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RELATED DOCUMENTS:	PPP149 Student Code of Conduct PPP148 Student Selection Guidelines PPP151 Student Withdrawal and Fee Refund Guidelines

1. Introduction

The SWTAFE Scholarships program is designed to identify the next generation of leaders in our community, to create opportunities and recognise students who have the drive, passion and commitment to achieve.

2. Scope

These Guidelines apply to all current or perspective students enrolled or looking to enroll in a South West TAFE course

3. Definitions

Scholarship a grant or payment made to support a student's education with South West TAFE

4. Scholarship rules of distribution

- 1.) Scholarships are not redeemable for cash
- 2.) Scholarship amounts are applied to the student account upon enrolment.
- 3.) Unallocated scholarships will be retained by SWTAFE
- 4.) Scholarships will be awarded to one applicant only and cannot be split between multiple applicants
- 5.) All applicants must complete the online scholarship application form to be considered
- 6.) Applications must be submitted by the Scholarship due date
- 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 potential and their ability to meet the 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.) A student cannot use the current year scholarship for previous year's debt
- 16.) 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
- 17.) Should a recipient no longer meet the eligibility criteria, the scholarship may need to be paid back in part or in full

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 recipient will 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 South West TAFE for marketing and promotional activities
 - Success stories on the scholarship program will be distributed to our Industry partners