

Scholarship and Bursary Policy and Procedure

1 Purpose and scope

This policy outlines the management of AIE Institute scholarships and needs-based bursaries for approved applicants.

The scope of this policy includes all members of AIE Institute's higher education community.

2 Objectives

AIE Institute encourages students to strive for academic excellence, serve one another and make contributions to the wider community. AIE Institute understands that for some students, a lack of financial resources may mean that they are unable to focus and strive for academic excellence or contribute to the wider AIE Institute community.

To assist our students to fulfil these outcomes, AIE Institute has developed several merit-based scholarships and bursaries to support students with specific needs and disadvantages.

Successful domestic applicants can choose between a discount on their course fees, or a cash payment. Scholarships and bursaries are paid post census date for each unit.

AIE Institute does not offer advice regarding the taxation of any scholarships or bursaries received or Centrelink implications of any scholarships or bursaries received by learners.

2.1 Domestic students

2.1.1 Needs-based Bursaries

All prospective domestic students who are included in the following subgroups may apply for a bursary:

- a. Aboriginal and Torres Strait Islander people
- b. People from lower socio-economic backgrounds
- c. People with disability
- d. People from remote, rural or isolated areas
- e. Women in the Game Programming specialisation.

Bursaries for each of the subgroups listed above are \$12,000 in total, equivalent to \$500 per unit. The Bursary will be paid in instalments of \$4,000 per annum, one-half after each census date.

2.1.2 Merit-based scholarships

All prospective domestic students who can demonstrate outstanding academic performance are eligible to apply for a merit-based scholarship called the 'Creative Innovator Scholarship'. This scholarship is \$12,000 in total, equivalent to \$500 per unit. This will be paid in instalments of \$4,000 per annum, one-half after each census date.

2.2 International students

AIE Institute offers a merit-based scholarship for international students in the form of a 30% tuition fee reduction for all 3 years of study. Cash payments will not be made to international students.

2.3 Scholarship and Bursary Eligibility

- a. Prospective students for AIE Institute may apply for a scholarship or bursary prior to being accepted into the Bachelor program. To be eligible to receive a scholarship, applicants will need to meet the entry requirements, progress through the admissions process and enrol into the Bachelor program.
- b. Students receiving scholarships and bursaries are required to meet satisfactory attendance and satisfactory academic progress to maintain eligibility.
- c. Students receiving scholarships and bursaries are required to study a full-time load.

Should a student not meet the eligibility requirements, the scholarship or bursary will be cancelled.

3 Implementation

3.1 Board of Directors

The AIE Institute Board of Directors is responsible for identifying scholarship criteria.

3.2 Head of School and Student Administration

The Head of School is responsible for:

- a. Assessing scholarship applications to:
 - I. Determine the applicant's eligibility for the scholarship
 - II. Determine the likely benefit for the applicant should they be successful in securing the scholarship.
 - III. Notifying the applicant regarding the outcome of their application (this task may be delegated to Student Administration).

3.3 Student Administration

Student Administration may have delegated responsibility to notify scholarship applicants regarding the outcome of their applications and updating the student's record in the student management system

Student Administration is responsible for emailing the Accounts Department to details of the student's scholarship benefits.

3.4 Accounts Department

The Accounts Department is responsible for actioning awarded scholarships in the accounting system general ledger.

4 Process

4.1 Application

Domestic and international students can apply for a scholarship or bursary before submitting an application for admission into AIE Institute.

Students must complete and submit a *Scholarship Application Form* to Student Administration.

4.2 Assessment

The relevant Head of School assesses the scholarship application to determine eligibility and the likely benefit of receiving the scholarship. The Head of School forwards applications they have determined are to be supported to the CEO for approval.

The CEO makes a determination within 10 business days. The decision is subject to the student successfully enrolling.

4.3 Notifying the student

The Head of School notifies the applicant within 5 days of determining an application outcome. If the application is not approved, the notification must include the reasons why.

The Head of School may delegate application outcome notifications to Student Administration.

4.4 Notifying the Accounts Department

The Head of School emails the Accounts Department of successful scholarship applications. Student Administration may email the Accounts Department on behalf of the Head of School.

The Accounts Department actions awarded scholarships according to the details provided by the Head of School (or Student Administration).

4.5 Cancellation of scholarship or bursary due to not meeting eligibility requirements

Should a student not meet the eligibility requirements, they must be notified in writing two weeks before the census date.

The Head of School emails the Accounts Department of cancelled scholarships. Student Administration may email the Accounts Department on behalf of the Head of School.

4.6 Records

Applications for scholarships and bursaries are recorded in the *Scholarships and Bursaries Register*, whether successful or unsuccessful. This register is maintained by Student Administration.

5 Definitions

Admission is the process for admitting an applicant into a course at AIE Institute, following a successful application and acceptance of the offer of a place in the course.

Bursary means a monetary award provided to a student to assist with the costs associated with attending AIE Institute and is based on the student's financial need or identified subgroup listed in 2.1.1 above. A bursary may be a payment to the student or a reduction in tuition fees.

Disability is broadly defined in the *Disability Discrimination Act 1992* as having any of a wide range of physical, mental health or learning conditions, including: Loss or damage of a bodily or mental function. The *Disability Standards for Education 2005*, Part 1, 1.4 Definitions, states that '**disability**, in relation to a person, means:

- a. total or partial loss of the person's bodily or mental functions; or
- b. total or partial loss of a part of the body; or
- c. the presences in the body of organisms causing disease or illness; or
- d. the presence in the body of organisms capable of causing disease or illness; or
- e. the malfunction, malformation or disfigurement of a part of the person's body; or

- f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
 - I. presently exists; or
 - II. previously existed but no longer exists; or
 - III. may exist in the future; or
 - IV. is imputed to a person.'

Domestic Student is an Australian Citizen, Australian permanent resident or a New Zealand citizen.

International student means a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

Scholarship means a monetary award provided to a student to assist with the costs associated with attending AIE Institute. A scholarship is provided to the student by AIE Institute and is based on merit. A scholarship may be a payment to the student or a reduction in tuition fees.

6 Related documents

The following policies and procedures are related to this policy:

- a. Admissions Policy and Procedure
- b. Diversity, Equity and Fair Treatment Policy and Procedure
- c. Student Support Policy and Procedure

The following forms apply to this policy:

- d. Scholarship Application Form.

The following legislation and standards apply to this policy:

- e. Higher Education Provider Guidelines 2012
- f. Higher Education Support Act 2003 (Cth)
- g. Higher Education Standards Framework (Threshold Standards) 2021
- h. National Code of Practice for Providers of Education and Training to Overseas Students 2018.

7 Review

Annually from commencement.

8 Accountabilities

The Board of Directors is responsible for review and approval of this policy, with input from the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to students and AIE Institute's higher education community via the website and other publications.