



## ESC – C004 University/Tertiary Scholarship Policy

### POLICY VERSION AND REVISION

Version History	Meeting date	
GMCCS5. 17 <sup>th</sup> September 2014 Res No: 2014 / GM1224 GMCCS4. 15 <sup>th</sup> August 2018 Res No: 2018 / GM2403 GMCCS5. 21 August 2019 19 <sup>th</sup> August 2020 Res No: 2020/GM2976	19 <sup>th</sup> February 2025	
	Resolution number	
	#25.02.19	
Approval by CEO		
Effective date	Review date	
19 <sup>th</sup> February 2025	31 <sup>st</sup> January 2029	
Policy Author		
Director Corporate Services		
Current incumbent		
Renee Bester		
Implementation Officer		
Director Corporate Services		
Current incumbent	Contact number	Official file no.
Renee Bester	4079 9090	ESC – C004



## Contents

1.	Purpose .....	3
2.	Scope.....	3
3.	Role & Responsibilities .....	3
4.	Policy Statement.....	3
4.1.	Eligibility .....	3
4.2.	Nominations .....	3
4.3.	Selection process .....	4
4.4.	Scholarship Agreement .....	4
4.5.	Payment of the Scholarship.....	5
5.	Associated Policies & Forms .....	5
6.	Non-Compliance .....	5



## 1. PURPOSE

To establish a system for awarding and monitoring an annual Tertiary Scholarship towards an approved course in the fields listed below under *Eligibility*. Council selects approved courses based on skills shortages in these fields with the intent of developing and retaining qualified professionals in the region.

## 2. SCOPE

This policy applies to an annual Scholarship that must be applied for and will be awarded on an annual basis and the eligibility of applicants.

## 3. ROLES & RESPONSIBILITIES

### **Community Development & Events Officer**

Community Development & Events Officer will be responsible for coordinating the advertising and selection process for the annual scholarship. Community Development & Events will also be responsible for coordinating the Scholarship Agreement and payment process.

### **Human Resources**

Council is always willing to accept work experience students, and in the instance that a scholarship applicant would like to undertake work experience in their semester breaks, this will be coordinated by the Human Resources Officer.

### **Director of Corporate Services**

The Director of Corporate Services is responsible for making a recommendation to Council on the preferred applicant for the scholarship. The relevant Director of the Department will be primarily responsible for the student during their periods of employment (if any).

## 4. POLICY STATEMENT

On an annual basis, Council will provide a \$5,000 Scholarship for the 1<sup>st</sup> year of the successful applicant's full-time studies towards an approved course (Bachelor Degree or an approved Diploma) in the fields listed below under *Eligibility*.

### **4.1. ELIGIBILITY**

To be eligible for a Scholarship, an applicant must satisfy both residency and study requirements.

The applicant needs to either be an Etheridge Shire resident or maintain their residency in the Etheridge Shire through their parents/guardian. The applicant therefore, may be attending an educational institution outside of the shire when they apply for the Scholarship.

Applicants must have enrolled in or intend to enrol in study for 2025 or have already commenced study towards a Bachelor Degree (or approved Diploma) in the following fields:

- Business Management (including Accounting, Economic Development, Marketing & IT)
- Health Services (including Doctor, Nursing, Veterinary, Allied Health, Aged Care or similar)
- Engineering (including Civil, Water & Wastewater)
- Planning & Environmental Health
- Education (including Early Childcare)
- Agricultural Sciences (including Agribusiness, Agriculture, Natural Resources and Land Management)

Council would consider any other tertiary courses (not included above) by approval.

### **4.2. NOMINATIONS**

Once per year, Council will advertise the Scholarship for enrolments taking place in the upcoming calendar year. Applicants will be asked to make a submission using the Scholarship Application Form,



outlining why they are the best candidate for a scholarship, and providing information and results of their curricular and extra-curricular activities. The applicants must attach copies of their Year 11 transcripts to the Scholarship Application Form, as well as a Letter of Recommendation from a teacher, tutor or employer. They must also provide copies of their Year 12 transcripts, and the confirmation of their university (or approved Diploma) acceptance, as soon as possible.

For mature age students will be required to submit confirmation of their university (or approved Diploma) acceptance, as soon as possible plus a written reference.

Current tertiary students will be required to provide their year 12 transcripts and evidence of any completed units related to their course of study.

