

# Scholarship Policy and Procedure

**Controlled Document – refer to Intranet for latest version**

Category: Business and Finance	Date Created: April 2019
Responsibility: Executive Director Business & Industry Partnerships	Date Last Reviewed: January 2022
Approval: Executive Director Business & Industry Partnerships	Version: 22.1

## Purpose

The purpose of the UCOL scholarship portfolio is to position financial support in a way that complements one, or several of the strategic directions of UCOL:

- Encourage participation of students from targeted backgrounds in higher education by providing financial assistance;
- Promote excellence and reward merit;
- Support recruitment, promote a specific discipline or attract specific talent;
- Support UCOL’s stakeholder engagement by connecting community and industry with UCOL and its students.

This policy and procedure ensures that scholarships are consistent with UCOL’s values, and align with process and procedures to ensure that they are effectively managed, administered and delivered.

The success of UCOL’s scholarship portfolio is underpinned by effective collaboration between key internal and external stakeholders. The scholarship policy aims to have clear and transparent processes that are responsive and targeted to student success.

## Scope

This is a UCOL wide policy.

## Responsibility

The Business & Industry Partnerships Project Co-ordinator and Executive Director, in conjunction with the Campus Managers and Wairarapa Support, Employability & Youth Guarantee, are responsible for the implementation of this policy (“Scholarship team”).

## Definitions

*Scholarships (per the 2018 TEC Funding Conditions):*

- 5.5 (d) For the purpose of this Conditions, a scholarship means:
- (i) a merit scholarship (or prize) that comprises financial aid given to a student as a result of high academic achievement exceeding that of his or her fellow students or cohort; and / or
  - (ii) a needs scholarship that comprises financial aid given to a student who would otherwise be significantly disadvantaged in accessing education, where the need of the student has been demonstrated through a robust application and assessment process; and / or
  - (iii) any scholarship that:
    - A. has a clear, focused rationale for its existence; and
    - B. has a clearly identified philanthropic aim, or supports study in a particular area of importance to the donor.

For the purpose of defining the nature of the different scholarships available to UCOL students:

- *External Scholarships*: Scholarships that are established, managed and distributed by external donations or sponsorship, and promoted by UCOL.
- *Collaborative Scholarships*: Scholarships that are established by external donations or sponsorship from community and industry partners for UCOL students, and the application and/or disbursement process is supported by UCOL to some degree.
- *Institutional Scholarships*: Scholarships that are established, managed and distributed by UCOL from internal funds.

## Policy Statement

UCOL promoted scholarships consist of a variety of scholarship types funded by community, industry stakeholders and UCOL. UCOL ensures that the scholarships are promoted and delivered within clear and transparent guidelines based on:

- Assisting as many students as possible;
- Reflecting UCOL's values and brand alignment;
- Engaging with donors on the basis of mutual benefits;
- Analysis of student and stakeholder feedback to continuously improve scholarship process and offerings;
- Consultation with relevant stakeholders to develop scholarship opportunities in key programme areas, regions, student cohorts and other targeted areas.

## Scholarship Procedure

In order for the policy to be implemented effectively, it is imperative that processes are established in alignment with this procedure.

For procedural consistency, all relevant teams will collaborate to establish, evaluate, award, and pay all scholarship programmes, as required.

Scholarships will be issued to ensure they align with student eligibility and donor expectations. In particular, the expectation that recipients will attend the relevant ceremony to receive their award and thank the donor.

Scholarship Award Ceremonies will be held on each campus to celebrate the scholarship recipients and donors. There will be no more than two Scholarship Award Ceremonies, per campus, per year, held at an appropriate time to align with the terms of the scholarships.

## **External Scholarships**

All external scholarships will be included on the Scholarships section of UCOL's website under the appropriate location and heading.

Prior to being promoted on UCOL's website, sufficient due diligence should be undertaken to ensure:

- The organisation aligns with UCOL's brand and values;
- The organisation has links to the communities UCOL represents, or programmes UCOL delivers;
- The organisation is not associated with events or other organisations that could bring the institute into disrepute, or affiliate the institute with any political party;
- The scholarship is applicable to the needs of UCOL students.

## **Collaborative Scholarships**

All funds received from external organisations for the purpose of a scholarship should be facilitated by the Scholarship team. Collaborative scholarships can be paid as a direct credit to the student, as a reduction to their fees, or used to purchase course related costs, according to what the donor specifies.

The Scholarship team is responsible for:

- Meeting the strategic alignment of community and industry engagement with UCOL values and the student profile;
- Establishing a Letter of Engagement/Donor Agreement between UCOL and the donor, where appropriate;
- Communicating and liaising with donors in relation to scholarships, and scholarship events;
- Promoting awareness of the scholarships and donor, with support from the Faculties, Student Success, and Communications teams;
- Coordinating appropriate recognition strategies for donor partners; and
- Undertaking appropriate management and administration tasks, as set out in the Letter of Engagement/Donor Agreement.

UCOL reserves the right to not accept scholarship donations from:

- Donors who do not align with UCOL's values;
- Organisations that set unreasonable or unrealistic conditions that may be punitive or damaging to the student recipient, donor or UCOL;

- Donor organisations associated with events or other organisations that could bring the institute into disrepute, or affiliate with any political party; and
- Organisations, individuals or activities that discriminate against or are offensive to community groups.

