Scholarships and Grants Procedure

Policy code:	ST1987
Policy owner:	Director, Student Services and Registrar
Approval authority:	Chief Learner Experience Officer
Approval date:	11 June 2026
Next review date:	11 June 2029

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Purpose

To enable Federation University Australia current students to achieve academic success through the provision of timely equipment and financial supports. This procedure provides a framework for the development, administration and management of all Federation University Australia scholarships and grants.

Scope

This procedure applies to all Federation University staff who promote, administer, award and disburse scholarships and grants.

This procedure does not relate to fee deferment processes or TAFE fee instalments, concessions and exemptions.

Legislative context

- Federation University Australia Act 2010
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Higher Education Support Act 2003 (HESA)
- The Tertiary Education Quality and StandardsAgency Act 2011 (TEQSA Act) – establishes TEQSA as an agency who regulate using the Higher Education Standards Framework (Threshold Standards)

Definitions

Term	Definition
Institute	Federation University Australia has a number of Academic Organisational Units – click here for details
University legislation	Includes the Federation University Australia Act 2010, University Statutes and Regulations
Award	Payment or benefit made based on criteria established by the University. An award could include prizes, scholarships, bursaries, student grants and University Awards.
DFAT	Department of Foreign Affairs and Trade (administer the Australia Awards Program).
Donation	A voluntary transfer of money or property to the University by way of benefaction where no material benefit is received by the donor
eCOE	electronic Confirmation of Enrolment issued to overseas students confirming their course of study.
Emergency Financial Aid	Emergency Assistance provided to a student in the form of vouchers or payment of small debts in cases of extreme need (with a maximum of $200 per academic year).
ESOS	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia.
Grant	Financial or other aid provided for a student on the condition of financial need, geography or demography.
International Student	A Federation University Australia student with overseas citizenship studying on a FedUni campus under a Student Visa issued by Department of Home Affairs (DHA).
Scholarship	A Scholarship is financial or other award provided for a student on the condition of academic merit or equity basis.
Scholarships Office	The single channel through which Federation University Australia's funded bursaries, grants and scholarships are administered and a central agency for the promotion, administration of external scholarship opportunities. The Scholarships Office: • Provides advice and assistance within the University to develop scholarship and grant applications for funding bodies; • Works with Institutes and Schools to develop targeted support for students, i.e. discipline specific items or equipment;

	• Promotes and markets bursary, grant and scholarship opportunities to potential and enrolled students; • Manages application and administration processes on behalf of Institutes and Schools and the Foundation. • Provides advice and assistance to students preparing applications for support and/or referral to other appropriate supports • Manages the disbursement of bursaries, grants and scholarship funds and equipment to students; and • Prepares evaluations and meets reporting requirements.

Actions

1. Establishing internally funded scholarships & grants

	Activity	Responsibility	Steps
A.	Sourcing funds	Scholarship Governance Group	1. Identify, review and make applications to the University and to external providers and donors for funds 2. Strategise funding allocation for broader student attraction, retention and success initiatives. 3. Source funding from governments and agencies for broarder program and cohort support i.e. Commonwealth Scholarships
B.	Preparing budget estimates	Director of Student Services and Registrar	1. Submit projected estimates prior to end of calendar year for university funding and as per requirements for external funders 2. Maintain budget estimates for scholarships and grants for this purpose
C.	New Scholarships	Scholarships Governance Group	1. Call out to Institutions for scholarship submissions (with strategic framework outlined) 2. Assess submissions / confirm approvals / notify Institutes 3. Ensuring that students are aware of scholarships that are being offered, and any criteria that are relevant to the student applying on

			Federation University's website.

