

# **RGIT INTERNATIONAL STUDENT SCHOLARSHIP POLICIES AND PROCEDURES**

## **INTENT**

This procedure provides guidelines for the administration of the RGIT Scholarship and the process by which candidates are selected and scholarship funds are allocated.

## **DEFINITIONS**

Semester: a semester is 20 weeks duration and is comprised of two terms

Term: 10 weeks in duration

## **SCHOLARSHIP COMMITTEE**

The RGIT Scholarship is administered by the Scholarship Committee which consists of the:

- Director of Studies
- Academic Manager (VFH)
- Marketing Manager (for new non-RGIT applicants)
- Academic Departmental Coordinator (relevant to course applicant is applying for)
- Applicant's previous RGIT trainer (for continuing RGIT applicants only)
- Compliance and Operations Manager (optional)

## **SCHOLARSHIP APPLICATION DEADLINES**

Deadlines for all student applications are as follows:

Round 1: COB of last Friday of Term 1

Round 2: COB of last Friday of Term 2

Round 3: COB of last Friday of Term 3

Round 4: COB of last Friday of Term 4

## **APPLYING FOR THE SCHOLARSHIP**

All students applying for a scholarship need to complete the scholarship application form which needs to be submitted by the deadline. All supporting documentation needs to be attached to the application form.

Late applications will not be considered.

## SCHOLARSHIP ENTITLEMENTS AND CONDITIONS

### **For Continuing Students:**

Successful applicants will receive a 25 (twenty five) % discount on tuition fees for one semester (two terms).

### **For newly-enrolled students (never before studied with RGIT Australia):**

Term 1: fifty (50) percent discount on tuition fees for entire course

Term 2: fifty (50) percent discount on tuition fees for entire course

Term 3: one hundred (100) percent discount on tuition fees for entire course

Term 4: fifty (50) percent discount on tuition fees for entire course

### **For all applicants:**

Scholarships are available only to students on international study visas enrolling into VET courses.

Scholarships will apply for the semester starting immediately after the application deadline. Scholarships may not be deferred.

Applicants who have previously received a scholarship may apply for a second scholarship. Assessment of their applications will be made using the same criteria as for all applicants.

Scholarships are only given in the form of tuition fee reductions. Under no circumstances will cash payments be given in lieu of tuition fee reductions.

Once a course has commenced, scholarships may only be used for the course for which it was granted and may not be transferred to another course. The only exception to this is outlined in OPTION 2 below.

All applicants, including new students never previously enrolled with RGIT, need to hold a valid COE for an approved RGIT VET course, at the time of the application.

Successful applicants who have only **ONE** term remaining in their course before they complete their studies with RGIT have two options available to them:

**a. OPTION 1:**

They will receive a 25% reduction of their remaining term's tuition fee **only**.

**OR**

**b. OPTION 2:**

They may extend their study with RGIT by enrolling in another course after they complete their remaining term. The applicant will then be entitled to a full semester's tuition fee reduction. For example, if a student has one term left in the Advanced Diploma of Business, the student, prior to applying for a scholarship, can obtain a COE for a Diploma of Networking to be commenced once they have completed their Advanced Diploma of Business. The student will then be entitled to

a 25% reduction in tuition fees for a full semester; that is, 25% reduction for their final term of Advanced Diploma of Business and 25% reduction for their first term of Diploma of Networking (which comes to a total of one semester).

Each semester, a maximum of one scholarship only is given to **continuing** RGIT students.

Each term, a maximum of one scholarship only is given to **new** RGIT students applying to study with RGIT for the first time.

## **ASSESSMENT CRITERIA**

Applications will be assessed on the basis of the following criteria:

### **For continuing RGIT students:**

Evidence that in the previous term the applicant has:

- submitted all assessments by set deadlines
- received Competency on the first attempt in all units scheduled during the previous term
- maintained satisfactory weekly attendance throughout the term
- participated in a positive and diligent manner in all aspects of the course

### **For new students (never before studied with RGIT Australia)**

Evidence that in their previous studies the applicant has:

- an excellent academic record. Eligible academic records include Year 12 or equivalent certificates, Vocational Education and Training (VET) or tertiary qualifications obtained either in Australia or overseas
- demonstrated dedication to academic studies, and/or a passion for study that satisfies the judging panel of the student's genuine intention to persevere with the course
- prepare a one-page report in support of their application which addresses the following points:
  - Why the applicant believes he or she should be awarded a scholarship
  - Why the chosen course is the best choice for the applicant.
  - Any other information the applicant wishes to include that supports their application.

As part of a competitive application process, applicants are ranked against the assessment criteria. The Scholarship Committee will award scholarships to those who are judged to meet the criteria most fully.

## DEFERMENT

Students awarded a scholarship who defer the start of their studies, or who withdraw from their course, must forfeit their scholarship. Students may re-apply for a scholarship if they start studies at RGIT at a later date.

## SCHOLARSHIP TERMINATION

Scholarships may be terminated under the following conditions:

- Student commits serious misconduct (e.g., providing false or misleading information or is disruptive in class).
- Student fails to make satisfactory academic progress at the end of the first term. For scholarship purposes, satisfactory course progress is defined as obtaining Competency in all units scheduled for the term. However, if the student can demonstrate that extenuating circumstances precluded the student from achieving satisfactory, the Scholarship Committee may decide to not terminate the scholarship. The Committee's decision will be final.

V1	original	2013
V2	Major amendments	2014
2.1	Minor	2014
2.2	Minor changes	Feb 2015
2.3	Minor change	Feb 2015