

	Bursaries & Scholarships: Policy & Procedures
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1. Purpose

1.1 The purpose of this policy is to provide transparency, clarity, and consistency in establishing, administering and disbursing Campion College scholarships, which exist to:

- a. Attract students to Campion;
- b. Recognise student achievement;
- c. Assist students to overcome financial barriers to undertaking higher education;
- and
- d. Support students to achieve success in higher education.

2. Definitions

2.1 A **bursary** is a monetary award made by the College to students who cannot afford to pay all of their tuition and/or residential fees.

2.2 A **scholarship** is an award of financial aid for a student to further a student's education at Campion College Australia. Scholarships are awarded based upon various criteria, which usually reflect the values and purposes of the donor or founder of the award. Scholarship money is not required to be repaid. Scholarships at Campion are classified as:

- a. **Merit-based:** These awards are based on a student's academic or other abilities. They also often factor in an applicant's extracurricular activities and community service record. The merit-based scholarships recognise academic achievement as measured on previous examinations or academic aptitude as indicated by high scores on standardized tests.
- b. **Student-specific:** These are scholarships for which applicants must initially qualify based upon gender, race, religion, family and medical history, or many other student-specific factors.

3. Scope

3.1 This policy applies to all students eligible for a scholarship or bursary and all staff involved in administering the awards.

4. Principles

4.1 In awarding scholarships and bursaries Campion demonstrates its commitment to recognition, excellence, equity, and diversity.

4.2 Scholarships and bursaries are established, awarded, and administered using an equitable, transparent, and consistent framework.

5. Policy

5.1 Conditions

5.1.1 Each Academic Year the College may make available a number of merit-based and student-specific Scholarships and Bursaries

5.1.2 These Scholarships and Bursaries aim to reward deserving applicants seeking to enrol, or are currently enrolled, in an undergraduate or postgraduate degree at the College.

5.1.3 The availability and awarding of College funded Scholarships and Bursaries is at all times at the discretion of the President who may, in any case deemed appropriate, vary, dispense with or suspend any requirement of or prescription in the conditions attaching to any individual scholarship or award.

5.1.4 The number of Scholarships and Bursaries awarded will be at the discretion of the Scholarships and Bursaries Committee.

5.1.5 Only one scholarship can be awarded per person at any one time. However, students on scholarships who experience financial stress may also apply for financial aid (bursary). Students already receiving a bursary may apply for an increase to the amount awarded if they demonstrate that they are experiencing a change in circumstances which is adding to their financial stress.

5.2 Types of Scholarships & Bursaries

5.2.1 The following types of scholarship & bursaries are available every year:

- Scholarship for Academic Excellence
- Sporting Scholarship
- Leadership Scholarship
- Media & Communications Scholarship
- Fine Arts & Performing Arts Scholarship
- Designated Secondary Schools Scholarship
- Aboriginal and Torres Strait Islander Scholarship
- Latin Scholarship
- Residential Bursary
- Special Circumstances Bursary
- Aboriginal and Torres Strait Islander Bursary

5.2.2 Each of these Scholarships and Bursaries are made available by donors and benefactors. For the criteria of eligibility, amounts, terms and conditions of the awarded scholarship see Appendix A.

5.3 Duration of an Award

5.3.1 Each Scholarship, with the exception of Scholarship for Academic Excellence and the Latin Scholarship, is for the duration of an undergraduate degree carried out in consecutive years, provided the conditions of continuation are met at the end of each year, as per Item 5.7, below.

5.3.2 The recipient must enrol and remain enrolled in the course into which the student applied for admission at the time the scholarship was approved for the duration of the scholarship.

5.3.3 Recipients will risk losing their scholarship should they fail 50% or more of their course in the first semester of their award.

5.3.4 In exceptional circumstances the Scholarships and Bursaries Committee may:

- a. consider approving the extension of the scholarship for part-time enrolment.
- b. approve a recipient's transferring from the course for which the scholarship is awarded to another course of the College.

5.3.5 Bursaries are awarded for the duration of an undergraduate degree carried out in consecutive years, provided the conditions of continuation are met at the end of each year, as per Item 5.7, below.