The applicants must declare if they have already been awarded, or are being considered for, another tertiary scholarship or bursary. Priority will generally be given to applicants who are not already receiving another scholarship or bursary.

### 4.3. SELECTION PROCESS

The Chief Executive Officer, Director and Human Resources Officer will review the applications. Where appropriate, the short-listed applicants will be interviewed prior to selecting a preferred applicant. A preferred applicant will generally be selected by identifying the applicant who has demonstrated the greatest scholastic dedication and achievement, and who has demonstrated an interest in and dedication to the field of study. However, at its discretion Council may also consider other factors such as the applicants' community involvement, and their personal and financial circumstances, when awarding a Scholarship.

Council, at its discretion, may award more than one Scholarship in a single year, however Council is not obligated to provide a Scholarship every year, even where Council has called for and considered nominations for the Scholarship.

The Director of Corporate Services will make a recommendation on the preferred applicant to Council for consideration.

### 4.4. SCHOLARSHIP AGREEMENT

The successful applicant will be issued with a Scholarship Agreement to sign prior to Council providing any scholarship payments. The Agreement will contain, but is not limited to, the following terms and conditions (as well as those terms and conditions outlined in the Scholarship Agreement):

1. The funds of the Scholarship can be used in any way that the student deems fit to help them in completing their studies.
2. The Scholarship Agreement does not cover any units that are **not** required for the student's completion of the Bachelor course, apart from the requisite number of elective units.
3. The student will not be bonded to work for Council at the successful completion of the course.
4. On the successful completion of the course, Council may offer the student a maximum term appointment or a permanent position as suits operational requirements at the time.
5. The student must advise Council immediately if they wish to change the status of their study in the 1<sup>st</sup> year (e.g. changing from full-time to part-time study). Council is not obligated to provide Scholarship funds if the status of the student's study changes.
6. The student must advise Council immediately if they wish to change the studies/units/major undertaken in their course (e.g. from Civil Engineering to Electrical Engineering). Council is not obligated to provide Scholarship funds if the student changes their major, or if the student undertakes more units than is necessary to obtain the stipulated Bachelor degree and or Diploma Degree.
7. The student will need to maintain their residency in the Shire through their parents/guardian/family. The student must advise Council immediately if there are changes to their residency status.
8. Either the student or Council may give written notice at any time to cancel the Scholarship Agreement. A minimum of four (4) weeks' written notice is required. Council is not obligated to



provide payment for any units being undertaken at the date of termination of the Agreement, and which are later satisfactorily completed.

9. By signing a Scholarship Agreement, the student will agree for Council to obtain and publish general information about the student and their Scholarship. The information will generally be regarding the allocation of the Scholarship, the progress of the student's studies including the attainment of awards, and the work experience undertaken by the student with Council (if any). The information may be displayed in internal and external publications, such as newsletters and media articles. The student's end-of-semester results will not be published.

#### **4.5. PAYMENT OF THE SCHOLARSHIP**

The total scholarship amount (\$5,000) will be divided over the two (2) university semesters of the year. Accordingly, the student will be entitled to \$2,500 at the end of each semester of full-time study for the 1<sup>st</sup> year of their course, provided that each unit of the semester is successfully completed.

In the event that the student does not successfully complete (i.e. pass) all units each semester, a pro-rata amount only will be paid. For instance, if the student passes three (3) of four (4) units then 75% of the \$2,500 for the semester will be paid by Council.

In the event that, in a later semester, the student passes a unit that they previously failed; or the student passes a unit that they took as an alternative to a unit that they previously failed; then the student will be paid for that unit, as long as the total Scholarship amount of \$5,000 is not exceeded.

If the student does not undertake four (4) units of study in a single semester, then they will be entitled to a pro-rata amount only. For instance, if the student undertakes three (3) units in a semester, then 75% of the \$2,500 for the semester will be paid by Council.

In order to claim payment, the student will need to submit a copy of their semester results to the Community Development & Events Officer or Director of Corporate Services. These results **must** come directly from the University (e.g. a formal transcript of the results; an email to Council sent directly from the University email account). Email results forwarded by the student are not acceptable unless the email contains the original email sent by the University to the student.

#### **5. ASSOCIATED POLICIES & FORMS**

- Scholarship Application Form
- Scholarship Agreement

#### **6. NON-COMPLIANCE**

Non-compliance with the provisions of this policy may result in action being taken in accordance with Council's policies and procedures or relevant legislative requirements.