

Title	Scholarships and Prizes Policy
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Policy Owner & Contact	Dean or delegate
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Review Date	3 months prior to the Renewal Date
Churchill Institute Related Policies	Admissions Policy Student Support Policy Student Fees Policy
HESF 2021 Standard	3.3, 6.3
National Code (2018) Standards	1, 2, 3, 6
Other Legislation	N/A

SCHOLARSHIPS AND PRIZES POLICY

1. PURPOSE

- 1.1. This document outlines the principles and policy for the approval and award of student bursaries, scholarships and prizes at Mpika Holdings Pty Ltd (ACN 612 507 141) trading as Churchill Institute of Higher Education ("CIHE" or "the Institute" or "Churchill Institute").

2. SCOPE

- 2.1. This Policy applies to all students, Churchill Institute staff with bursary, scholarship and prize -related responsibilities, sponsors, and external stakeholders, where applicable.

3. DEFINITIONS

- 3.1. **Awardee** means a student awarded a bursary, prize or scholarship.
- 3.2. **Bursary** means a financial stipend awarded to a student at Churchill Institute to support student equity groups or for other reasons that align to Churchill Institute's vision and strategy and comply with this policy and other applicable Institute policies.
- 3.3. **Prize** is a form of recognition and reward for outstanding student achievement, which may be awarded at the at course or unit level or for an individual assessment item of a specified unit(s). A prize may include a financial or in-kind payment to the awardee.
- 3.4. **Scholarship** is a form of financial aid awarded to a student at Churchill Institute to financially support them during all or part of their study. A scholarship is awarded on a competitive basis, based on academic merit; and /or to assist targeted equity groups, or as the Academic Board otherwise approves whose objective complements Churchill Institute's vision and strategy.
- 3.5. **Sponsor** means Churchill Institute or another registered organisation, or an individual or Trust that agrees to sponsor a bursary, scholarship or prize; and when the Institute deems their association with the Institute will not cause reputational damage or embarrassment to the Institute and the awardee(s) of the bursary, scholarship or prize.

4. PRINCIPLES

- 4.1. Churchill Institute may award bursaries, scholarships, and prizes to attract, retain, support and recognise students.
- 4.2. Bursaries, scholarships, and prizes may be awarded to students based on academic or other criteria that are relevant to the student's course, a unit of enrolment; or to support the student to succeed in their studies by providing financial or other forms of assistance.
- 4.3. Bursaries, scholarships, and prizes awarded to support identified student equity groups and / or Indigenous students shall be named and awarded in a manner that is sensitive to and protects the awardee(s) right to privacy about their identity, their personal circumstances or other personal particulars that may relate to their receipt of the award.

- 4.4. Bursaries, scholarships, and prizes may be sponsored by Churchill Institute or an external organisation or individual.
- 4.5. Churchill Institute shall only offer bursaries, scholarship and prizes sponsored by an external organisation or individual when it deems its association with the organisation or individual will not cause reputational damage or embarrassment to the Institute and the awardee(s) of the bursary, scholarship or prize.
- 4.6. When a bursary, scholarship or prize is externally sponsored, an agreement shall be signed by the delegated authorities of Churchill Institute and the sponsor to formalise the terms, conditions, funding arrangements, awardee selection criteria and other applicable details to administer the bursary, scholarship or prize.
- 4.7. Bursaries, scholarships and prizes must not be marketed or communicated until approved by the Academic Board, and if externally sponsored, not until after the agreement has been signed by both parties.
- 4.8. Bursaries, scholarships, and prizes funded by a donation made to the Institute must also comply with the Gifts and Donations Policy of the Institute.

5. POLICY

5.1. Bursaries

5.2. Churchill Institute may offer a limited number of bursaries that:

- 5.2.1. meet the principles (section 4) and the definition of a bursary, as outlined in section 3 of this policy.
- 5.2.2. are awarded, in most instances, to commencing students to attract eligible, high calibre students to study at Churchill Institute; and / or to provide financial or other support to students from identified equity groups.
- 5.2.3. are awarded based on a competitive application process with clear, and transparent application eligibility criteria, awardee selection process, financial details (amount payable, timing and method); and other relevant criteria.
- 5.2.4. are formalised by an agreement that specifies the purpose, funding / payment arrangements, terms and conditions and penalties for breaching them (awardee and sponsor(s)).
- 5.2.5. offer a funding amount that is a financially reasonable and proportionate to the fees charged for the awardee's course of enrolment; and paid in instalments to mitigate the risk of not retaining the awardee longer-term.
- 5.2.6. demonstrate that a proposed (new) bursary will not cannibalise any existing bursaries or scholarships offered by Churchill Institute.
- 5.2.7. Offers of Admission to commencing students will include details about the financial arrangements for the payment of the bursary; as well as the terms and conditions of the bursary to inform the awardee's acceptance of their Offer of Admission and the bursary.

