
DOCUMENT REFERENCE:	PPP152
RESPONSIBLE MANAGER:	Executive Manager - Student Experience
CATEGORY:	Student Engagement & Support
APPROVED DATE:	20 th February 2023
DATE OF NEXT REVIEW:	November 2024
RELATED DOCUMENTS:	PPP149 Student Code of Conduct PPP148 Student Selection Guidelines PPP146 Student Enrolment Guidelines PPP151 Student Withdrawal and Fee Refund Guidelines

1. Introduction

The SWTAFE Scholarships program is designed to identify future leaders in our community, and industries across South West Victoria. The SWTAFE Scholarships Program creates opportunities and recognises those students who have the drive, passion and commitment to achieve greatness.

2. Scope

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

3. Definitions

Scholarship A grant, payment or reimbursement of costs incurred, made in support of a student's education with South West TAFE or their active participation in their chosen industry.

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 and leadership potential and their ability to meet the scholarship 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

18. Team members employed in any capacity by SWTAFE cannot apply for the SWTAFE Scholarship Program

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 Scholarship recipient will agree to 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

7. Access and Equity

South West TAFE is committed to adhering to access and equity in the implementation for this Guideline. For more information please visit: <https://staff.swtafe.vic.edu.au/pc/SitePages/Diversity.-Equity-and-Inclusion-DEI.aspx> or <https://www.swtafe.edu.au/about-us/careers-at-swtafe/our-values>

8. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: <https://www.swtafe.edu.au/about-us/child-safe-commitment>