Canberra Institute of Technology
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Student Scholarships Procedure

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1. Associated Policy

These Student Scholarships Procedures have been developed in conjunction with the ***Student Scholarships Policy***.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- CIT students who meet the eligibility requirements for individual Student Scholarships
- all CIT staff involved with the processes for the promotion, application, redemption, reporting and acquittal of Student Scholarships.

This procedure does not apply to:

- scholarships promoted by CIT where the application, selection and acquittal of the scholarship is undertaken by another person/organisation.
- CRS Geoff McPherson Scholarships

This procedure must be read in conjunction with the external legislation, regulations and internal policies and procedures listed below. In the event of any conflict, external regulations take precedence over this procedure.

There are four (4) student scholarship types.

2.1 CIT Industry Student Scholarships

All Student Scholarships sponsored by for-profit external persons/organisations where CIT is responsible for the promotion, application and selection processes.

2.2 CIT Student Support Scholarships

All Student Scholarships sponsored by not-for-profit external persons/organisations where CIT is responsible for the promotion, application and selection processes.

2.3 CIT College-based Student Scholarships

All CIT College funded and managed Student Scholarships

2.4 CIT Indigenous Student Scholarships

CIT funded scholarships to support the education of Aboriginal and Torres Strait Islander people and managed by College Director Yurauna.

3. Procedure

Student Scholarship types may include:

- merit scholarships

- equity scholarships awarded to applicants experiencing disadvantage.

3.1 New student scholarships

Step	Action	Responsibility
1	Offer to sponsor a CIT Student Scholarship(s).	Representative of sponsoring organisation
	Develop for approval by the Education Design and Delivery Lead and Executive Industry and Innovation Lead: • a business case to support the scholarship offer • application guidelines.	College Director (College-based and Indigenous Student Scholarships) Senior Manager Student Support (CIT Student Support Scholarships)
	Jointly approve the business case, application guidelines. for CIT Student Scholarships.	Education Design and Delivery Lead Industry and Innovation Lead Student Experience Lead
3	Request a letter of agreement between CIT and sponsoring organisation where required and provide a copy to the relevant scholarship manager.	Industry and Innovation Lead Student Experience Lead
2	**Existing CIT Student Scholarships** Confirm the scope of CIT Student Scholarships and funding on offer with Education Design and Delivery Lead and Industry and Innovation Lead in mid-semester 2 each year for the following calendar year. This will include: • scholarship types • eligibility criteria • number on offer • value of each • scholarship conditions.	Scholarship manager
4	**All CIT Student Scholarships** Create and populate TRIM container for all documentation for each scholarship application.	Scholarship Manager Scholarship coordinator
5	Liaise with sponsor to develop clear selection criteria for scholarship.	Scholarship Manager

Step	Action	Responsibility
6	Plan promotion with Marketing Account Manager (MAM).	Scholarship Manager
7	Liaise with sponsoring organisation.	Education Design and Delivery Lead Industry and Innovation Lead Student Experience Lead
8	Draft scholarship application form.	Scholarship Manager
9	Approve the scholarship application form including eligibility guidelines, key dates, and selection criteria. Refer: ***Student Scholarships Application Template.*** *Complete* ***Student Scholarships Request Form – Marketing.***	Education Design and Delivery Lead Executive Industry and Innovation Lead Student Experience Lead
10	Advertise CIT Student Scholarships and upload the application forms to the CIT website with clear information on eligibility criteria, selection process and timelines.	Marketing Account Manager
11	Accept applications and confirm eligibility for CIT Student Scholarships.	Scholarship Manager
12	Monitor applications for scholarships over the timeframe the applications are open and record details including: • application documentation is complete • the applicant is currently enrolled • the applicant meets the eligibility criteria • type of Student Scholarship requested. Acknowledge applications by email to applicants. Prepare a shortlisting spreadsheet.	Scholarship Manager
13	Manage the selection process and communicate recommendations to relevant College Director or Senior Manager Student Support or the scholarship provider for written approval. Complete ***Student Scholarships Assessment of Applications Form.*** *Note: Where a Scholarships Selection Panel is required, this will consist of at least 2 members. The composition will be influenced by the terms of the scholarship under consideration.*	Scholarship Manager

Step	Action	Responsibility
14	Review recommendations and approve scholarship/s and advise scholarship applicants.	Scholarship Provider (or CIT nominee)
15	Advise Student Services and Finance of names of Student Scholarship recipients for management of SMS data and financial transactions.	Scholarship Manager
16	Advise Strategic Communications of successful applications for marketing and promotional purposes.	Scholarship Manager

