



UNDER REVIEW

Springboard to Higher Education Bursary Program Procedure

Related Policy	<i>Springboard to Higher Education Bursary Program Policy</i>
Responsible Officer	Chief Operating Officer
Approved by	Vice-Chancellor
Approved and commenced	November, 2015
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Responsible Organisational Unit	Division of the Chief Operating Officer Scholarships & Prizes Office

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1 Objective

The objective of this procedure is to provide details of how the University manages the provision, assessment, selection and administration of the Springboard to Higher Education Bursary Program. This document operationalises the principles contained in the *Springboard to Higher Education Bursary Program Policy* and should be read in conjunction with that policy.

2 Scope

This procedure applies to all Springboard to Higher Education bursary recipients, all University staff, and external stakeholders including staff from, high schools and colleges, who are involved in the provision, assessment, selection and administration of the Springboard to Higher Education Bursary Program.

The procedure is limited to the advertisement, 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 Procedure

3.1 Confirmation of Funding Arrangements

Gifts to the program are sought by the University Foundation/Advancement Office for the provision of named Springboard to Higher Education Bursaries.

The contribution of donors is recognised by naming each sponsor in 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 student populations receive two per year.

Funding arrangements are coordinated by the University Foundation through agreements with each donor.

The Scholarships Manager, University Foundation/Advancement Office (or nominee) will liaise with the Scholarships & Prizes Unit in July each year to:

- finalise the number of bursaries each sponsor can provide in accordance with the funding committed
- provide any region or school specific requests from donors regarding supporting students from specific high schools, and
- confirm the award value.

3.2 Call for Nominations

Nominations from each high school are requested by the Scholarships and Prizes Unit annually. The Recipient must be a graduating Year 10 student who satisfies the Selection Criteria outlined in section 3.3.

The Scholarships and Prizes Officer will co-ordinate the call for nominations by contacting the principals of each of the participating high schools (or their nominee) in September each year to advise the details of the current Springboard round including:

- selection guidelines
- timeline for nomination submissions, and
- advice regarding presentations.

Principals of High Schools (or their nominee) will undertake annual selection in accordance with the selection criteria outlined in section 3.3 and submit their nomination (using the nomination form) to the Scholarships & Prizes Unit by the third week in November at the latest.

Presentation details including date, time and venue must be confirmed by the Principal by the first week in November each year.

3.3 Selection Criteria

While recipients will be selected and nominated at the discretion of their high schools, selection must be based on awarding deserving students who best satisfy the following criteria:

The student will be someone who:

- 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 no tradition of participation in tertiary education, and
- merits the support, in the opinion of the Principal of the High School.

Recipients must be enrolled full-time in year 11 for the next calendar year (i.e. if offered in December 2014 the recipient must be enrolled in 2015).

The Scholarships and Prizes Officer will provide selection guidelines to assist with the nomination process to Principals (or their nominee).

Principals of High Schools (or their nominee) will ensure that selection is conducted impartially and free from any professional, personal or family allegiance or bias, which may in any way impact on the decision making process of the nomination.

The Principal must submit the school's nominations to the Scholarships and Prizes Unit using the required nomination form provided and within the timeline stated in the Call for Nominations advice.

3.4 Administration of Offers, Acceptances and Certificates

The Scholarships and Prizes Unit prepare and supply high schools with offer packages for each recipient which will be formally presented to the recipients at the presentation.

The Scholarships Manager, University Foundation/Advancement Office (or nominee) will ensure biographical material is checked, finalised and provided to the Scholarships & Prizes Unit for inclusion in the offer packs.

Upon receipt of that information the Scholarships and Prizes Officer will

- enter nominations onto the Scholarships System
- record presentation details in the Presentation running sheet
- prepare an offer pack for each recipient which will include a formal letter of offer, acceptance form, certificate, information pamphlet about the sponsor or biography of the donor, and other promotional material, where required
- ensure that offer packs are mailed out to high schools during the last week of November, or in time for the presentation, and
- receive and process acceptances, including recipient's bank details

3.5 Presentations

The Scholarships and Prizes Unit will be responsible for the organisation of presenters at school presentation assemblies. The Unit will:

- prepare a presentation running sheet listing each high school's presentation details, including date, time, venue and guest speakers
- provide sponsors/donors with presentation details and names of recipients to whom they will be presenting their awards, and
- provide principals (or their nominee) with the names and titles of sponsor representatives attending the presentation and presenting the awards.

The Scholarships Manager, University Foundation/Advancement Office (or nominee) will provide confirmation of the names and contact details of sponsors/donors to the Scholarships and Prizes Unit

The Principal of the High School (or nominee) will arrange the venue for the presentation and other logistical requirements to ensure the effective running of the event.

Sponsors/Donors will confirm the availability and details of the representative who will be attending the presentation.

3.6 Payments

The Scholarships and Prizes Unit is responsible for payments to recipients. The bursary value as of the commencement date of this procedure is as follows:

- Year 11: After year 11 enrolment and attendance has been confirmed (early March) a payment of \$500 will be made directly to the recipient's nominated bank account
- Year 12: After year 12 enrolment and attendance has been confirmed (early March), and providing the College believes the recipients have performed satisfactorily in their year 11 studies, the recipients will receive a payment of \$750
- First year of university: Once recipients enrol at the University (directly after completing year 12 without a break), provided they are not offered a more valuable scholarship or bursary, they will receive a payment of \$2,000 (\$1,000 is provided by the donor and the university matches this figure with a Tasmania Access Bursary valued at \$1,000). The \$2,000 will be paid in four separate payments of \$500 throughout the year, subject to satisfactory progress.