2. Applying for Scholarships and Grants

	Activity	Responsibility	Steps
A.	Considering basic eligibility criteria	Scholarships Office International Admissions Advancement Office	1. Domestic, migrant, refugee and CALD students must be enrolled in a program of study at a VET, or Higher Educationlevel at a Federation Universitycampus or online or have an offer to study with Federation University, to be considered for awards 2. International students must meet the following criteria to be considered for a scholarship or grant. • Enrolled as a Higher Education Undergraduate or Postgraduate (including Honours) for a minimum of a 2 years consecutively at a Federation University campus in Australia • Be in receipt of a Confirmation of Enrolment (COE) for a course of study as a Higher Education Undergraduate or Postgraduate at a Federation University campus in Australia • Hold a valid International Student Visa for the period of study for their program (VET) or course HE • Be a full fee-paying student not in receipt of any fee relief from Federation University or sponsored by a third-party source. 3. International students who are ineligible to apply for Federation University Australia International Scholarships or Grants include:

			• Federation University partner provider students • International students on Exchange/Study Abroad programs 4. The following international students are ineligible for a grant but may be considered for a merit-based scholarship: • Articulated students who are in receipt of fee relief • Employer/government sponsored students
B.	Enquiries	Applicants	1. Direct all enquiries to Scholarships Office via the enquiry portal
C.	Registering Online for Scholarships and Grants	Applicants	1. Access the Scholarships and Grants Application portal. 2. Future students are required to create new account on Scholarships and Grants application portal. • Current students to access the system via student credentials.
D.	Advising applicants of receipt of application	Scholarships Office	1. Applicants are notified automatically via the Scholarships Portal.
E.	Adhering to closing dates	Scholarships Office Applicants	1. Additional information received after the closing date will not be accepted by the Federation University Scholarships Office. Application closing dates to be clearly displayed on application portal and communicated to applicants. • Late applications cannot be accepted

3. Assessing Applications

	Activity	**Responsibility**	**Steps**
A.	Assessing applications for scholarships and grants	Scholarships Office	1. Ensure the applicant's registration provides

			information to determine priority for assistance. 2. Applicant's responses to the questions in the Program Eligibility Form(PEF) form determine the points that are assigned to each applicant. The scoring algorithm considers both the financial and personal circumstances of the applicant in determining levels of economic, social or geographical disadvantage and priority for assistance. 3. Information collected from students as part of the application process will be protected in accordance with the Information Privacy Procedure. 4. Any student found to have submitted an application with fraudulent documentation, will be reported as per the Student Misconduct Procedure.
B.	Making offers	Scholarships Office	1. Offers are to be made to students for scholarships and grants based on their application only. 2. Additional information may be required to assess for scholarships, and grants as identified by the funding body or donor. Any additional information will be clearly stated on the website page relating to the scholarship, or grant to ensure a transparent and consistent process for all applicants. 3. Additional information will be directed to the Scholarships Office via the enquiry portal
C.	Selection Panel Assessment	Scholarships Office	1. Convene panels when the selection of the candidate is the reserve of another area of the University. a. NOTE: Scholarship office provides all other areas of

			application management and payment. 2. Selection Panels review applications based on eligibility criteria. 3. Advise Scholarships Office once the Selection Panel has confirmed the recommended list to arrange awarding/ payment as required.
D.	Equity based scholarships	Scholarships Office	1. Applications are reviewed and ranked based on hardship.
E.	Merit based scholarships	Scholarships Office	1. Applicants are reviewed based on application data. 2. Applications are ranked based on academic performance. i.e. GPA, ATAR
F.	Emergency Financial Aid	Counselling /Scholarship Office	1. Funds are intended to provide immediate relief from unexpected one-off expenses which, if not paid, will have a detrimental effect on the student's wellbeing. Need will be assessed by Counsellors or the Scholarship Office. Vouchers of $100 can be provided, up to a maximum of $200 per academic year.

4. Awarding Scholarships and Grants

	Activity	**Responsibility**	**Steps**
A.	Awarding scholarships and grants	Scholarships office	1. Ensure all processes and decisions made on the awarding of scholarships and grants is consistent with and adheres to the principles of fairness and transparency. 2. Award Scholarships and grants based on the completion of the application alone.
B.	Ranking and additional information	Scholarships office	1. Additional information may determine a ranking of need where limited awards are available therefore the awarding of scholarship and

			grants may be determined also by: • Program Eligibility Form (PEF) score • Evidence of need as provided by applicant • Additional information i.e. References / referee support
C.	Advising awardees	Scholarships office	1. Formally advise Awardees by email 2. Advise students who are unsuccessful in their application for a scholarship or grant via email.

