



## UNIVERSITY / TERTIARY SCHOLARSHIP POLICY

### University / Tertiary Scholarship Policy

Policy No.	ESC-C004
Department	Corporate & Community Services
Program	Human Resources

Approved by Council		Meeting number and 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	
		Resolution number	
		2019/GM	
Approval by CEO		David Munro	
Effective date		Review date	
21 August 2019		<b>21 August 2020</b>	
Policy Author			
Director Corporate & Community Services			
Current incumbent			
Ian Kuhn			
Implementation Officer			
Director Corporate & Community Services			
Current incumbent		Contact number	Official file no.
Ian Kuhn		07 4079 9007	ESC-C004

## **1. OBJECTIVE**

To establish a system for awarding and monitoring an annual tertiary scholarship primarily in the fields of Planning & Environmental Health, Civil Engineering, Nursing, Early Childcare and Accounting.

## **2. SCOPE**

This policy applies to members of the Etheridge Shire community.

## **3. ROLES AND RESPONSIBILITIES**

### **Human Resources**

Human Resources will be responsible for coordinating the advertising and selection process for the annual scholarship. Human Resources will also be responsible for coordinating the Scholarship Agreement and payment process, and appointing the successful applicant to casual employment for holiday periods.

### **Director/Manager**

The Director of the Department will be primarily responsible for the student during their periods of employment.

### **Chief Executive Officer**

The Chief Executive Officer will be responsible for making a recommendation to Council on the preferred applicant for the scholarship.

## **4. POLICY**

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 a Bachelor degree or an approved Diploma Course in Planning & Environmental Health, Civil Engineering, Nursing, Early Childcare or Accounting (or another approved course).

Council is targeting these particular courses as employees in these fields are in short supply throughout Local Government in Queensland, and it is hoped that Council's Scholarship will assist in retaining qualified professionals in these fields, particularly in regional areas.

To be eligible for a Scholarship, the student needs to maintain their residency in the Etheridge Shire through their parents/guardian. The student therefore may be attending boarding school outside the Shire when they apply for a Scholarship.

## **5. PROCEDURE**

### **5.1.1 Nominations and Selection**

Towards the end of the calendar year, Human Resources will commence advertising the Scholarship for enrolments taking place in the upcoming calendar year. The 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 and or TAFE College acceptance, as soon as possible.

For mature age students you will be required to submit confirmation of their university and or TAFE College acceptance, as soon as possible plus a written reference.

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.

The Chief Executive Officer, Director and/or Human Resources 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.

The Chief Executive Officer will make a recommendation on the preferred applicant to Council for consideration.

### **5.1.2 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 Clause 5.1.3 and 5.1.4):

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. 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.

### **5.1.3 Payment of the Scholarship**

The total **scholarship amount (\$5,000)** will be divided over the two (2) university and TAFE 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 Human Resources section of Council. These results **must** come directly from the University and or TAFE College (e.g. a formal transcript of the results; an email to Council sent directly from the University and or TAFE College email account). Email results forwarded by the student are not acceptable unless the email contains the original email sent by the University or TAFE to the student.

## **5. ASSOCIATED POLICIES / FORMS**

- Scholarship Application Form.
- Scholarship Agreement (letter format).