3.2 College-based student scholarships

Step	Action	Responsibility
1	Present a business case to demonstrate a rationale and costing for a College-based Student Scholarship and recommend College-based Student Scholarships to Executive Design and Delivery Lead.	College Director
2	Approve the College-based Student Scholarships and all scholarship application guidelines.	Education Design and Delivery Lead
3	Create and populate TRIM container for all documentation.	Scholarship Manager
4	Appoint College-based Student Scholarship coordinator.	College Director
5	Liaise with sponsor (if applicable) and College Director to develop clear selection criteria and selection processes for scholarship.	College Based Student Scholarship coordinator
6	Plan promotion with Marketing Account Manager (MAM). Complete ***Student Scholarships Request Form – Marketing.***	College Based Student Scholarship coordinator
7	Approve scholarship application form including eligibility guidelines, key dates, and selection criteria.	Executive Education Design and Delivery Lead
8	Advertise scholarship and upload the application form to the CIT website with clear information on eligibility criteria, selection process and timelines.	College Based Student Scholarship coordinator and Marketing Account Manager
9	Accept applications and confirm eligibility for Student Scholarships.	College Based Student Scholarship coordinator
10	Monitor applications for Student Scholarships over the timeframe the applications are open and enter details in a spreadsheet confirming: • application documentation is complete	College Based Student Scholarship coordinator

Step	Action	Responsibility
	• the applicant is currently enrolled • the applicant meets the eligibility criteria • type of Student Scholarship requested. Acknowledge applications by email to applicants. Prepare a shortlisting spreadsheet.	
11	Manage the selection process.	College Based Student Scholarship coordinator
12	Review recommendations from the selection process. Advise applicants of the outcome. Advise Heads of Department of the names of the College-based Student Scholarship recipients.	College Director
13	Arrange for awarding of Student Scholarships at College awards nights or as appropriate.	College Based Student Scholarship coordinator
14	Advise Finance to issue an invoice.	Scholarship Manager
15	Advise Strategic Communications of successful applications for marketing and promotional purposes.	Scholarship Manager

3.3 Indigenous student scholarships

Step	Action	Responsibility
1	Approve the College-based Student Scholarships and all scholarship application guidelines.	College Director (Yurauna)
2	Create and populate TRIM container for all documentation.	Yurauna Student support team
3	Approve scholarship application forms including eligibility guidelines, key dates, and selection criteria. Complete ***Student Scholarships Request Form – Marketing.***	College Director (Yurauna)
4	Plan promotion with Marketing Account Manager (MAM).	Yurauna Student support team
5	Advertise scholarship and upload the application form to the CIT website with clear information on eligibility criteria, selection process and timelines.	Marketing Account Manager

Step	Action	Responsibility
6	Monitor and accept applications including: • application documentation is complete • the applicant is currently enrolled • the applicant meets the eligibility criteria • confirming eligibility and provide recommendation for Student Scholarships. Acknowledge applications by email to applicants.	Yurauna Student support team
7	Review recommendations from the selection process. Confirm outcomes.	College Director (Yurauna)
8	Advise applicants of the outcome.	Yurauna Student support team
9	Report to Advise Academic Council as required	College Director (Yurauna)

3.4 Student scholarship management

Step	Action	Responsibility
1	At least annually: • review and update CIT Student Scholarship information to be published on the CIT website • review and update documentation to be completed for CIT Student Scholarships • confirm terms of each CIT Student Scholarship and role of external sponsors in the application and selection processes.	Marketing Account Manager Senior Manager Student Support College Director
2	Email all enrolled students alerting them to the webpage that scholarship applications are open and closing date/s. On request, email all educators alerting them to the webpage that scholarship applications are open and closing date/s.	CIT Strategic Communication
3	Record applications.	Scholarship Manager

3.3 Reporting and acquittal

Step	Action	Responsibility
1	Monitor Student Scholarship spend against budget and: • report on the website where Student Scholarship categories are closed where the funds have been allocated • monitor Student Scholarship spend as part of the usual monthly financial reports, the acquittal of Student Scholarships against different categories.	Senior Manager Student Support (CIT Student Scholarships) College Director (College-based Student Scholarships)
2	In June each year, or earlier if the course is of less than 6 months duration: • confirm with the relevant Head of Department and Educator that the Student Scholarship holder is progressing with their course • confirm with the scholarship holder that they remain eligible for the scholarship; and • review other terms and conditions of the Student Scholarship are being met.	Senior Manager Student Support (CIT Student Scholarships) College Director (College-based Student Scholarships)
3	Monitor the scholarship holders Student Scholarship balance each semester until cleared.	Business Support Manager

4. Documentation

4.1 Legislation/Regulation

Nil.

4.2 Policy and Procedures

- *Student Scholarships Policy*
- *Student Code of Conduct*
- *Privacy Policy*
- *Records Management Policy*

4.3 Documents

- Student Scholarships Application Form
- Student Scholarships Assessment of Applications Form
- Student Scholarships Request Form - Marketing

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

Term	Definition
Scholarship Manager	The Scholarship Manager is: • Senior Manager Student Services (CIT Student Scholarships) • College Director or nominated Head of Department (College-based Student Scholarships)
College Based Student Scholarship coordinator	The College Based Student Scholarship coordinator is nominated by the Director and Heads of Departments. The College Based Student Scholarship coordinator can be and educator or an administrator