



STUDENT AWARDS AND SCHOLARSHIP POLICY AND PROCEDURES

Policy Statement	All student awards and scholarships are established and offered in accordance with this policy. Student awards and scholarships may be offered in recognition of academic achievement, to promote student diversity and inclusiveness, or enhance accessibility to Kent Institute Australia (Kent) courses. Each scholarship is to be governed by specific conditions and criteria which is made available on its website after approval.
Responsibility for Implementation	Executive Dean, Executive Manager Operations and Development, Executive Manager Finance and Administration
Compliance and Monitoring	Chief Executive Officer (CEO), Academic Board, Governing Board

Purpose

Kent is committed to providing student award and scholarship opportunities to students in recognition of success and achievement, or in order to maximise accessibility to Kent courses in accordance with its strategic interests.

Scope

This policy applies to all student awards and scholarships offered by the Kent.

Aim

To assist students to have access to a course of study at Kent and to provide opportunities for recognition of high academic achievement.

Definitions

Student award Any payment or benefit made to a student on the basis of merit or other established criteria. Includes scholarships, bursaries and prizes.

Scholarship A student award in the form of a financial benefit usually made on the basis of academic merit and/or equity considerations, provided to a student undertaking a specified course of study. This includes full or partial reduction of fees, costs associated with studying or a living allowance/stipend.

Procedures

1.0 Development and Approval of new student awards and scholarships

- 1.1 The Kent Senior Management Group (SMG) will develop and propose any new student awards or scholarships.
- 1.2 For all new student awards, proposals must include the following:
 - name of the student award
 - nature and value of the student award
 - applicable period for the student award
 - eligibility criteria
 - selection criteria
 - other special conditions
 - staff/unit/committee responsible for administering
- 1.3 The Chief Executive Officer and Executive Manager Finance and Administration must review and approve the associated expenditure of any new award or scholarship for inclusion in Kent's annual financial budgeting and reporting to the Kent Governing Board.
- 1.4 The Kent Academic Board must endorse all new student awards and scholarships and recommend to Governing Board to approve the implementation.
- 1.5 Following Governing Board approval, the administering staff/unit/committee will establish processes for offering, bestowing and administering the student award in accordance with the criteria and conditions of each student award approved by the Governing Board.
- 1.6 Scholarships may be restricted to particular demographic groups to rectify a demonstrated inequality or under representation; however they may not be restricted on the basis of religious or political conviction.

2.0 Administration of student awards and scholarships

The responsible staff, unit or committee for administering a student award will:

- Identify and determine the application process for each student award
- Advertise the availability of student awards including application requirements
- Decide who will receive student awards
- Determine how successful applicants must accept their student award and any associated time frames and validity requirements (e.g. offer lapse date)
- Notify successful applicants in writing, including instructions for accepting the student award, arranging payment and/or validity period
- Establish reporting protocols of each student award to the Kent Academic Board and Governing Board

3.0 Financial Control and Processing of student awards

- 3.1 The Executive Manager Finance and Administration is responsible for the financial recording and accounting of all student awards.
- 3.2 Any payments required under an approved student award will be made by the Kent Finance & Administration Unit after receiving the authorisation of the relevant administering staff/unit/committee to proceed.
- 3.3 Any payments to Kent enrolled students will be made electronically into Australian bank accounts only.

4.0 Student award eligibility and conditions

Where a student award is conditional upon meeting eligibility requirements, the administering staff/unit/committee must:

- publish all conditions and eligibility criteria for each student award online
- ensure each applicant meets the conditions or criteria for approval and receipt of the student award
- notify approved recipients in writing if they become ineligible to receive the student award
- where applicable, recover any overpayments made to student award recipients
- determine if conditions can be varied or waived for a particular recipient, according to guidelines established for each student award.

5.0 Responsibilities of student award recipients

To maintain eligibility for a student award, recipients must:

- Accept their student award offer as instructed
- Provide banking details as required and ensure that details remain current for the duration of award payments
- Comply with any conditions associated with their student award
- Notify the administering staff/unit/committee of any planned or actual changes to their enrolment which will affect their student award eligibility or ability to receive the award.

Document Title: Student Awards and Scholarship Policy and Procedures	
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Version Control Update (Current): Version 1 – 8 th July, 2015 Version 2 – 16 th October, 2018	Endorsed By: Academic Board Meeting Date: 16 th July, 2015 <hr/> Approved By: Governing Board Meeting Date: 12 th August, 2015 30/10/2018 – Managing Director 16/10/2018 – CEO 10/10/2019 – Executive Chair
AMENDMENTS	
30/10/2017 – 12 month review – add Executive Manager Finance and Administration review of financial budgeting associated with new Awards/Scholarships	
16/10/2018 – 12 month review – update Kent position titles and new version control to demonstrate currency as only minor amendments recorded since July, 2015.	
10/10/2019 – 12 month review – no amendments.	