
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: TBA

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 Scholarships Program creates opportunities and recognises those students who have the drive, passion and commitment to achieve greatness.

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 with South West TAFE or their active participation in their chosen industry.

4. Scholarship Conditions

- Scholarships can only be awarded to individuals who enroll and commence a course at South West TAFE.
- 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).
 - The terms and schedule for repayment will be determined by South West TAFE and communicated to the student upon withdrawal
- Scholarship amounts are transferred to an individual's bank account upon being awarded a scholarship.
 - An exception is made for industry funded scholarships, where purchased items must be acquitted through SWTAFE financial systems (Women in Trades Scholarship through Alcoa, Portland Regional Scholarship through Alcoa)
- Unallocated scholarships will be retained by SWTAFE
- Scholarships will be awarded to one applicant only and cannot be split between multiple applicants

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6. All applicants must complete a scholarship application form to be considered
7. All shortlisted applicants must be interviewed by the scholarship evaluation panel for application to be processed.
8. Successful applicants will be selected based on their application, academic and leadership potential and their ability to meet the scholarship criteria
9. All evaluation panel decisions are final
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
11. Scholarships are for the current study period and cannot be carried forward
12. Applicants under the age of 18 will need to obtain parental/guardian consent before submitting a scholarship application
13. 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
14. A student can receive only one scholarship per year
15. Each recipient must give notice in writing to the Committee in the event of any of the following:
 - i. Transfer to another course within SWTAFE
 - ii. Withdrawal from Study
16. Should a recipient no longer meet the eligibility criteria, the scholarship may need to be paid back in part or in full
17. Team members employed in any capacity by SWTAFE cannot apply for the SWTAFE Scholarship Program

5. Termination of scholarship

The Committee has discretion to terminate a scholarship and to recover payment in the event of any of the following:

- The behaviour of the recipient on or off campus is considered to bring discredit upon the Scholarship or SWTAFE
- The recipient has breached SWTAFE's *Student Code of Conduct*
- The program of study is being undertaken with insufficient diligence or not in accordance with the terms of the Scholarship
- Cancellation of enrolment
- Deferral of study in the year of the award without sufficient rationale

6. Reporting Requirements

Each Scholarship recipient will agree to submit a written report when final results are known. This report will include:

- The recipient's name, course of study and date of report
- A statement outlining how the scholarship was allocated and how it assisted with furthering skills, knowledge, studies and/or career
- Recipients must agree for their image and story to be used SWTAFE for marketing and promotional activities
- Success stories on the scholarship program will be distributed to our Industry partners

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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