5.4 General Eligibility Requirements

5.4.1 To be eligible to apply for a Scholarship or Bursary an applicant must:

- a. Be a citizen or permanent resident of Australia;
- b. Have applied for admission to an undergraduate or post graduate degree;
- c. Be enrolled as a full-time student at the College;
- d. In the case of scholarships only, be able to demonstrate outstanding academic achievement as determined in the Selection Criteria (below).

5.5 Selection Criteria

5.5.1 A scholarship will be awarded on the basis of academic and other abilities. Academic abilities are demonstrated through some or all of the following:

- a. An ATAR (Australia Tertiary Admissions Ranking) or equivalent;
- b. An IB (International Baccalaureate) result;
- c. A graded pre-tertiary qualification from an RTO (Registered Training Organisation) at Certificate IV (AQF) Level or higher;
- d. An academic transcript outlining a GPA (Grade Point Average) received from a previously or partially completed undergraduate degree undertaken within the last five years; and/or
- e. STAT (Special Tertiary Admissions Test) results.
- f. A combination of the above.

g. Scholarship applicants must meet all CCA admission entry requirements to be deemed eligible for application for a Scholarship.

5.5.2 Other abilities relate to the specific conditions of each scholarship as set out and described in Appendix A.

5.5.3 A bursary may be awarded on the basis of financial need and by meeting all CCA admission entry requirements.

5.6 Selection and Awarding Process

5.6.1 Applicants must complete the relevant CCA Scholarship Application Form or Bursary Application Form, available on the College's website.

5.6.2 All scholarship and bursary applications must be received by the published due date for applications.

5.6.3 All relevant supporting documentation must be submitted with the Application Form by the published due date or may be requested after the due date.

5.6.4 Additional information, such as notifications of ATAR results from UAC and/or TISC must be received by the due date published on the website.

5.6.5 Scholarship recipients will be advised of the outcome by telephone or e-mail prior to receiving formal notification of Offer of Scholarship or Offer of Bursary by e-mail. Unsuccessful applicants will be advised by e-mail of the outcome of their application.

5.6.6 Recipients will have 14 calendar days of receipt of notification by mail to accept the offer. If a Scholarship or Bursary recipient does not accept the offer by this date, the College reserves the right to withdraw its offer.

5.6.7 The Scholarships will be awarded by the Scholarships and Bursaries Committee.

5.6.8 An award will not be made in any year if it is considered that there is no candidate of sufficient merit.

5.7 Conditions of Continuation

5.7.1 All scholarships—with the exception of Academic Excellence and Latin Scholarships—will continue to be paid after the first year and for the duration of the second year, subject to the recipient:

- a. passing more than 50% of all units in which they are enrolled.
- b. maintaining full time enrolment in the degree in which they were enrolled when the scholarship was offered;
- c. continuing to meet his or her obligations pursuant to the College's Student Code of Conduct Campion College;
- d. demonstrating their achievements over the previous year—and their continued plans for the following year—in areas relevant to their scholarship (ie. leadership, media, sport, etc). This will require a student to outline what they have achieved in the area relevant to their scholarship (ie. leadership, media, sport, etc) and what they aim to achieve in the subsequent year. They must demonstrate, through this re-appraisal process, that they have met all the criteria for the scholarship to continue.

5.7.2 For recipients of an Academic Excellence Scholarship, students must maintain an appropriate academic standard to continue receiving the award (as set out in Appendix A).

5.7.3 For recipients of an Academic Excellence Scholarship, a student's completion of above load units in Latin, Greek, and Mathematics, will be considered favourably by the Scholarships and Bursaries Committee when assessing the continuation of the scholarship.

5.7.3 At the end of each year of a bursary, recipients must submit a Bursary Re-Appraisal Form detailing an update and evidence of their financial need.

5.7.4 The scholarship or bursary may be withdrawn if the recipient fails to meet the requirements above; or is the subject of disciplinary action under the Student Code of Conduct and the CCA Student Misconduct Policy; a scholarship or bursary will be withdrawn via formal notification.

5.7.5 The recipient of a scholarship or bursary may, under extenuating circumstances, apply to defer the award if he/she needs to interrupt his/her course of study via an approved leave of absence. If the recipient of a scholarship or bursary does not resume his/her course of study and take up the award within a period of no more than one semester, the award will be withdrawn.

