



Scholarship Policy

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1. Statement of Context and Purpose

The Scholarships Policy and Procedure (the **Policy**) is set in the context of the mission and vision of St Kevin's College (the **College**), where we seek to live, learn and teach with the values of the Catholic Church and those of the College – *compassion, integrity and excellence*. The College is committed to standards of *excellence* in the formation of young people. We lead through the values of the Gospel and in the spirituality of Edmund Rice. We strive with *compassion and integrity* to build a better world.

The Scholarship Program (the **Program**) exists to:

- a. recognise outstanding student achievement and character;
- b. broaden access to a College education for families who may not otherwise be able to attend, and;
- c. cultivate a community that values diversity and contribution to the life of the College.

The Program is designed to celebrate students who demonstrate academic excellence; commitment to character formation; leadership; service; creativity persistence, and high standards. This allows the College's to honour its history and sustain the traditions and relationships that have shaped the College for generations.

The College also seeks to ensure that opportunities are made available to talented students from a range of backgrounds who will contribute positively to the learning culture and community of the College.

2. Child Safety

The College is an inclusive school committed to providing a safe and educationally supportive environment for students where there is zero tolerance policy for child abuse. To support this safeguarding the College complies with the Child Safe Standards and the requirements of the *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises*.

3. Related Documents

Legislation, Regulations and Standards

Including but not limited to:

- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises*
- *Privacy Act 1988 (Cth)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Record Office Victoria (PROV) Recordkeeping Standards*

Policy

- *Parent and Student Complaints and Grievances Policy*
- *Privacy Collection Statement*
- *Privacy Policy*
- *Records Retention Policy*

4. Application

This Policy applies to all students and their parents/guardians enrolled or enrolling at the College.

Parents/guardians can contact the College's Finance Team at any stage to discuss current circumstances, payment of fees and fee relief options, including bursary support. This is not within the scope of this Policy.

5. Definitions

Bursary	Means a needs-based form of financial assistance, awarded primarily on demonstrated financial hardship (with a specified level of satisfactory progress/engagement), and provides fee relief and/or other charge remissions, that is re-assessed annually. In the context of the College these may be available to families of students currently enrolled at the College where family circumstances give rise to financial hardship.
Child Safe Standards	Means the standards made under Section 17 of the <i>Child Wellbeing and Safety Act 2005 (Vic)</i> . The aim of the Child Safe Standards is to promote child safety, ensure that child abuse is prevented, and ensure that allegations of child abuse are properly addressed.
Diversity	Means in the context of this Policy a variety of backgrounds and experiences that enrich the life of the College community.
Financial hardship	Means a genuine and material difficulty in meeting College tuition fees and other compulsory charges, after taking account of a family's income, assets and liabilities and reasonable living expenses.

MO 1359 Means *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.*

Scholarship A merit-based benefit provided to a student to support current or future study, usually awarded on academic, co-curricular or leadership excellence (often with some values/character component) and commonly applied as a partial or full remission of tuition fees or a stipend.

6. Overview

The Program will:

- **Promote equity and inclusion** by providing pathways for students from diverse backgrounds, including those experiencing financial hardship, thereby strengthening our identity as an inclusive community serving the common good. Applicants from diverse backgrounds, including those who identify as Aboriginal and Torres Strait Islanders, are strongly encouraged to apply. Selection panels will actively prioritise Aboriginal and Torres Strait Islanders students and students from diverse backgrounds as part of the selection process and the College's commitment to educational opportunity, inclusion, diversity and reconciliation.
- **Support academic and co-curricular excellence** by recognising and nurturing students who demonstrate outstanding achievement, personal initiative and commitment to learning.
- **Encourage holistic formation and wellbeing** by selecting students who contribute positively to community life and demonstrate respect, character and leadership aligned with College values.
- **Honour the Catholic identity and Edmund Rice tradition** by ensuring the Program reflects compassion and service, particularly when supporting families experiencing financial difficulty.

7. Policy in Practice

The Program is advertised on the College's website.

The number of scholarship awarded is dependent on the availability of places and the quality of the applicants

The Principal has final decision-making authority for the Program. The College Board is responsible for approving annual budget and monitoring the Program through review of the Annual Report.

Are you eligible to apply?

- Applicants for any scholarship must be a current or future student of the College.
- Applicants must be permanent residents or citizens of Australia or entitled to stay in Australia, or enter and stay in Australia without limitation.
- Individual scholarships may stipulate specific entry or year level requirements.
- The Edmund Rice Scholarship is means tested with financial disclosure being required at short-listing stage. Means testing may include but is not limited to assessment of income,

assets and liabilities. All data disclosed is confidential and held in accordance with the College's *Privacy Collection Statement* which is available on the College's website.

- Applicants must satisfy the criteria of the scholarship as advertised.
- All scholarship recipients are subject to the terms and conditions of enrolment at the College. These terms and conditions take precedence over this Policy in the event of inconsistency.
- The value of scholarship is at the discretion of the Principal and typically covers a percentage of tuition fees. Unless specified the Program does not cover non-tuition costs, including books, stationery and uniforms; consolidated charges and discretionary charges, such as overseas trips.
- Progress and contribution to College life is reviewed annually.
- The College reserves the right to not award any or all of the scholarships available.
- No student may hold more than one scholarship.

How to apply?

The College's Development Office oversees the Program. There are five steps in our Program:

1. **Complete Application Form** and submit with all required documentation via *EnrolHQ* within the stated timeframe. Instructions are available on the College's website.
2. **Undertake Testing** stipulated as part of the Scholarship being applied for.
3. **Submit Portfolio** and other evidence documents as instructed within the stated timeframe. Details are published annually on the College's website.
4. **Attend Interview** if shortlisted. Applicants are interviewed by a Panel.
5. **Scholarship Awarded.** Decisions are final and at the discretion of the Principal. Acceptance of an offer must be made within the stated timeframe. There is no process for appeal.

Interview Panel

The Panel is responsible for reviewing applications; short-listing and interviewing short-listed candidates. The Panel is appointed by the Principal and includes members of the Development Office and the College Leadership Team.

Panel members are expected to adhere to the College's *Conflict of Interest Policy*, with any conflict of interest disclosed and managed accordingly.

Review of Scholarship Recipients

The progress of a scholarship recipient is reviewed annually. This review includes consideration of the recipient's academic and behavioural records, attendance, and contribution to the College and community.

For the Edmund Rice Scholarship this also includes consideration of current financial circumstances.

For all scholarship recipients there must also be good standing regarding College fees that are not covered by the scholarship.

A Scholarship may be withdrawn at any time if the Principal is not satisfied with the diligence or conduct of the scholarship recipient.

Reporting

The Development Office will provide a de-identified annual report shared with the College and presented to relevant committees of the Board and the Foundation (where they have funded a Scholarship) about the distribution, equity outcomes, and financial sustainability of the Program.

8. Concerns and Complaints

Any concerns arising in respect of this Policy should be raised with the College in the first instance. The College will respond to such concerns in accordance with its *Parents and Students Complaints Resolution Policy*.

9. Where to get help?

- For enquiries on this Policy, contact the **Director of Development**
- For general policy enquires, contact the **Risk and Compliance Manager**.
- You can provide feedback on this policy by emailing policy@stkevins.vic.edu.au
- For enquiries on the Colleges' handling of a breach of this policy, please contact the **Director of Governance**