

Scholarships Policy

1.0 Purpose

The purpose of this document is to outline the policy and procedure for allocating scholarships at St Michael's Grammar School (St Michael's).

2.0 Scope

This policy applies to all scholarships awarded by St Michael's.

3.0 Definitions

The School	St Michael's Grammar School
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4.0 Guiding principles

St Michael's Grammar School's scholarship program plays a critical role in ensuring diversity in the School community. The program aims to award scholarships to students deemed by the School to enhance the ethos and culture of St Michael's.

Scholarship offers are made at the discretion of the Head of the School or their nominated representative.

5.0 Conditions of Scholarships

- 5.1 Scholarship fee relief relates to tuition fees only unless otherwise specified. Other fees, charges and incidental expenses are not included and will be charged to the families of scholarship students, unless otherwise agreed by the School, and with the express exception of The Gidleigh Scholarship.
- 5.2 Scholarship categories that stipulate students who, for financial or other reasons, cannot attend or continue their studies at the School, require a statement of financial position to be completed as part of the application process. Applicants must supply supporting documentation and satisfy the means-testing criteria set by the St Michael's Grammar School Scholarship Fund.
- 5.3 Preference may be given to students who, for financial or other reasons, cannot attend or continue their studies at the School. All scholarship applicants may choose to nominate to have their financial means considered for any scholarship category. In this case, Applicants must meet the requirements set out in 5.2 above.
- 5.4 Scholarship categories are open to both current and prospective students unless otherwise stated in the scholarship criteria.

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- 5.5 There is no quota for the scholarship opportunities available for any given year unless otherwise stated. The number of scholarships offered is made at the discretion of the Head of the School and is subject to available funds.
- 5.6 Scholarship categories and selection criteria are published annually.
- 5.7 The School reserves the right to amend scholarship categories and selection criteria.
- 5.8 Students awarded scholarships are required to contribute fully to the life of the School, including maintaining standards or stipulations outlined in the scholarship category. The School reserves the right to review a scholar's performance at any time and withdraw scholarships offered in circumstances where the terms of the scholarship have not been met.
- 5.9 Scholarships are not transferable to another school or student.
- 5.10 Students who are at the School on a staff discount are ineligible for a further discount through a scholarship. Staff may choose to forgo the staff discount in place of the awarded scholarship.
- 5.11 Students on an existing scholarship are ineligible to apply for an additional scholarship. On receipt of a scholarship any other fee relief or bursary is cancelled.
- 5.12 If a student who has received a scholarship withdraws from the School for any reason other than unavoidable or exceptional circumstances, the School reserves the right to seek reimbursement for that proportion of fees covered by the scholarship from the date the scholarship was accepted.
- 5.13 The recipient must be an Australian citizen, or a permanent resident of Australia within the meaning of the Australian Citizenship Act 1948.
- 5.14 The scholarship offer is not negotiable.
- 5.15 All Scholarship recipients not currently enrolled in the School will be required to undertake the School's enrolment process, including the completion of enrolment forms, payment of monies and submission of appropriate documentation. The Scholarship holder is subject to all the terms and condition of enrolment at the School.
- 5.16 Scholarships do not cover the Registration Fee for enrolment, the Confirmation of Enrolment Fee or Advance of School Fees payable during the enrolment process, unless otherwise stated. Remission of these costs may be considered based on results of application criteria and assessment of the families' financial position in the St Michael's Grammar School means-testing criteria.

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6.0 Lodgment of Application

- 6.1 Notice promoting the scholarship lodgment period will be advertised through various publications including the School newsletter and on the School website.
- 6.2 All students must lodge a St Michael's Scholarship Application form, address the selection criteria, supply requested supporting documentation and pay the Scholarship Application Fee. In the case of a student's financial position being considered as part of the Scholarship, a statement of financial position is required as part of the application process.
- 6.3 The terms and conditions, and specific section requirements for each Scholarship category is outlined and published during the scholarship lodgment notice period.
- 6.4 St Michael's draws on the services of an independent provider of scholarship services to assist in collecting scholarship applications and provision of the scholarship examination.

7.0 Method of Selection

- 7.1 The method of selection will vary dependent on the scholarship category and criteria. However, unless stated, each will require:
 - a. The applicant to sit an academic test
 - b. The student and their parent/guardian/carer to attend an interview with a member or members of the School Scholarship Selection Committee and/or delegated staff.
- 7.2 Some Scholarship categories may require the applicant to participate in an audition or other demonstration of merit or ability. This will be specified in the Scholarship criteria.
- 7.3 In the case of the student's financial position being considered as part of the scholarship criteria, applicants would need to provide further financial supporting documentation to satisfy the means-testing criteria set by the School. This will need to be provided prior to a scholarship offer being made.
- 7.4 The Scholarship Selection Committee will select scholarship holders based on the material supplied in the application and selection process, the interview, and results of testing and/or other demonstration of merit or ability.

8.0 Notification of Award

- 8.1 The candidates will be notified of the outcome in writing as soon as practicable following the interviews.

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9.0 Scholarship Review

- 9.1 The School will annually review and monitor the commitment of all scholarship holders to maintain standards and stipulations outlined in the scholarship category, their personal educational progress consistent with the principles of enrolment for all students, and the values of the School.

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