5.7.6 Champion students on overseas exchange programs may keep their scholarship or bursary. Students deferring their enrolment at Champion to study abroad or at another institution may also defer their award as per item 5.7.5, above.

6. Roles and Responsibilities

6.1 The Bursary and Scholarship Selection Committee will convene at appropriate times closely following the closure of applications. The committee is responsible for assessing applications and determining the appropriate amounts awarded according to the guidelines in this policy and the specific criteria set out for each scholarship type in Appendix A. This Committee includes:

- The President of the College;
- The Director of Operations / Dean of Studies (Chair), and
- The Business Manager.

6.2 The Dean of Studies is responsible for informing applicants of the outcome.

7. References

7.1 TEQSA *Guidance Note: Diversity and Equity*, Version 1.2. 11 October 2017

7.2 This policy has been benchmarked against:

- University of Wollongong: *Undergraduate Student Scholarships and Grants Policy* for its example on how scholarships are intended to support students with demonstrated merit and with financial need.
- Australian National University, *Scholarships Policy (Coursework)* for the manner in which it aligns student scholarships with the strategic directions of the University.

7.3 “Scholarships and Bursaries Review 2019—Final Report and Recommendations”,
October 2019

8. Policy History

Version	Date of approval	Amendment
4	December 2016	<ol style="list-style-type: none"> 1. Addition of items 6.1, 7.1e, 8, and 9. 2. Addition of selection criteria in Appendix A for scholarships in Leadership, Media, and Fine Arts.
5	March 2015	<ol style="list-style-type: none"> 3. Amendments to selection criteria for specific scholarships in Appendix A. 4. Addition of Designated Schools Scholarship
6	September 2017	<ol style="list-style-type: none"> 1. Amendments to selection criteria for specific scholarships in Appendix A. 2. Addition of ATSI Scholarship
7	December 2018	<ol style="list-style-type: none"> 1. Re-formatting according to policy template. 2. Addition of items 1, 3, 4, 5.3.3, 5.3.5, 5.7.2, 5.7.5, 6.2, 7, and 8. 3. Deletion of the following passage from item 2.2a: “Merit based scholarships are paid directly by the College” 4. Deletion of the following passage from item 5.3: “where a recipient undertakes a combined degree, the award will be for the standard duration of the first year of a single undergraduate pass degree only, to which the scholarship was awarded” 5. Title of item 6 changed from “Body Responsible for Selection”

		<ol style="list-style-type: none"> 6. Amendments to Appendix A adding an additional ranking according to average marks for the Academic Excellence Scholarship. 7. Amendment to Appendix A stipulating that each award, with the exception of Academic Excellence, is for one year and is only withdrawn if a student is failing to meet their academic obligations.
8	March 2020	<ol style="list-style-type: none"> 1. Addition of Item 5.1.5. 2. Addition of Latin Scholarship to listing (5.2.1). 3. Addition of Item 5.7.1d. 4. Addition of Item 5.7.3. 5. Addition of Item 7.3. 6. Adjustments to Appendix A details of scholarships to reflect three-year duration of scholarships.

SCHOLARSHIPS & BURSARIES

Campion College offers scholarships and bursaries in order to assist students in paying their tuition or residential fees or other costs associated with their studies. Scholarships and bursaries are made available by donors and benefactors and are awards of financial aid for a student to further their education.

Scholarships

A Scholarship is an award of financial aid for a student to further their education. Scholarships are awarded on the basis of various criteria.

Scholarship for Academic Excellence

Campion College Australia offers scholarships for undergraduate students who have excelled and continue excelling in their studies. In order to be eligible newly enrolled students must have achieved a minimum ATAR of 90% (or equivalent) or have provided other evidence of high academic achievement (such as in Year 11/12 results, independent admissions tests, excellence in home-schooling programs or prior tertiary study). Continuing students must maintain an average weighted mark (WAM) of 80%. Students are not required to apply for this scholarship as they will be considered on the basis of their ATAR or their WAM.