3.7 Communication with recipients

The University maintains regular communication with recipients over the three year duration of the bursary program. Recipients initially receive a hard copy offer letter and acceptance form from the Scholarships and Prizes Unit which needs to be completed by the recipient and returned by 31 January at the latest.

In the case where an acceptance is not received, recipients are communicated with by email in the first instance, however if no email is provided, by letter and a follow-up phone call.

Recipients are notified regarding payment dates and any concerns regarding the eligibility or administration of their bursary, including termination.

Each year the Scholarships and Prizes Officer will:

- ensure students are issued with a hard copy letter of offer and acceptance form which is provided in their scholarship package and received by the students at their school's presentation ceremony
- ensure the letter of offer clearly outlines the eligibility, administration of the bursary and payments, and ongoing eligibility requirements, including termination
- follow through with outstanding acceptances by email, letter, and phone
- provide a current list of year 12 bursary recipients to Student Recruitment (Domestic) in July
- track admission and scholarship applications from year 12 bursary recipients (report to be provided to Student Recruitment- Domestic with student details).

Springboard Bursary recipients will ensure they understand the terms and conditions of the bursary and sign and return the acceptance to the Scholarships and Prizes

Unit by 31 January at the latest. Recipients must inform the Scholarships and Prizes Unit of any change in circumstances which may affect eligibility for the bursary.

Student Recruitment (Domestic) will contact Year 12 students each year to promote Open Day and outline key dates for admission and application days. In addition, a reminder email will be sent to year 12 leavers to apply for admission and scholarships.

3.8 On-going eligibility

The Scholarships and Prizes Unit is responsible for checking the progress and determining on-going eligibility of recipients. Progress and ongoing eligibility is monitored through academic and enrolment reports for year 11 and 12 recipients and university enrolment load and end of semester one results for first year university recipients.

- For Year 11 students, Colleges will be contacted in week 2 of February to obtain information on recipients' enrolment and academic progress. Ongoing eligibility is determined on the basis of this information
- For Year 12 students, Colleges will be contacted in week 2 of February to obtain information on recipients' enrolment and results. Ongoing eligibility will be determined on the basis of this information
- For first year university students, enrolment load will be checked at the end of February, and after each semester census date. Results will be reviewed at the end of semesters 1 and 2.

Colleges will ensure advice of enrolment and academic progress is provided to the Scholarships and Prizes Unit for all recipients in a timely manner.

Springboard bursary recipients must inform the Scholarships and Prizes Unit of any change in circumstances which may affect eligibility for the bursary.

The Scholarships and Prizes Unit retains the right to terminate any bursary recipient not maintaining eligibility requirements after consultation with and confirmation from the Head of Scholarships & Prizes.

3.9 Deferral requests

The aim of the Springboard Bursary Program is to encourage entry into tertiary study, therefore deferral requests are not encouraged. Deferral requests will be considered on a case by case basis and will not be automatically granted. Bursary recipients must apply in writing to the Head of Scholarships & Prizes outlining their reasons for wishing to defer and their intentions during their 'gap year'.

Bursary recipients will be advised if their deferral request is granted. If granted, bursary recipients will not receive the additional \$1,000 University matched component received for entering tertiary study, they will only receive the sponsored component (\$1,000). See *Grandfathering arrangements - Clause 3.9.4 for exceptions*.

3.9.1 Assessing deferral requests

Requests will be considered on a case by case basis and assessment will take into consideration the student's reasons for wishing to defer and/or any extenuating circumstances.

Students will not be entitled to a reinstatement of their bursary for their university year after they have undertaken a gap year without a previously granted bursary deferral.

Non-attendance at University without prior permission to defer the Springboard Bursary will result in the bursary being terminated.

3.9.2 Approving deferral requests

Deferrals are only granted on the condition that the recipient provides sufficient information in writing outlining their reasons for deferring, including their intentions during their 'gap' year as well as demonstrating how the activity will be beneficial prior to commencing university study. Where granted, deferrals are for **one** year only.

Applications for deferral are submitted to the Scholarships and Prizes Officer who will assess the request and make a recommendation to the Head of Scholarships & Prizes. The final decision is at the discretion of the Head of Scholarships & Prizes.

Recipients are advised in writing of the outcome of their application for deferral of their Springboard Bursary.

3.9.3 Alteration of payments

Recipients will be advised when they apply for deferral that if successful in their deferral request, they will receive the sponsor component of their university year only (currently \$1,000) made in two payments – the first week of semester 1 and the first week of semester 2. They will not receive the university matched component of an additional \$1,000. (This is to add a further incentive for students to enter university directly after year 12).

3.9.4 Grandfathering arrangements

The deferral arrangements are to be adopted for requests received for 2015 onwards. Recipients currently on deferrals for 2014 will receive a full payment of \$2,000 made in four payments in accordance with the deferral process in place at the time of their deferral request.

3.10 Receiving another scholarship

Provision will be made for students to be awarded another scholarship by the University if deemed eligible. Bursary recipients who are awarded another scholarship may retain the \$1,000 from the donor but will not receive the additional \$1,000 Tasmania Access Bursary component.

4 Definitions and Acronyms

Term/Acronym	Definition
Bursary	A grant awarded to someone to assist or enable them to study at college and/or university.
College	Secondary schools which teach Years 11 & 12.
High School	Secondary schools which teach Years 7-10.
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Springboard	Springboard to Higher Education Bursary Program
University	University of Tasmania

5 Supporting Documentation

- *Springboard to Higher Education Bursary Program Policy*
- *Springboard Timeline*

6 Versioning

Current Version	Version 1 –Springboard to Higher Education Bursary Program <i>Procedure</i> current; approved November, 2015, amended in December 2016 to incorporate Colleges.
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