

Trinity College Theological School Scholarships Program Policy and Procedures

Policy

1. Objective

The purpose of this policy is to outline the framework by which those scholarships that are administered by the Trinity College Theological School (the School) are allocated to eligible students, and the procedures by which that allocation is done.

2. Scope

The policy applies only to those scholarships directly administered by the School for the purposes of providing financial assistance and incentive to students of the School. It does not cover any scholarships administered by any provider or third party with which the School may have an association, even if the recipients of those external scholarships are students of the School.

3. Policy

Scholarships Committee

- 3.1 The School will maintain a Scholarships Committee, which shall have responsibility for:
- a) advertising scholarship rounds in a timely way
 - b) allocating available scholarship funds fairly and transparently, and in compliance with both this policy and, where relevant, the Terms and Conditions of particular scholarships.
 - c) determining the number and timing of scholarship rounds per year, and the proportion of annual available scholarship funds to be reserved for each round (if there is more than one)
 - d) reviewing the terms of this policy, and determining any changes to the policy or its associated procedures that may become necessary.

Composition

- 3.2 The membership of the Scholarships Committee shall be:
- i) the Dean of the School
 - ii) the Academic Dean of the School
 - iii) the Student Manager (Registrar) of the School
 - iv) one other member of faculty.

Eligibility

- 3.3 Any currently enrolled student of the School shall be eligible to apply for a scholarship.
- 3.3.1 A currently enrolled student of the School shall be defined as a student who has enrolled in their course of studies through the School as their home college.
- 3.3.2 Students who have enrolled in a unit or units of study at the School, but whose home college is not the School shall be ineligible to apply for scholarships.
- 3.3.3 Unless otherwise permitted by the Terms of a scholarship, students of the School may apply for scholarships only for studies undertaken at the School, and not to cover the costs of tuition undertaken elsewhere.
- 3.3.4 Notwithstanding clauses 3.3 – 3.3.3, the particular Terms and Conditions of some scholarships may prevent certain students, who are otherwise broadly eligible, from receiving funds from those more restrictive scholarships.

- 3.3.5 Notwithstanding clauses 3.3 – 3.3.1, an international student of the School who is studying offshore shall not be eligible to apply for a scholarship until they have successfully completed the equivalent of one fulltime semester's study.
- 3.3.6 International students who wish to study at the School on a Student Visa (Subclass 500) will become eligible to apply for scholarship funding once they have been granted a visa.

Use of scholarships

- 3.4 With the exception of some PhD scholarships, scholarship funds are to be used by recipients for the payment of tuition fees.
 - 3.4.1 Students who have received a scholarship for tuition fees, and who withdraw from a unit before census date, will be required to repay their scholarship funds to the School.
 - 3.4.2 If a student receives a scholarship and is granted fee remission by the University of Divinity for a withdrawal from a unit after the census date, the student will be required to repay their scholarship funds to the School.

Duration of scholarships

- 3.5 With the exception of doctoral scholarships, scholarships shall normally be awarded for a single year, and not for the duration of a student's course.
 - 3.5.1 Scholarship recipients are eligible to re-apply for further scholarship assistance in subsequent years, but must make a fresh application.
 - 3.5.2 The School is not obliged to offer a scholarship in subsequent years to a student who has previously received a scholarship nor, if it chooses to offer further scholarship assistance, is it obliged to offer it in the same amount as previously awarded.
 - 3.5.3 Scholarship recipients will be expected to remain in good standing with the School. Applications for funding in subsequent years will take this into account.

Value of scholarships

- 3.6 The monetary value of any scholarship that may be awarded to any student will be determined by the Scholarships Committee, and is subject to financial market conditions, available funding, and number of applicants.
 - 3.6.1 With the exception of some doctoral scholarships, the monetary value of any scholarship will not exceed the total cost of the recipient's tuition fees.
 - 3.6.2 With the exception of units that are a mandatory part of a student's course and are not offered through the School (Research Methodologies, CPE), scholarships will be only be granted to cover tuition fees for units undertaken at Trinity College Theological School.

4. Procedures

- 4.1 Scholarship rounds will be advertised via the School's public promotional material at least 6 months prior to each semester's start date, and in internal bulletins to current students at least 2 months prior to each semester's start date.
- 4.2 There will be three scholarship rounds per year:
 - a) 15 December (new and returning students)
 - b) 1 February (new students)
 - c) 15 July (new students)
- 4.3 Applicants must submit hard or electronic copies of the current Scholarship Application Form and a written personal statement.
- 4.4 The Scholarship Committee will convene to assess all submitted applications and determine the allocation of scholarship funds to the eligible candidates in accordance with the specific terms of each fund.

- 4.5 Applicants will be notified of their application outcome by email, and if successful, will be required to respond with their acceptance and bank details.
- 4.6 Unless other arrangements have been agreed upon, the School will transfer the awarded funds directly to the recipient's nominated bank account.
- 4.7 Unless other arrangements have been agreed upon, the payment of fees to the University of Divinity remains the recipient's responsibility, whether via upfront payment or via the Australian government's FEE-HELP loan system.

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