This type of scholarship is normally awarded per semester, but may also be awarded for one year under special circumstances. It is reviewed at the end of each semester (or annually) as continuation of the scholarship is subject to satisfactory academic progress and continued enrolment in the program of study for which the scholarship was awarded.

The amount awarded for this type of scholarship is divided as follows:

New enrolments in order of ranking:

1. \$6000-\$10000
2. \$2000-\$6000

Continuing students in categories of academic results:

1. 80-84 WAM: \$2000
2. 85-89 WAM: \$2500
3. 90+ WAM: \$3000

Additionally, continuing students with the top three academic results will be eligible for a boost to their scholarship of the following amounts:

1. \$1500
2. \$1000
3. \$500

Students completing above load units in Latin, Greek, and Mathematics, will be considered favourably by the Scholarships and Bursaries Committee when assessing the continuation of the scholarship and the amount of the award.

Sporting Scholarship

Campion College recognises the importance of sport in the development of a person's character and provides financial aid to students who are involved in sport at a higher level. Scholarships for sport credentials are awarded for the duration of the degree—dependent upon an annual appraisal of the student's performance—but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College's Student Code of Conduct.

In order to be eligible for this scholarship, students must demonstrate:

- that they are active in a particular field of sport by providing references of their coach or trainer, and/or evidence of their achievements in the field (e.g. certificates);
- satisfactory academic performance.

Continuing students must have an average weighted mark of 70% and a demonstrated commitment to sporting life while enrolled at Campion.

Upon acceptance of a Sport Credentials Scholarship, a student is expected to:

- Continue being active in their sport;
- Maintain a successful academic record;
- Represent Campion College at Intervarsity competitions, if applicable;
- Participate in the organisation of events at Campion College in their respective sport;
- Promote and support Campion College.

The amount awarded for this type of scholarship ranges from \$2,000 to \$6,000 per annum.

Leadership Scholarship

The Leadership Scholarship is a merit-based scholarship that acknowledges undergraduate students at Campion College who demonstrate innovative, creative and enterprise-driven leadership impacting their academic work, or community environments. This type of

scholarship is awarded for the duration of the degree—dependent upon an annual appraisal of the student’s performance—but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College’s Student Code of Conduct.

In order to be eligible for this scholarship, students must demonstrate:

- that they have been in a leadership position in either their school or community by providing appropriate references.
- above average academic performance.

Continuing students must have an average weighted mark of 75% and a demonstrated commitment to leadership roles while enrolled at Campion.

Upon acceptance of the Leadership Scholarship, a student is expected to:

- Maintain a successful academic record;
- Be involved in College events, activities and student clubs in a leadership role;
- Demonstrate initiative in their studies and in College life;
- Be of service to peers and the College and local community;
- Promote and support Campion College.

The amount awarded for this type of scholarship ranges from \$2,000 to \$6,000 per annum.

Media & Communications Scholarship

The traditional *Trivium* of the Liberal Arts included disciplines – Logic, Grammar and Rhetoric – which are connected with human communication. Campion College, as a Liberal Arts College, consequently nurtures and values effective communication and offers a Media and Communications Scholarship. This type of scholarship is awarded for the duration of the degree—dependent upon an annual appraisal of the student’s performance—but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College’s Student Code of Conduct.

In order to be eligible for this scholarship, students must demonstrate:

- to have acquired some level of experience in the field of media and communications by providing appropriate references and/or evidence of achievements;
- above average academic performance.

Continuing students must have an average weighted mark of 75% and a demonstrated commitment to activities related to media and communications while enrolled at Campion.

Upon acceptance of the Media & Communications Scholarship, a student is expected to:

- Maintain a successful academic record;
- Represent Campion College at debating competitions, if applicable;
- Participate in the organisation of debating and public speaking events at the College;
- Contribute to the publication of the student tabloid *The Sextant*;
- Promote and support Campion College.

The amount awarded for this type of scholarship ranges from \$2,000 to \$6,000 per annum.

Fine Arts and Performing Arts Scholarship

Campion College has had many gifted students over the years who have distinguished themselves not only academically but also for their artistic talents and skills. Campion College recognises the value of cultivating the fine arts and performing arts as expression of a particular aesthetics, tradition and culture. It therefore offers a Fine Arts and Performing Arts Scholarship to encourage students to continue cultivating their talents during their studies. This type of scholarship is awarded for the duration of the degree—dependent upon an annual appraisal of the student’s performance—but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College’s Student Code of Conduct.

