# Springboard to Higher Education Bursary Program Policy

**Responsible Officer**  
Chief Operating Officer

**Approved by**  
Vice-Chancellor

**Approved and commenced**  
November, 2015

**Review by**  
November, 2018

**Relevant Legislation, Ordinance, Rule and/or Governance Level Principle**
- Ordinance 30 – Ordinance of Endowments, Prizes and Scholarships
- *Personal Information Protection Act 2004*
- *Right to Information Act 2009*
- Individual Academic Senate Rules for Scholarships

**Responsible Organisational Unit**  
Division of the Chief Operating Officer
Scholarships & Prizes Office

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1 Objective

The objectives of the Springboard to Higher Education Bursary Program are to:

- assist communities to value higher education and to help students to achieve their full potential through education
- redress the significant levels of educational disadvantage amongst rural and urban ‘at risk’ and economically disadvantaged young people in Tasmania
- address retention rates in Tasmania and encourage disadvantaged students to continue their education, from high school to college and onto university.

2 Scope

This policy applies to all Springboard to Higher Education bursary recipients, all University staff, and staff from the relevant Colleges and High Schools who are involved in the provision, assessment, selection and administration of the Springboard to Higher Education Bursary Program.

The policy is limited to the promotion, management and award of Springboard to Higher Education Program but does not purport to cover what terms and conditions may be attached to incoming funds from various funding bodies, or any student assessment and examination in relation to the bursaries awarded.

3 Policy Provisions

3.1 General Principles

The Program is aimed at graduating year 10 students to:

- assist students nominated by their high school with some of the expenses associated with study over the following three years (years 11, 12 and first year of university)
- support students’ potential
- encourage students’ progress to university, and
- increase retention.

3.2 Funding Arrangements

The Springboard to Higher Education Bursary Program is funded through a gift to the University and managed by the University Foundation/Advancement Office. There are several donors to the program including government, business, private trusts and foundations. The contribution of the donors is recognised by naming of the Bursary being awarded, for example, “University of Tasmania [name] Springboard to Higher Education Bursary”.

Currently each State school in Tasmania is awarded at least one Springboard to Higher Education Bursary per year and, where possible, schools with identified low socio-economic status receive two per year. The program is open to further awards for specific schools provided by community groups and individuals who wish to strengthen their community through education.

3.3 Selection of recipients

While the recipients will be selected and nominated at the discretion of their high schools, selection is to be based on the following criteria:

The student is graduating in year 10, and:

- may be at risk of leaving the education system and not realising their full educational potential
- will need financial assistance to continue onto further education
- is likely to be successful in years 11 and 12 and university if given support and encouragement
- is from a family with little or no participation in tertiary education
- in the opinion of the high school merits the support.

4 Responsibilities

The Scholarships & Prizes unit, Student Centre is responsible for:

- communication with high schools to attain recipient and Presentation Day details
- administering letters of offer and certificates to recipients
- providing student payments
- monitoring student progress and eligibility over the three years of the Bursary, and
- ensuring that records and information that support this policy will be created, managed and retained in accordance with University Records Management Policy, Procedures and Guidelines.

The University Foundation/Advancement Office is responsible for:

- securing pledges for recurrent funding from donors to the program
- confirming donor contact details annually.

High School Principals and Bursary selection committees are responsible for nominating eligible recipients in a fair and equitable manner using the selection criteria specified for the Bursary.

Colleges are responsible for providing timely advice regarding the attendance and academic progress of bursary recipients in Years 11 and 12.

Springboard bursary recipients are responsible for:
• taking responsibility to ensure the terms and conditions of their bursary are understood
• advising the Scholarships and Prizes Office of any changes to their circumstances which may affect eligibility for the bursary.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Bursary</td>
<td>A grant awarded to someone to assist or enable them to study at college and/or university</td>
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<tr>
<td>College</td>
<td>Secondary schools which teach Years 11 &amp; 12</td>
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<tr>
<td>High School</td>
<td>Secondary schools which teach Years 7-10</td>
</tr>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise</td>
</tr>
<tr>
<td>Springboard</td>
<td>Springboard to Higher Education Bursary Program</td>
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<tr>
<td>University</td>
<td>University of Tasmania</td>
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6 Supporting Documentation

• Springboard to Higher Education Bursary Program Procedure

7 Versioning