Scholarship and Bursary Policy and Procedure

1. Purpose and Scope

This policy outlines the management of Academy of Interactive Entertainment (AIE) scholarships and bursaries for approved applicants.

The scope of this policy includes Accounts, Administration, Marketing and the Heads of School.

2. The Policy

AIE offers scholarship and bursary opportunities for students based on academic merit and financial need. AIE does not offer advice regarding the taxation or Centrelink implications of any scholarships received by students. Scholarships and bursaries are not exclusive, and students may apply and be successfully awarded scholarships and bursaries of all available types subject to assessment.

2.1. Domestic Learners

AIE offers merit-based scholarships, financial needs-based scholarships, and bursaries to domestic learners.

2.2. International Learners

AIE offers merit-based scholarships and financial needs-based scholarships for international learners.

2.3. Scholarship and Bursary Eligibility

To be eligible to receive a scholarship or bursary, applicants will need to:
   a. Meet the entry requirements, progress through the admissions process and enrol into the program
   b. Learners receiving scholarships and bursaries are required to meet satisfactory attendance and satisfactory academic progress to maintain eligibility
   c. Learners receiving scholarships and bursaries are required to study a full-time load.

Should a learner not meet the eligibility requirements, the scholarship or bursary will be cancelled.

2.3.1. Merit-Based Scholarship

Merit-based scholarships are to attract learners with high aptitudes and notable achievements. These learners are anticipated to engage with and benefit their peers and show exemplary academic performance. This 2-year scholarship is awarded to incoming first year students.

Merit-based scholarships are offered for Diploma and Advanced Diploma learners who:

a. Have achieved notable academic accomplishments
b. Have received awards for work in the related field to their enrolled study
c. Demonstrate a high level of aptitude in their portfolio.

2.3.2. Financial Needs-Based Scholarship

Financial needs-based scholarships are designed to increase access to education for learners with extenuating circumstances who would otherwise not be able to afford AIE's courses. This scholarship may be awarded to both continuing and existing learners for a single year of study based on their circumstances at the time of application. Learners are eligible for consecutive financial needs-based scholarships.

Financial needs-based scholarships are offered for Diploma and Advanced Diploma learners who:

a. Are not eligible for VET Student Loans (VSL) and are therefore facing financial difficulties and hardships
d. Have carer and/or sole parent responsibilities
e. Are living with a long-term medical condition or disability
f. Are living with ongoing effects of abuse
g. Are living in regional or remote areas
h. Otherwise have extenuating circumstances where they are unable to afford AIE's courses.

2.3.3. Bursaries

Bursaries are offered to enable learners to relocate to attend an AIE campus if, at the time of enrolment, they lived away from one of AIE's campuses, or if their home campus is not offering the course in which they were enrolled. Bursaries are not offered to learners who do not need to genuinely relocate to subsidise their normal cost of living, or in lieu of a financial-needs scholarship.

3. Implementation

The following positions, departments and/or groups are responsible for implementing this policy:

Party	Responsibility
Board of Directors:	Approval of policy.
Chief Financial Officer:	Drafting and review of policy and related documents.
CEO/COO:	Approval of scholarships and bursaries.
Head of School:	Actioning the procedures in the policy.
Administration:	Actioning the procedures in the policy.
Accounts:	Actioning the procedures in the policy.
Intranet Content Coordinator:	Uploading new version to the AIE intranet.
Senior Web Developer:	Uploading new version to the AIE website.

4. Procedure(s)

4.1. Responsibilities

4.1.1. Board of Directors

The AIE Board of Directors is responsible for identifying scholarship and bursary criteria as outlined in this policy.

4.1.2. Head of School

The Head of School is responsible for:

a. Assessing scholarship and bursary applications
b. Determining the applicant's eligibility for the scholarship or bursary
c. Determining the likely benefit for the applicant should they be successful in securing the scholarship or bursary
d. Where reasonable, requesting further information should the applicant not have provided sufficient information to substantiate their application
e. Proposing scholarship or bursary amounts for approval by the CEO/COO
f. Notifying the applicant regarding the outcome of their application (this task may be delegated to the Administration Department) and conditions if applicable

4.1.3. CEO/COO Approval

The CEO/COO is the approval authority for all scholarship and bursary applications after they have been reviewed by the Head of School.