5. Reviewing Decisions

	Activity	**Responsibility**	**Steps**
A.	Reviewing decisions	Coordinator, Selection and Scholarships Director of Student Services and Registrar	1. Individuals who are dissatisfied with a decision may lodge a request for a review of the decision with the Coordinator of Selection and Scholarships via email. 2. Reviews will be conducted as needed by the Coordinator of Selection & Scholarships. 3. Students will be advised of the outcome of a review within 5 business days of the review being submitted. 4. Individuals who remain unsatisfied with the outcome or reasons provided may contact Student Advocacy for advice on their options to appeal the decision with the Dean of Student and Registrar or make a complaint via the Student Complaints and Concerns website. 5. Appeals are conducted weekly by the Director of Student Services and Registrar. 6. Students will be advised of the outcome of the appeal within

			10 business days after the appeal lodgement.
C.	Providing student support	Scholarships Office	1. Advise the student how their information will be used and shared at the time of application. 2. Make referrals to other Federation University services when additional needs are identified. 3. Seek consent from the student for a referral to be made. 4. Record consent on the Scholarships and Grants Application Portal. 5. Coordinate with other areas when required by funding bodies i.e. Australia Awards.

6. Managing Funds

	Activity	**Responsibility**	**Steps**
A.	Disbursing funds	Student Finance Scholarships Office	• Scholarships Office records details of each payment into the Scholarships and Grants Payment Register. • Obtain approval by the Coordinator, Selection and Scholarships and relevant University delegate.
B.	Acquitting funds	Scholarships Office Student Finance	• Align Acquittal of program and funding expenditure with relevant Federation University's Finance Policy and Procedures, consistent with the guidelines provided by funding bodies. • Maintain supporting documents for acquittal i.e. Applicant registers • Financial Services to provide Statement of Income and Expenditure to attach to acquittal report.
C.	Reporting progression and completions	Scholarships Office	1. Provide reports to: a. Funding and donor bodies b. Foundation

			c. Scholarships Governance Group d. Federation University Institutes, Schools and portfolios e. Federation University finance
D.	Program Budget management	Scholarships office Student Finance	• Ensure budget in Scholarship Application Portal reflects budget set by Financial Services • Any changes/amendments are recorded in the Scholarships Application Portal

7. Evaluating program funding

	Activity	**Responsibility**	**Steps**
A.	Evaluating funding activities	Scholarships Governance Group	1. Review impact of program funding by: a. Demand (recruitment of student numbers) & take up of offers b. Student comment, feedback via social media, survey c. Retention & Success data 2. Scholarships office Provide reports to: a. Funding and donor bodies b. Foundation c. Scholarship Governance Group d. Federation University institutes, schools and portfolios. e. Federation University finance

8. Incorrect awarding/Recovering funds

The University is entitled to recover money owed by a student arising from payment of a Scholarship to which the student was not entitled to. Where this occurs the Coordinator, Selection and Scholarships will review the case and contact the student. Before recovering the money, the University will:

a. Provide the student with details pertaining to the incorrect payment and the reason for recovering the amount

b. Make a reasonable attempt to reach agreement with the student on a suitable method of payment and;
c. Provide the student with written details of the repayment arrangements

