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| Policy Name: | AIM Scholarship Policy |
| Policy Date: | 20 January 2009 |
| Policy Code | AIM.PM.05 |
| Date confirmed by ACB | TBA |
| Review Date | 20 January 2010 |
| Prepared by | Registrar |
| Date of Implementation | |

Definition and Scope:

Prizes, scholarships and honorary awards are awarded on the basis of merit for students and individuals. The following conditions apply to all scholarship holders including CaSPA (Sydney Catholic Schools Scholarship).

Scholarships are awarded on the basis of merit and must be supported by a relevant Head of Department. Scholarships are determined as a fixed value and are reviewed each semester. The scholarship is paid after the meeting of the Examinations Review Committee once it is determined that all scholarship conditions have been met.

Policy

The AIM scholarship is awarded with the following conditions:

1. Scholarship holders must not receive a grade of fail for any unit of study;
2. Scholarship holders must achieve an average grade of Distinction or higher in Major Study units and are calculated on the units (see table below re: Dean's Honour list).
3. Scholarships are granted on condition of full registration of units. If a scholarship holder wishes to register in less than a full load they must seek the approval of the Dean or his designate. The scholarship payment may be varied pro rata to registration load.
4. Scholarship holders must attend all scheduled classes. Only absence due to illness (supported by a medical certificate) and approved absences are permitted;
5. Scholarship holders will contribute to external activities for AIM where requested.

AIM conducts public performances at a number of venues both on and outside of the campus. Examples of these activities are Open Day, the concert series at the Art Gallery of NSW and St Andrews Cathedral. If required to perform, scholarship holders will be given reasonable notice.

AIM scholarships are reviewed each semester. If a scholar fails to meet one of these conditions it may result in the cancellation of the scholarship. Before the scholarship is cancelled a scholarship holder will be given the opportunity to show cause as to why the scholarship should not be discontinued.

Accepting the scholarship indicates an acceptance of the conditions of the scholarship.

A payment will be made after the ERC (Examination Results Committee) has completed its deliberations. Scholarship holders wishing to register in less than 20 credit points must receive permission of the Dean or his nominee. Failure to register in or complete 20 credit points may result in forfeiture of the scholarship.



Students with status of probation or suspension are excluded the from Dean’s Honour Roll and forfeit any scholarship payments they might have been entitled to. Students who have had their scholarship discontinued as a result of a probation or suspension may re-apply for a scholarship once enrolment status returns to normal.

Delivery authority and responsibility matrix for policy

| Staff Position | Committee (if applicable) |
|---------------------------|----------------------------------|
| Chief Operational Officer | Executive Committee |
| Registrar | n/a |
| Dean | n/a |
| Head of Deaprtments | |

Dissemination of information

Student Handbook

Procedure management

Will be carried out by COO and Dean – procedural - Registrar

Attachments (e.g. forms relating to policy)

Scholarship application form

Related policies and procedures