4.1.4. Administration Department

The Head of School may delegate to local Administration the responsibility of:

a. Updating the learner's record in the student management system (SMS)
b. Emailing details of the learner's scholarship or bursary benefits to the Accounts Department.

4.1.5. Accounts Department

The Accounts Department is responsible for actioning awarded scholarships or bursaries in the accounting system general ledger.

4.2. Process

Stage	Task(s)	Timeframe	Responsibility
Application	Domestic and international learners apply for a scholarship or bursary using the *Scholarship Application Form* on the AIE website.	After they have been enrolled into a course.	Learner
Assessment	Application is assessed to determine eligibility and the likely benefit of receiving the scholarship or bursary. An application detailing the amount requested, the type of scholarship or bursary, substantive evidence to support application, and the Head of School's recommendation of the amount (if any) to be awarded is then forwarded to CEO/COO for approval.	Assessed and sent for approval **at least 2 weeks before** course commencement.[1]	Head of School
Approval or Rejection	The application is approved, approved with modification, or rejected and the Head of School notified. If the application was rejected, the notification must explain why.	Within 10 business days	CEO/COO
Notifying the Learner	The learner is notified of the application outcome. If the application was rejected, the notification must explain why.	Within 5 business days of application determination.	Head of School **OR** Campus Admin
Notifying Accounts Department	If the application was approved, the Accounts Department is notified so that they can action the scholarship or bursary payment.	After the learner has been notified.	Head of School **OR** Campus Admin
Payment	The learner is paid their scholarship or bursary.	After being notified.	Accounts Department

[1] *When this is not possible due to late enrolments or applications made after course commencement, the review and approval timeframe will be handled on a case-by-case basis.*

4.2.1. Cancellation of Scholarship or Bursary Due to Not Meeting Eligibility Requirements

Learners not meeting the eligibility requirements must be notified in writing 2 weeks before the census date.

The Head of School emails the Accounts Department regarding cancelled scholarships. The Head of school may delegate Campus Administration to email Accounts on their behalf.

4.3. Records

Applications for scholarships and bursaries are recorded in the *Scholarships and Bursaries Register*, whether successful or unsuccessful. This register is maintained by the Administration Department.

5. Definitions

The following definitions apply to this policy:

Term	Definition
Bursary	A monetary award provided to a learner to assist with the costs associated with attending AIE and is based on the student's financial need. A bursary may be a payment to the learner or a reduction in tuition fees.
International Learner or Intended International Learner	An individual who is a resident or citizen of any country other than Australia, or holds temporary resident (visa status) of Australia, or permanent resident (visa status) of New Zealand, and who intends to study in Australia.
Scholarship	A monetary award provided to a student to assist with the costs associated with attending AIE. A scholarship is provided to the student by AIE and is based on the student's academic performance. A scholarship may be a payment to the student or a reduction in tuition fees.
VET Student Loans (VSL)	The Australian government program that assists eligible students pay tuition fees for approved higher-level (diploma and above) vocational education and training (VET) courses, when studying at VET Student Loans approved course providers.

6. Related Documents

The following internal documents are related to this policy:

a. Application and Enrolment Policy and Procedure
b. Scholarship Application Form
c. Scholarships and Bursaries Register.

The following legislation and standards apply to this policy:

d. National Code of Practice for Providers of Education and Training to Overseas Students 2018
e. Standards for Registered Training Organisations (RTOs) 2015.

7. Review

This policy will be reviewed annually by the Chief Financial Officer.

8. Revision History

This policy has undergone the following revisions:

Version No.	Version Description	Contributor(s)	Approval Authority	Date Revised/ Approved
1.0	Creation of new policy and procedure.	**Karin Thompson** (Financial Consultant) **Nick Markesinis** (Intranet Content Coordinator) **Vicki De Margheriti** (Chief Executive Officer) **David De Margheriti** (Chief Operating Officer) **Neil Boyd** (Director of Marketing) **Alexandra Mannell** (Head of School, Sydney) **Maria Lynch** (Deputy Head of School, Sydney) **Laurie Costabile** (Head of School, Melbourne) **Frank Farfalla** (Deputy Head of School, Melbourne) **Lea Michael** (Head of School, Canberra & Online)	BOD	