9. Publishing and promoting all University Scholarships and Grants

	Activity	Responsibility	Steps
A.	Build in Scholarships Application Portal (SMA)	Scholarships Office Scholarships Governance Group(SGG)	1. Receive request to build new program 2. Build programs to specifications
B.	Maintain Master list	Scholarship Office	1. Maintain list of programs including budget, eligibility criteria, terms and conditions, links to application portal.
C.	Update Website	Scholarships Office	1. Scholarships Office to ensure website is accurate and contains up to date information.
D.	Marketing & promotion	Scholarships Office Marketing Recruitment Student Communications	1. Scholarships Office handover to Manager, Marketing Recruitment and Student Communications with full listing of endorsed scholarships and grants, including links to each in SMA.
E.	Promoting scholarships	Scholarships Office Marketing Foundation Graduate Research School International Student Recruitment Student Communications	1. Work with Marketing, Graduate Research School, International Student Recruitment, Student Communications and Foundation to promote scholarships. 2. Consider marketing opportunities such as: • Events i.e. Open Day, enrolment day, market stalls • Face to face communication • University website • Agent newsletters and alerts • Student newsletters and emails • Advertisements • Banners • Social media

			• Presentations • Federation University Guides and program flyers 3. Share Scholarships information with PR team to develop media release and social media.

Supporting documents

- Equal Opportunity and Valuing Diversity Guidelines
- Information Privacy Procedure
- Finance Governance Procedural Manual - Procurement of Goods & Services, Corporate Purchasing Card, Travel, and Motor Vehicles
- Student Appeal Procedure
- Discrimination Complaints (Students) Procedure
- Bullying Prevention and Management Procedure
- Students and Support for Students Policy
- Operations Governance Policy
- Other relevant Working Instructions and Operation Manuals (Internal document only)

Responsibility

- Chief Learner Experience Officer, as the Approval Authority, is responsible for monitoring implementation, outcomes and scheduled review of this procedure.
- Director, Student Services and Registrar, as the Document Owner, is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Promulgation

The Grant and Scholarship Procedure will be communicated throughout the University via:

1. An announcement via FedNews website and on the ‘Recently Approved Documents’ page on the Policies, Procedures and Forms located on the Federation University Australia website
2. Communication distribution Associate Deans at each School / key University staff for scholarships.
3. Reference in documentation relating to individual , grants and scholarships, e.g. weblinks, brochures.

Implementation

The Federation University Australia Scholarships, Bursaries and Grants Procedure will be implemented by all staff within the Scholarships office, Student Connect and any University staff with promotional or administrative responsibilities for bursaries, grants and scholarships. Key staff will be informed of the procedure via;

1. information sessions; and/or
2. training sessions; and/or
3. orientation training for new staff

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum retention period
Finance. Acquittal of funds	Legal Office	University Solicitor	Temporary – Destroy 7 years after enrolment has expired.
Establishment / Management of Scholarships / Prizes, including establishment / foundation papers, recipient register	Scholarships office	Manager, Scholarships	**Permanent** – transfer to PROV when administrative user has concluded.
Identification and selection of grant funding opportunities	Scholarships office	Manager Scholarships	**Temporary –** Destroy 2 years after action completed
Successful applications made by the University for grant funding from a Government or Non-Government source	Scholarships office	Manager Scholarships	**Temporary –** Destroy 7 years after action completed
Unsuccessful applications made by the University for grant funding from a Government or Non-Government source	Scholarships office	Manager Scholarships	**Temporary –** Destroy 2 years after action completed
Application / Selection Process – Successful Applicants Includes – KickStart Registration Form, Supporting Documentation, Selection Panel Assessment, Notification of Outcome	Scholarships office	Manager Scholarships	**Temporary** – destroy 7 years following completion of delivery of scholarship / prize to the applicant
Application / Selection Process – Unsuccessful Applicants Includes – KickStart Registration Form, Supporting Documentation, Selection Panel Assessment, Notification of Outcome	Scholarships office	Manager Scholarships	**Temporary** – destroy 12 months following date of decision.
Administrative arrangements for the delivery / presentation of scholarship / prize	Scholarships office	Manager Scholarships	**Temporary** – Destroy when administrative use is concluded
Reports – progression and completions	Scholarships Office	Manager Scholarships	**Temporary** – Destroy 5 years after administrative use has concluded
Finance, Acquittal of funds	Legal Office	University Solicitor	Temporary – Destroy 7 years after enrolment has expired.