



Policy and Procedure for Scholarships (CF019P)

Issue: 1	Date Approved/Endorsed: 20/11/2024	Next Review: 03/10/2027
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1 Objective

The purpose of the policy and procedure is to provide Terms and Conditions for student scholarships administered by Central Regional TAFE (CR TAFE). Scholarships are available for students studying in a range of courses at CR TAFE and are made possible with the support of our sponsors. Students that apply or are in receipt of a CR TAFE scholarship must meet all conditions as outlined within the policy.

2 Terms and Conditions

2.1 Application Process

- 2.1.1 Only students who apply and meet eligibility criteria will be granted a Scholarship.
- 2.1.2 Information on each scholarship, how to apply, including submission times for each round will be specified on the CR TAFE website and the online Scholarship Program Application Form.
- 2.1.3 To be eligible, applications need to be submitted within the scholarship round period. Application forms should be completed with as much detail as possible. This form is accessed online through Jotform.com and is found under each individual [scholarship section](#) on the CR TAFE website.
- 2.1.4 Completed application form must be submitted through the online Scholarship Program Application Form. CR TAFE staff or third parties can assist students in completing the application form if required (non-Selection Panel members only). Hard copy forms can be provided for draft applications; however, these will need to be typed into the online Scholarship Program Application Form for submission.
- 2.1.5 Eligibility criteria for each scholarship is based on Scholarship Sponsor preference and choice when establishing a scholarship and is displayed on the CR TAFE website.
- 2.1.6 Scholarship Applications received late or incomplete will not be accepted or considered by the scholarship panel (unless the scholarship date has been formally extended and you have received notification of this extension from scholarships@crtafe.wa.edu.au).
- 2.1.7 If a student is applying for multiple scholarships, they are required to select each scholarship they are eligible for on the online Scholarship Program Application Form. If a student is unsure, they need to select: 'Yes' to 'Would you like to be considered for other scholarships you may be eligible for?'.
Would you like to be considered for other scholarships you may be eligible for?
- 2.1.8 Conditions of application include:
 - An applicant is confirmed enrolled, attending and participating at CR TAFE in an eligible course or program.
 - An applicant must adhere to CR TAFE's academic and administrative policies and [Student Code of Conduct](#).

- An applicant declares that they have read and understood this policy on application. Scholarship acceptance constitutes the applicant is agreeing to the terms and conditions detailed within.
- All details, statements and information provided by the applicant are true and correct to the best of their knowledge.
- An applicant must be making satisfactory progress within their course or program.
- An applicant must advise CR TAFE of any changes to personal details and enrolment within fourteen (14) days of the change.

2.2 CR TAFE Responsibilities

2.2.1 CR TAFE are responsible for (unless indicated otherwise):

- The promotion of the scholarship program,
- collating applications for scholarships via the online Scholarship Program Application Form,
- issuing all scholarship offers via a letter or email,
- applying scholarship payments,
- the maintenance of records relating to scholarships, and
- reviewing the academic progress and eligibility of scholarship applicants in accordance with the eligibility criteria and this policy.
- regularly reconciling, monitoring and maintaining scholarship balances with assistance from CR TAFE Finance Services area.

2.3 Applicant Responsibilities

2.3.1 Writing Your Application:

Scholarship applicants must complete the application form in their own words (assistance is permitted).

2.3.2 Contact Details:

As a scholarship applicant, you are required to keep your student contact details up to date. All hardcopy correspondence during the application process will be sent to your postal address submitted on the online Scholarship Program Application Form.

Email correspondence is utilised during the application process, and it is essential you check your email account regularly for updates on the progress of your scholarship application.

2.3.3 Accepting Your Scholarship:

All students offered a scholarship will be sent a Letter of Offer that will contain important information regarding the process of acceptance.

To confirm your scholarship, you will need to fill in the Authority for Payment form enclosed within your Letter of Offer. If you are under 18 years of age, your parent/guardian will need to sign this form on your behalf.

2.3.4 Attendance of the Scholarship Sponsor Celebration Event:

Successful applicants are expected to attend the Scholarship Sponsor Celebration Event at the end of both scholarship rounds.

If you are unable to attend, please email scholarships@crtafe.wa.edu.au.

2.4 Scholarship Value

- 2.4.1 The total value for each scholarship is outlined on the [Scholarship Program](#) page on the CR TAFE website, the online Scholarship Program Application Form and within your Letter of Offer.
- 2.4.2 If the successful applicant has a current debt with CR TAFE, the payment will be made towards those fees to a maximum of the scholarship funds. Any remaining money from the scholarship will be deposited in to students nominated bank account (provided on the Authority for Payment Form).

2.5 Eligibility and Retaining Your Scholarship

- 2.5.1 To be the successful applicant, students are required to meet all eligibility criteria as outlined on the [Scholarship Program](#) page on the CR TAFE website, the online Scholarship Program Application Form. You must meet the eligibility requirements to receive funding in accordance with your scholarship.
- 2.5.2 Applicants must meet the Conditions of Application (refer 2.1.8).
- 2.5.3 CR TAFE Staff are not eligible for the scholarship program.
- 2.5.4 If a student withdraws from their course, CR TAFE reserves the right to review allocation of the scholarship.
- 2.5.5 The awarding of your scholarship is based on the information that you provide to CR TAFE. A scholarship may be withdrawn at any stage if it is found you have provided incorrect, false or misleading information or withhold relevant information.

2.6 Procedure For Underperforming Students

- 2.6.1 Academic progress of successful applicants will be assessed each Scholarship Round. If you are deemed to have not made satisfactory progress during your enrolment period:
- You will be notified in writing by CR TAFE that your academic performance has been unsatisfactory; and
 - You will be given the opportunity to explain your unsatisfactory performance by a due date set by CR TAFE.
 - If your explanation is deemed unacceptable, your scholarship may be cancelled.

3 Procedures

3.1 Grievances and Complaints

- 3.1.1 For issues concerning your scholarship first contact CR TAFE in person or call 1800 672 700 and ask for a member of the Student Services team or email scholarships@crtafe.wa.edu.au. CR TAFE may be able to resolve your issue or assist with your enquiry.
- 3.1.2 Complaints and Grievances: You may lodge a formal complaint and/or grievance by submitting one of the following:
- Client Feedback/Complaints Form ([CF005F1](#)). These forms can be found at our feedback stations on campus,

- Completing an [online complaints form](#), or:
- By sending an email to feedback@crtafe.wa.edu.au.

4 Definitions

Central Regional TAFE Scholarship Program Application Form – the application form the student must complete to apply for a scholarship. This form is accessed online through *Jotform.com* and is found under each individual scholarship section on the CR TAFE [website](#).

CR TAFE Scholarships – scholarships made available through industry partnership and local business support. CR TAFE Student Services staff are responsible for administering the Scholarship Program.

Scholarship Round – the period from when the scholarship is published as open for students to apply to the close date for applications. CR TAFE scholarships are divided into two (2) rounds: Semester One (Round One) and Semester Two (Round Two).

Scholarship Sponsor – the external organisation that provides funding for a scholarship or award through formal agreement partnerships/arrangements.

5 References

Nil.

6 Documentation

[Central Regional TAFE – Scholarship Program](#)

[Student Code of Conduct](#)

7 Responsibilities

Responsible Director	Director Client Experience
Responsible Officer for implementation and monitoring	Manager Student Support Services
Approved by	Executive Director Capability and Client Experience
Endorsed by	Corporate Executive

8 Revision History *(Planning and Quality Use Only)*

Issue number	Review date	Amendment details