



HIGHER EDUCATION BURSARY INFORMATION AND GUIDELINES

The Higher Education Bursary is a limited offering designed to encourage international student enrolments into Kent Institute Australia (Kent) higher education Bachelor degree courses. The Bursary will be offered to international students who apply through authorised Kent Agents or who apply direct in both the Sydney and Melbourne campuses.

1.0 Terms and Conditions

Benefit

- 1.1 The Higher Education Bursary awards applicants with a reduction in the tuition fees for each Unit of study in a new undergraduate Bachelor degree course as follows:

	<i>International Applicants who apply through authorised Kent Education Agents</i>
Bursary reward Unitprice reduction (for the first 24 units they are enrolled)	\$300

- 1.2 This does include the number of units already successfully completed or any units for which credit exemptions are granted.
- 1.3 Applicants will have the Bursary applied to their tuition fees from the first unit of study enrolled.
- 1.4 Bursaries are calculated on a per Trimester basis and applied against each Unit enrolled.
- 1.5 Applicants may have the bursary applied to individual, cross institutional or non-awards units offered.
- 1.6 Bursaries cannot be deferred, transferred or redeemed for cash.
- 1.7 The terms and conditions of the Bursary may be reviewed and or changed by the Chief Executive Officer at the end of each financial year.

Selection Criteria

- 1.8 All Bursaries are awarded at the discretion of Kent to:
- Applicants who undertake a full-time study load of a Kent undergraduate higher education degree (subject to unit availability).
 - Applicants who enrol in cross institutional or non-awards units.
 - Applicants who come to Kent as direct applicants or applicants from approved Kent Agents.
 - Applicants who study on either the Sydney or Melbourne campuses, or via online class delivery.

Maintaining Bursaries

- 1.9 In order to retain the Bursary for the duration of the Kent course, the student must:
- Continue a full-time enrolment in the course listed on their *Offer of Admission* (subject to unit availability).
 - Pay all tuition and additional fees in accordance with Kent Policy and Procedure.

- b) Meet the conditions of their student visa.
- c) Not cancel or graduate from their course.

2.0 Application and awarding of Bursaries

- 2.1 A student's *Application for Admission* will be assessed by Kent Admissions staff and any applications meeting the eligibility criteria for the Bursary will have the reward applied to the 'Offer of Admission' and Confirmation of Enrolment (CoE).
- 2.2 The awarding of a Bursary is managed by the Executive Manager Student and Campus Services and approved by the Chief Executive Officer.
- 2.3 By accepting the Bursary, recipients agree to be Kent student ambassadors which may require attendance at Kent promotional events.
- 2.4 Bursaries may be withdrawn with ten (10) days written notice, should the recipient breach any of these terms and conditions.

3.0 Internal administration and reporting

- 3.1 The Chief Executive Officer in coordination with Manager Marketing & Recruitment in Sydney and Melbourne Campus will provide an annual report to the Governing Board on the strategic marketing impact related to the Bursary.
- 3.2 A list of approved applicants eligible for the Bursary will be maintained by the Manager Student Services and recipient details will be recorded in the Scholarship and Bursary Register.
- 3.3 The Bursary details will be entered in the Kent Student Information System (SIS) by a Student Administration Officer.
- 3.4 The Manager Student Services will monitor and maintain the *Scholarship and Bursary Register* to ensure students' compliance with the terms and conditions of the Bursary (in this document).

Document Title: Higher Education Bursary	
Date Compiled: 9 th December, 2016	By: Executive Manager Operations & Development
Due Date for Review:	Website Access Permission: Staff
Date Updated: 27 th April, 2017 11 th October, 2017 9 th February 2018 4 th May 2018 8 th February 2019 17 th May 2019 11 th January 2021	Reviewed by: General Manager Campus Operations/Campus Director (Sydney) Executive Manager Operations & Development Executive Manager Operations & Development Executive Manager Operations & Development Executive Manager Operations & Development Executive Manager Operations & Development CEO Executive Manager Governance Systems / Academic Board Secretary
Version Control Update (Current): Version 1 – 9 th December, 2016 Version 2 – 27 th April, 2017 Version 3 – 11 th October, 2017 Version 4 – 9 th February 2018 Version 5 – 4 th May 2018 Version 6 – 8 th February 2019 Version 7 – 17 th May, 2019 Version 8 – 11 th January 2021 Version 9 –	Approved By: Meeting Date: V1 – Governing Board 7 th December, 2016 V2 - Managing Director 27 th April, 2017 V3 – Managing Director 11 th October 2017 V4 – Governing Board 7 th February 2018 V5 – Governing Board 4 th April, 2018 V6 – Governing Board 6 th February, 2019 V7 – CEO 17 th May, 2019 V8 – CEO 11 th January 2021 V9- CEO and Executive Manager Governance Systems / Academic Board Secretary
AMENDMENTS:	
<p>27/04/2017 – Removed reference to ‘Terms and Conditions’ that students were only eligible if they had not previously studied a Higher Education course at Kent (<i>previously Clause 1 Point 3(b)</i>).</p> <p>11/10/2017 – Bursary period amended to 2017/18 financial year, amount amended from 25% to \$450 per unit for the first 24 units less credit exemptions. Applicable courses changes to BBus and BActg and reference to English as an Additional Language (EAL) courses removed.</p> <p>09/02/2018 – Bursary period amended to 2018/19 financial year and amount to \$410 per unit. Terms and Conditions under Clause 1 amended to include new provisions 1.3-1.5, and revision to Clause 1.6 (previously 1.3)</p> <p>04/05/2018 – scope increased to cover all Bachelor degrees for the financial year with the CRICOS approval of the Bachelor of Information Technology (BIT).</p> <p>08/02/2019 – Bursary amount reduced to \$325 per unit for the 2019/20 financial year.</p> <p>17/05/2019 – addition of Clause 1.0 #5 for exemption of Information Systems Units from the Bursary for students enrolled in the Bachelor of Accounting and Bachelor of Business courses. The revised pricing structure was approved by Governing Board 5th December, 2018 from the Course Development Working Party (Course Specialisations) Proposal V1 Nov 2018.</p> <p>08/01/2021 – Bursary slightly modified to include international students studying online from the 1st course instead of the 5th, Clarifying that the Bursary will end after T1 2021 and defining what is meant by fulltime study in compulsory trimesters</p> <p>20/04/2021 – Bursary amount and recipients changed</p> <p>12/05/2021 – formatting and streamlining of clauses to be in line with other governance documents. Addition of CEO oversight to bursary management. Removal of domestic students.</p>	