



The Australian College of Physical Education

Policy Document

UNDERGRADUATE SCHOLARSHIP POLICY

1. Policy

The Australian College of Physical Education may, at its discretion, award to meritorious students Scholarships that provide financial assistance towards the cost of tuition fees.

2. Purpose and Scope

The College has introduced a scholarship program in order to encourage meritorious applicants to apply for a place in one of the College programs. The College is committed to recognising and nurturing individual potential and this is an integral part of our scholarship program at ACPE.

The scholarships that the College offers are available to all applicants for initial undergraduate enrolment at the College. A limited number of scholarships are available to returning undergraduate students.

3. Scholarships Awarded by the College

The ACPE Scholarship is awarded to students who demonstrate the potential to make an outstanding leadership contribution to ACPE across the following dimensions of College activity:

- Academic potential
- Movement ability
- Leadership and future career direction

Returning undergraduate student scholarship applicants will demonstrate achievement in and the potential to further achieve on the dimensions nominated above.

3.1. The ACPE Scholarships

All scholarship applicants will be considered for their nominated scholarship. Scholarships will only be offered in terms of a full scholarship. Partial scholarships will not be available.

3.1.1 All applicants will be required to submit an application for scholarship.

3.1.2 The weighting for an ACPE scholarship will favour the category for which the applicant is applying i.e. for the Scholars Award, the main criteria is academic achievement.

3.1.3 All applicants will be required to include a written response to a question for the degree of study in which the applicant is applying.

3.1.3 In certain areas such as dance, applicants may be required to complete a dance performance.

4. Guidelines

- 4.1.** Scholarships are open to Australian Citizens and Permanent Residents commencing undergraduate degree studies in the summer, autumn, winter semester or Summer School semester and continuing undergraduate students at the start of the academic year.
- 4.2.** All Scholarship applications will be dealt with in a timely manner.
- 4.3.** Scholarships are awarded for the duration of the Scholarship holder's study in the course for which they were awarded the Scholarship subject to sections 4.4 to 4.9 of this policy.
- 4.4.** Upon being offered a Scholarship, the successful applicant must agree, in writing and in the required timeframe, to the College's stipulated terms and conditions of the Scholarship.
- 4.5.** A Scholarship holder may hold only one type of ACPE Scholarship award at any one time.
- 4.6.** A Scholarship holder is normally expected to maintain a normal full-time study load (four units of study each semester) for the duration of their studies.
- 4.7.** A scholarship holder is expected to pay their tuition and other fees by the due date.
- 4.8.** Depending on the type of scholarship, a Scholarship holder is expected to maintain a minimum of a Pass grade for units of study completed (please refer to each scholarship category).
- 4.9.** A Scholarship holder is expected to meet the stated terms, conditions, and procedures described in the Scholarship Policy, the Scholarship guidelines published by the Scholarship Committee, the Scholarship Agreement and the Student Code of Conduct.

5. Breaches of Scholarship Guidelines

- 5.1.** A Scholarship holder in breach of any one of the requirements in sections 4.4 to 4.9 above will be:

- 5.1.1. Informed in writing and must show cause within 10 business days why they should not have their scholarship withdrawn.
- 5.1.2. After review of the scholarship holder's written response by the Scholarship Committee, the action to be taken will be at the discretion of the Associate Dean (Students and Services). The scholarship holder will be required to attend an interview with the committee. The Associate Dean (Students and Services) will determine whether or not to make a recommendation that the scholarship be terminated.
- 5.1.3. Students will be given a right of appeal against loss of scholarship as per Clause 9 *Grievances concerning Scholarship Matters*.

6. General Principles governing the award of the ACPE Young Leaders Scholarship

- 6.1. Processes for the selection of an ACPE Scholarship recipients shall be governed by the principles of:
 - Fairness
 - Consistency
 - Merit
- 6.2. The College Board has determined that scholarships be awarded across the College's undergraduate degree programs, taking into account the merit of the various applicants and the enrolment numbers across undergraduate courses of the College.

7. Terms of Reference - Scholarship Committee

- 7.1. The Scholarship Committee shall be responsible for:
 - Determining the criteria for the award of an ACPE scholarship and the weighting for each criteria
 - Ensuring the criteria be consistently applied to Scholarship applicants
 - Recommending to the CEO the applicants who should become recipients of the award of a Scholarship
 - Reviewing Scholarships and determine the continuance of a Scholarship
 - Reviewing any grievances or concerns relating to a Scholarship Agreements.
- 7.2. The Scholarship Committee membership shall comprise of:
 - Chair, Associate Dean (Students and Services)
 - Manager, Student Services,
 - Marketing Manager, and
 - Two (2) Academic staff members of the College elected through application to the scholarship committee and approved by the Chief Executive Officer (CEO).

The composition of the Committee may change from time to time depending on staff availability.

The term of nominated Members shall be 12 months from the 1 December, each year.

8. Scholarship Value

- 8.1.** The College Board shall determine the financial value of each Scholarship annually.
- 8.2.** The Managing Director shall determine the number of Scholarships awarded annually.

9. Grievances concerning Scholarship Matters

- 9.1.** Grievances concerning College Scholarship matters will be determined according to processes defined in relevant policy (Academic and Non- Academic). Please refer to Policies and Procedures on the ACPE website.
- 9.2.** Students with a grievance concerning a College Scholarship must address their grievance and lodge in writing, to the Chairperson, Scholarship Committee, as soon as possible after the event.

10. Scholarship Application Forms and Fees

- 10.1.** An application for an ACPE Scholarship must be lodged in accordance with the timeframe and procedures stipulated by the Scholarship Committee in the Scholarship information published on the College's website.
- 10.2.** A nominal administrative charge, determined annually, shall be applied to scholarship applications.
- 10.3.** This charge shall be determined by the Scholarship Committee, reviewed annually, and published on the College's website.
- 10.4.** The College reserves the right to exclude from consideration any Scholarship Application that is not accompanied by the relevant administration fee.

11. Administration

Scholarship Application documentation, including all attachments, becomes the property of the College and will not normally be returned to the applicant.

The administration and evaluation of this Scholarship Policy shall be the responsibility of the College's Scholarship Committee.

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