aligned with the University's values and strategic direction;
c. La Trobe University may communicate the availability of an external scholarship on its scholarships' web page 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.

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

Part B - Funding of Scholarships

Internal Scholarships

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

(16) The value of University-funded scholarships is reviewed annually by the Course Portfolio and Scholarships Committee (CPSC), taking into account relevant factors such as standard amounts provided by Commonwealth scholarships, financial considerations of the University and competitor offerings.

External Scholarships

(17) Scholarships funded by donors must be established and managed within the parameters of this Policy and other relevant policies (see Gift Acceptance Policy).

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

Part C - Establishment of Scholarships

(19) New scholarships are established using the New Coursework Award Approval Form.

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

(21) All proposals for scholarships must be endorsed by CPSC and upon endorsement, the donor (where applicable) signs a legal agreement with the University, using a standard set of terms and conditions.

(22) Legal Services must be consulted in the establishment of a new scholarship where the donor wishes to alter the standard terms and conditions.

(23) For philanthropically-funded scholarships, La Trobe Advancement is responsible for ensuring that the legal agreement is signed by the University and the donor.

(24) After the scholarship has been endorsed and the legal agreement is signed by the donor, Recruitment & International Operations manages the administration of scholarships as outlined in Part E.

Part D - Scholarship Conditions

(25) The University offers a range of scholarships, available for both full-time and part-time study.

(26) Where a scholarship is exempt from income tax, the conditions must be consistent with Australian taxation requirements for income tax exemption for the recipient. This means that:

a. scholarships are 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 normally 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.

(27) The University does not provide advice to scholarship recipients about any personal financial or taxation implications but may inform them that scholarships may affect income tax liability or Centrelink payments.

Part E - Administration of Scholarships

(28) Recruitment & International Operations monitors and oversees scholarships along with relevant and appropriate parties identified at the scholarship's establishment and information stages.This includes responsibility for:

a. creating the scholarship documentation including the webpage;
b. managing the New Coursework Award Approval Form and the application form;
c. managing the terms and conditions and the applications for the scholarships within its remit;
d. collaborating with:
    i. the Marketing Digital & Insights to promote all scholarships both internally and externally;
    ii. the Advancement Office for the management of all philanthropically-funded scholarships.

(29) Recruitment & International Operations provides advice to other areas of the University to ensure consistency in

the overall administration of scholarships.

(30) Scholarships must adhere to standardised selection and establishment criteria, with limited exceptions approved by the Chief Advancement Officer (in consultation with the Director, Admissions and Scholarships).

(31) All documents pertaining to scholarships (application form; terms and conditions; New Coursework Award Approval Form; legal agreement; submitted applications) are managed in accordance with the University's Records Management Policy and the Privacy Policy.

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

(33) Information about scholarships not awarded through the VTAC process is published on the University Scholarships Web page including all eligibility and selection criteria, application opening and closing dates, application procedures and recipient obligations.

(34) The opening and closing dates of scholarships should be 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 F - 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 any scholarship. Those applicants that meet the eligibility criteria and provide the supporting documentation are then assessed and ranked.

(37) The following students are not eligible to apply for La Trobe scholarships:

a. students of short courses or those courses that are offered by partner providers (unless expressly stated in the eligibility criteria);
b. students who are employed full-time by the University on a continuing basis or on a fixed-term contract for 12 months or greater;
c. students who defer their studies.

Selection

(38) Interview panels are not permitted for the selection of scholarships unless approved as a limited exception by the Chief Advancement Officer (in consultation with the Director, Admissions and Scholarships).

(39) Once a scholarship application deadline has closed, applicants cannot provide additional evidence or statements and no further correspondence will be considered.

(40) The University will operate standard application periods, with limited ad hoc awarding of scholarships outside of these periods. Direct correspondence to the University to request a scholarship or to influence the awarding of scholarships will not be accepted or actioned.

Award

(41) Each scholarship has specific terms and conditions that are provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship.

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

(43) Scholarships for part-time students may be taxable: the University does not remove a tax component when paying scholarships and it is the obligation of the recipient to declare all taxable income.

(44) Students are monitored each semester for their continued eligibility for their scholarship, following the Census Date and after release of results (if applicable) (see Termination section in Part G).

(45) Recruitment & International Operations is responsible for the administrative 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 scholarship's email address or ASK La Trobe.

(46) Student Experience and Employability is responsible for providing proactive support for all scholarship recipients, including the provision of relevant cohort experiences.

(47) Recruitment & International Operations (in consultation with Finance and Procurement) is responsible for payment of the scholarship.

Part G - Variations to Awarded Scholarships

Deferment and Leave of Absence

(48) Scholarships cannot be deferred.

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

Change to Part-Time

(50) Students wishing to convert from full- to part-time study are paid up to 50 per-cent of the full-time rate (see Part F for taxation management).

Transfer

(51) 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

(52) Scholarship extensions are not 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, Academic Services or appropriate nominee from the Scholarships team.

Termination

(53) Recruitment & International Operations 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 may be held over until the following year or other options amy be discussed with the

donor.

Part H - Review

(54) Applicants may request a review of a scholarship decision within 10 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.

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

Part I - Governance and Quality Assurance

(56) Recruitment & International Operations produces the following annual reports for domestic coursework scholarships:

a. a management report of all scholarships awarded for CPSC and the Foundation Committee. This report, once endorsed, is tabled at a Senior Executive Group meeting to ensure transparency within all aspects of scholarship processes.
b. an outcomes report with an analysis of the impact of scholarships on retention and success, including on equity cohorts. This report is considered by Education Committee prior to review by Academic Board.

(57) The Director, Admissions and Scholarships is responsible for the coordination of any follow-up actions and for the management of continuous improvement associated with scholarship processes.

Section 7 - Definitions

(58) For the purposes of this Policy:

a. access or equity award: a scholarship awarded based on La Trobe's standard equity rubric rating;
b. merit-based or excellence award: a scholarship awarded based on academic performance;
c. prize: a one-off award in recognition of past outstanding achievement that does not require an application;
d. scholarship: a multi-year award offered on a competitive basis, which may require an application, to prospective or current students that supports them in their studies.

Section 8 - Authority and Associated Information

(59) This Policy is made under the La Trobe University Act 2009.

(60) 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

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Status and Details

Status	Current
Effective Date	19th August 2024
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Approval Authority	Vice-Chancellor
Approval Date	19th August 2024
Expiry Date	Not Applicable
Responsible Manager - Policy	Kylie Brown Director, Admissions and Scholarships
Enquiries Contact	Recruitment & International Operations

Glossary Terms and Definitions

"student" - Student is defined in the La Trobe University Act 2009 as: (a) a person enrolled at the University in a course leading to a degree or other award; or (b) a person who is designated as a student or is of a class of persons designated as students by the Council.

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