The responsibilities of the Scholarship team will vary, dependent on the details of the Letter of Engagement/Donor Agreement. Key areas of responsibility will include:

- Issuing donors with invoices, and receipts in conjunction with the Finance team, as required;
- Administering, collating, and reviewing for completeness all applications;
- Convening the appropriate members of the scholarship review committee or issuing all applications to the donor organisation for review, as appropriate;
- Advising the successful and unsuccessful applicants of the outcome of the scholarship review, as required;
- Inviting donors and recipients to the annual Scholarship Award Ceremonies;
- Managing the ongoing relationship with the stakeholders; and
- Arranging with Finance for bank transfers to be made to recipients, where this is the appropriate way to award the scholarship.

### **Institutional Scholarships**

Institutional Scholarships are established according to the purpose of the Scholarship Policy, with any specific criteria detailed at the time the scholarship is established. Institutional Scholarships can be applied to the recipients' Student Finance Account with UCOL for the support of student fees and other course related costs or can be made as a bank transfer to the student's bank account, depending on the conditions of the scholarship.

Any institutional scholarships proposed must receive support from the Chief Financial Officer, and be budgeted appropriately.

The responsibilities of the Scholarship team include:

- Administering, collating and reviewing all applications;
- Convening the appropriate members of the scholarship review committee;
- Advising the successful and unsuccessful applicants of the outcome of the scholarships;
- Inviting recipients to attend the annual Scholarship Award Ceremonies;
- Advising the Finance team of the recipient's details and providing appropriate documentation to be added to the students' Finance account, or deposited in the student's bank account.

### **Scholarship Promotion**

Promotion of the scholarships will include, but not be limited to:

- All scholarships will be listed and maintained on the UCOL website;
- All Collaborative Scholarships will be highlighted in the UCOL Annual Report;

- Social media and mass communications will be utilised to direct market scholarships to students at appropriate times throughout the year;
- Student Success team will highlight opportunities directly to students via workshops; and
- Engaging with stakeholders to maximise visibility of scholarships targeted at specific groups.

### **Scholarship Review Committee**

The UCOL Scholarship Review Committee will be made up of no less than three members, with representatives from across the institution. The Review Committee will, as a minimum, include a representative from Faculty, Student Success and Business and Industry Partnerships. Occasionally, additional extraordinary Scholarship Review Committees will be convened for specific collaborative scholarship programmes. Their attendees will be determined in the establishment documentation of the collaborative scholarship.

#### ***Members of the Scholarship Review Committee include:***

Executive Director, Business and Industry Partnerships

Executive Deans

Student Success Senior Manager

Campus Managers

### **Application Process**

The Scholarship team is responsible for:

- The development and implementation of a scholarship application process to best fit the needs of the applicants, donors and recipients, and aligned with funding guidelines;
- Facilitating the application process within timeframes that are collaboratively determined to meet the needs of the student, and donor, within key dates in the academic calendar;
- Ensuring scholarship applications are administered in accordance with the UCOL Privacy Policy and Procedure;
- Receipting and tracking scholarship applications; and
- Communicating to students at each stage of the application process, including follow-up if an application is incomplete.

### **Eligibility Checks**

The Scholarship team is responsible for conducting preliminary checks of each scholarship application in accordance with the scholarship eligibility criteria. The quality and content of a scholarship application is the responsibility of the applicant.

### **Selection Process**

The scholarship selection process must be transparent and ethical and follow the below process:

- Records on all decisions made throughout the selection process must be appropriately kept;
- The Scholarship team is responsible for the initial review to ensure applications are complete and applicants are eligible for the scholarship;

- Selection of scholarship recipients is based on a competitive application process that contains written application, unless otherwise specified in the terms of the scholarship;
- The Scholarship Review Committee will be convened with representation from appropriate faculties and teams to ensure adequate professional expertise. The Scholarship team is responsible for developing guidelines, templates and records on behalf of staff who participate in the scholarship panels. This documentation will also be made available to community and industry panel members, if required;
- The Scholarship team is responsible for convening the Scholarship Review Committee;
- The Scholarship team are responsible for notifying all applicants of the outcome of their scholarship application. To ensure applicants remain informed, selection of the recipients will be carried out and the applicants advised within three months after the closing date of the scholarship.

## **Responsibilities**

### **Compliance, Monitoring and Review**

The over-arching responsibility of the Scholarship Policy and Procedure sits with the Executive Director, Business and Industry Partnerships. Operational and administrative tasks rest with the Scholarships team, with support from the Student Success team, Communications and UCOL Faculties.

### **Ongoing Eligibility**

Monitoring and review of any ongoing eligibility requirements of recipients is the responsibility of the Student Success team. Where a recipient is in breach of any ongoing requirements of a scholarship, per the scholarship application, the Student Success Senior Manager will determine the appropriate outcome for the students, in conjunction with the Executive Director Business and Industry Partnerships, and advise the appropriate stakeholders.

### **Reporting**

The UCOL Scholarship programme will be reported as follows:

- Scholarships funded or administered by UCOL, will be reported in the Annual Report;
- It is the responsibility of the Business and Industry Partnerships team to maintain an accurate and current record of all scholarships awards and payments;
- The Scholarships team will report bi-annually to key stakeholders with applicant and recipient outcomes.

### **Records Management**

Staff must maintain all records relevant to administering this policy and procedure within the student management system, and any other systems as appropriate.

### **Financial**

The Finance tax policy stipulates the details of managing the scholarships:

- UCOL will not account for GST on faculty / department awards;

- UCOL will account for GST, if applicable, in relation to externally funded student awards;
- Where an award is given after the student has been issued with a tax invoice, UCOL will issue the student with a credit note.

### **Relevant Legislation**

- Education and Training Act 2020

### **Related Documentation**

- [Tax Policy](#)