

# 2019 Federation University Australia Foundation SG & JG Scholarships

## Selection and Administration Guidelines

### 1. Purpose

These guidelines underpin the allocation of Federation University Australia Foundation Scholarships, which are intended to enhance students' chances of succeeding at the Federation University Australia by awarding scholarships.

### 2. Scholarships available

- One scholarship available to a commencing Higher Education domestic female undergraduate (including honours) or postgraduate student at the Mt Helen campus.
- One scholarship available for a commencing Higher Education international female undergraduate or postgraduate MIT Melbourne campus student.
- One scholarship available for a commencing Higher Education international female undergraduate or postgraduate MIT Sydney campus student.

### 3. Eligibility Requirements

#### 3.1 Basic Eligibility Requirements

To meet the basic eligibility requirements for all Federation University Australia Foundation Commencing Scholarships, students will need to be:

- a) enrolled as a commencing Higher Education domestic or international Undergraduate or Postgraduate student;
- b) undertaking studies in Higher Education through Federation University Australia for the full 2019 academic year at a FedUni campus, MIT Melbourne campus or MIT Sydney campus;
- c) able to demonstrate financial circumstances;
- d) able to demonstrate commitment to study.

#### 3.2 Financial Circumstances

A student is not eligible for a Federation University Australia Foundation Scholarship unless Federation University Australia is satisfied that the student is able to demonstrate financial status through their KickStart application on the basis of a comprehensive assessment conducted by or on behalf of Federation University Australia.

### 3.4 General Circumstances

Please note, a Scholarship application does not guarantee a place in the course of your choice.

The Scholarship holder is required to commence study no later than 12 April in the year in which the Scholarship commences.

Scholarships are not available to Federation University Australia employees, employed by the University at a time fraction of 0.5 or above.

## 4. Applications, Assessment and Selections

- 4.1 Applicants who do not complete KickStart, scan and attach the two written references to their Foundation Additional Information Sheet or answer the additional question by the due date will be ineligible.
- 4.2 Personal and financial status will be assessed according to information provided in the KickStart registration.
  - 4.2.1 The selection process will be administered by the Federation University Australia Foundation with input from staff from Federation University Australia. Finance Department is responsible for payment to successful applicants.

## 5. Scholarship Payments

- 5.1 If successful in being awarded a Federation University Australia Foundation Scholarship, students will receive the scholarship payments for 2019 only, provided they continue to meet the ongoing eligibility requirements.
- 5.2 Students successful in being awarded a Federation University Australia Foundation Scholarship will receive their payment in instalments.

## 6. Conditions of the Federation University Australia Foundation Scholarships

- 6.1 A student must formally accept the scholarship offer in order to receive any payment, and in doing so, accepts the conditions of the scholarship.
- 6.2 Ongoing eligibility will be assessed in Semester One for the Federation University Australia Foundation Scholarships. If circumstances or eligibility change which render a student holding a Federation University Australia Foundation Scholarship ineligible according to eligibility requirements, the scholarship will be terminated.
- 6.3 It is the responsibility of the student to maintain current contact details, including email, in the Federation University Australia Student Administration System ([mysc.federation.edu.au](http://mysc.federation.edu.au)). If a student cannot be contacted by mail, email or telephone for the purpose of assessing ongoing eligibility, and as a result their eligibility cannot be determined in the allowed timeframe, their scholarship will be terminated.
- 6.4 Students awarded a Federation University Australia Foundation Scholarship are not permitted to suspend their scholarship if they take leave from studies or defer their course.

**6.5** Termination of a Federation University Australia Foundation Scholarship will occur:

- a) if a student ceases to meet the eligibility criteria; or
- c) if Federation University Australia determines that the student:
  - i) has failed to maintain satisfactory academic progress and there are no extenuating circumstances for such failure; or
  - ii) has committed serious misconduct during a course of study whilst attending Federation University Australia including, but not limited to, the provision of false or misleading information.

## **7. Review / Appeal**

Students with a grievance about the selection process should, in the first instance, direct their concerns to the Foundation Office. If the matter remains unresolved, students can access the University's Student Grievance Policy, which is available on the University's website [http://policy.federation.edu.au/university/student\\_grievance/ch1.pdf](http://policy.federation.edu.au/university/student_grievance/ch1.pdf)

## **8. Donors**

The Federation University Australia Foundation acknowledges with gratitude funds donated to the Foundation to support Foundation scholarships, and warmly thanks individual donors and their families for their generosity.

Successful recipients of a Foundation scholarship will be invited to attend a Foundation event with our donors to receive a scholarship certificate in May 2019, and provide feedback to donors towards the end of 2019 on what it has meant to receive the scholarship.