5.3. Prizes

- 5.3.1. Churchill Institute may offer prizes, which are either externally sponsored and/ or named by industry, or Churchill Institute, that meet the definition for a “prize” per section 3 of this policy.
- 5.3.2. May be awarded based on a student(s) achievement across their enrolled course, a specified unit(s) or assessment item(s).
- 5.3.3. All prizes must be approved by the Academic Board, and:
 - 5.3.4. When externally sponsored, shall be formalised by an agreement between Churchill Institute and the Sponsor that includes the particulars outlined in sections 5.5.2 and 5.5.3 as a minimum requirement.
 - 5.3.5. shall have a clearly defined purpose, transparent criteria and method to select of the awardee; the prize value (amount payable to the awardee) or in-kind equivalent; and any other relevant details for the Academic Board’s review.
 - 5.3.6. When externally sponsored, the prize title shall include the name of its external sponsor, but only when agreed by the sponsor and formalised into the prize agreement.
 - 5.3.7. Churchill Institute will promote prize to students in its promotional material and internal communications.

5.4. Scholarships:

- 5.5. Churchill Institute may offer a limited number of scholarships for students that meet these requirements:
 - 5.5.1. Meet the principles (section 4) and the definition for a “scholarship” as defined in section 3 of this policy.
 - 5.5.2. Scholarships will usually only be awarded to commencing students to attract academically high calibre students; or students with skills abilities and other attributes that are relevant to their intended course of study and success as a future graduate; and / or to provide financial or other support to students from identified equity groups; and as the Academic Board may otherwise approve.
 - 5.5.3. Scholarships shall be offered based on a transparent and competitive application and selection process that specifies the scholarship’s eligibility criteria, awardee selection method, duration, value and terms and conditions.
 - 5.5.4. A scholarship must be formalised by an agreement that specifies its purpose, awardee selection criteria and process, its funding / payment arrangements, terms and conditions and penalties for breaching them (awardee and sponsor(s)).
 - 5.5.5. The funding amount for a scholarship shall be attractive and proportionate to the fees charged for the award course; shall be non-transferrable; and paid in instalments to mitigate the risk of not retaining the awardee longer-term.
 - 5.5.6. New scholarships must demonstrate that they will not cannibalise any existing scholarships or bursaries offered to Churchill Institute students.

- 5.5.7. Offers of Admission to commencing students will include details about the financial arrangements for the payment of the scholarship; the terms and conditions of the scholarship and other applicable information to inform the awardee's acceptance of their Offer of Admission and the scholarship.

6. PROCEDURES

- 6.1. A request for approval of a bursary, scholarship or prize shall be submitted on the applicable Form initially to the Dean or nominee.
- 6.2. Infraction about currently offered bursaries, scholarships and prizes shall be transparent to students by publication on the Institute's website. included in marketing campaigns and notified to students and applicable stakeholders through the Institute's communication channels.

7. RESPONSIBILITIES

7.1. Governance Responsibilities

- 7.1.1. The Academic Board is the Approval Authority for this policy and has associated academic governance responsibilities as specified in this policy.
- 7.1.2. The Dean or delegate shall maintain a register of all bursaries scholarships and prizes awarded that shall be reviewed by the Academic Board at least annually.

7.2. Operational Responsibilities

- 7.2.1. The Dean or delegate is the Owner of this policy and is responsible for its implementation and review.

8. APPROVAL AND REVIEW DATE

- 8.1. This policy is effective (in-force) for two (2) years from the date of approval by its Approval Authority unless the Approval Authority specifies otherwise; and will be reviewed at least 3 months prior to its Renewal Date or earlier as recommended by its Owner.

9. PUBLICATION RULE

- 9.1 This policy will be published internally and externally.

10. VERSION CONTROL

Version	Approval Authority	Date	Details
v0.1	Academic Board	24/07/2025	v0.1 Draft pending AB approval
v1.0	Academic Board	24/07/2025	Draft approved without amendments (v1.0)

11. BENCHMARKING

11.1. The following policies and documents were benchmarked to complete this policy:

[Melbourne Institute of Technology: Equity and Access Scholarships Policy and Procedures](#)