**Scholarships Procedures**

## Associated Policy - These procedures have been developed in conjunction with the Scholarships Policy.

## For CIT wide scholarships

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| 1 | Sponsoring organisation offers to fund a student scholarship(s) – if applicable |
| 2 | Deputy Chief Executive (DCE) approves sponsoring organisation for CIT wide scholarships |
| 3 | TRIM container created and used for all documentation |
| 4 | MOU prepared between CIT and sponsoring organisation – if applicable |
| 5 | Executive Officer, Deputy Chief Executive (EO, DCE) works with sponsor to develop clear selection criteria for scholarship and plans promotion with Marketing Account Manager (MAM) |
| 6 | Selection panel agreed by CIT and the sponsoring organisation |
| 7 | DCE approves scholarship application form including eligibility guidelines, key dates and selection criteria for CIT wide scholarships |
| 8 | EO, DCE and MAM advertise scholarship and upload the application form to the CIT website with clear information on eligibility criteria, selection process and timelines \* |
| 9 | Eligible students apply for scholarship |
| 10 | EO, DCE receives and acknowledges applications and collates applications for selection panel |
| 11 | Panel undertakes and documents the selection process, outcome approved by DCE |
| 12 | Applicants for CIT wide scholarships are informed of the outcome by EO, DCE |
| 13 | EO, DCE advises Heads of Departments (HODs) of scholarship recipients |
| 14 | EO, DCE & Business Support Manager (BSM) monitor the student’s scholarship balance each semester until cleared |
| 15 | HODs advise EO, DCE if the scholarship recipient defers study |

## For CIT college based scholarships

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| 1 | College works with BSM to demonstrate a strong rationale and costing for the college based scholarship to DCE for approval |
| 2 | TRIM container created and used for all documentation |
| 3 | College identifies an administrator to be the college based scholarship coordinator (CBSC) |
| 4 | Sponsoring organisation offers to fund a student scholarship(s) – if applicable |
| 5 | MOU prepared between CIT and sponsoring organisation – if applicable |
| 6 | DCE approves sponsoring organisation for college based Scholarships |
| 7 | CBSC works with college and sponsor to develop clear selection criteria for scholarship and plans promotion with MAM |
| 8 | Selection panel agreed by College and the sponsoring organisation |
| 9 | DCE approves scholarship application form including eligibility guidelines for CIT wide scholarships |
| 10 | CBSC and MAM advertise scholarship and upload the application form to the CIT website with clear information on eligibility criteria, selection process and timelines \* |
| 11 | Eligible students apply for scholarship |
| 12 | CBSC receives and acknowledges applications and collates applications for selection panel |
| 13 | Panel undertakes and documents the selection process, outcome approved by College Director |
| 13 | Applicants for college based scholarships are informed of the outcome by the college |
| 14 | CBSC advises HODs of scholarship recipients |
| 15 | Scholarships are awarded at college awards nights or as appropriate |
| 16 | CBSC & BSM monitor the student’s scholarship balance each semester until cleared  |
| 17 | HODs advise CBSC if the scholarship recipient defers study |

\* NOTE: Timeline considerations – All timelines should consider CIT Census Dates and ensure that scholarship selection confirmation is undertaken prior to census dates for programs