In order to be eligible for this scholarship, students must demonstrate:

- proficiency in one of the specialties in the field of the Fine Arts or the Performing Arts by providing evidence (certificates; awards; relevant references; etc.);
- satisfactory academic performance.

Continuing students must maintain an average weighted mark of 70% and a demonstrated commitment to fine arts and/or performing arts while enrolled at Campion.

Upon acceptance of the Fine Arts & Performing Arts Scholarship, a student is expected to:

- Maintain a successful academic record;
- Represent Campion College at competitions , if applicable;
- Participate in events by performing or exhibiting their work;
- Promote and support Campion College.

The amount awarded for this type of scholarship ranges from \$2,000 to \$6,000 per annum.

Designated Secondary Schools Scholarship

On occasion a donor requests that scholarships be made available to students from specific schools. Such scholarships fall under the category of ‘Designated Schools Scholarship’. This type of scholarship is awarded for the duration of the degree—dependent upon an annual

appraisal of the student's performance—but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College's Student Code of Conduct. Other than having completed their secondary studies at the designated school, successful candidates for this scholarship must also have above average academic record.

Continuing students must maintain an average mark of 70%

Latin Scholarship

Campion College offers a Diploma of Classical Languages which students are invited to complete concurrently with their Bachelor of Arts. Students undertaking this qualification are committing to a heavier study load. Campion College recognises the level of commitment required for this study and wishes to encourage students to complete it. This type of scholarship is awarded for one year and is for students who have completed two first-year units. The scholarship may be withdrawn should after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he or she fails to meet his or her obligations pursuant to the College's Student Code of Conduct.

The Latin Scholarship is awarded to the best Latin student in the previous year. In order to be eligible for this scholarship, students must:

- not have studied Latin formally prior to commencing at Campion;
- have completed two first-year units across two semesters;
- have demonstrated consistent improvement throughout the year;
- have achieved satisfactory results in both semesters and demonstrated a strong commitment to learning;
- have attended more than 80% of classes throughout the year;

Aboriginal and Torres Strait Islander Scholarship

Students of Australian Aboriginal or Torres Strait Islander descent are welcome to enrol at Campion. CCA acknowledges the cultural value that ATSI students bring to College life and offers financial support for such students who demonstrate their academic ability. This type of scholarship is awarded on an annual basis, but may be withdrawn after one semester should a recipient pass fewer than 50% of all units in which they are enrolled; or if he/she fails to meet his/her obligations pursuant to the College's Student Code of Conduct. .

In order to be eligible the student must:

- Have obtained an Australian Tertiary Admissions Rank (ATAR) of 80 or above;
- Satisfy all CCA entry requirements;
- Identify as an Australian Aboriginal and/or Torres Strait Islander;

- Submit a written reference by an Aboriginal and/or Torres Strait Islander community member who knows the applicant in that community.

Continuing students must maintain an average weighted mark of 70% or above.

The amount awarded for this type of scholarship ranges from \$2,000 to \$6,000 per annum.

Bursaries

Campion College offers also financial assistance to students in the form of bursaries. A bursary is a monetary award made by the College to a student in order to assist them during their studies at the College. The criterion for awarding bursaries is financial need.

There three types of bursaries:

1. Residential Bursary awarded to students to assist them with the payment of residential fees. This bursary is available also to students who are forced to reside off campus because of the lack of available on campus accommodation.

The amount awarded for this type of bursary ranges from \$2,000 to \$4,000 per annum.

2. Special Circumstances Bursary awarded to students who are experiencing serious financial hardship because of personal circumstances.

The amount awarded for this type of bursary is capped at \$2,000 per annum.

3. Aboriginal and Torres Strait Islander Bursary awarded to students making satisfactory progress who are experiencing financial difficulties. To be eligible, students must identify as an Australian Aboriginal and/or Torres Strait Islander and be recognised as such by his/her community.

The amount awarded for this type of bursary ranges from \$2000 to \$4000 per annum.