

Student Scholarships Procedure

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1. Associated Policy

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- x equity scholarships awarded to applicants experiencing disadvantage.

3.1 New student scholarships

Step	Action	Responsibility
1	Offer to sponsor a CIT Student Scholarship(s).	Representative of sponsoring organisation
	Develop for approval by the Education Design and Delivery Lead and Executive Industry and Innovation Lead: <ul style="list-style-type: none"> x a business case to support the scholarship offer x application guidelines. 	College Director (College-based and Indigenous Student Scholarships) Senior Manager Student Support (CIT Student Support Scholarships)
	Jointly approve the business case, application guidelines. for CIT Student Scholarships.	Education Design and Delivery Lead Industry and Innovation Lead Student Experience Lead
3	Request a letter of agreement between CIT and sponsoring organisation where required and provide a copy to the relevant scholarship manager.	Industry and Innovation Lead Student Experience Lead
2	Existing CIT Student Scholarships Confirm the scope of CIT Student Scholarships and funding on offer with Education Design and Delivery Lead and Industry and Innovation Lead in mid-semester 2 each year for the following calendar year. This will include: <ul style="list-style-type: none"> x scholarship types x eligibility criteria x number on offer x value of each x scholarship conditions. 	Scholarship manager
4	All CIT Student Scholarships Create and populate TRIM container for all documentation for each scholarship application.	Scholarship Manager Scholarship coordinator
5	Liaise with sponsor to develop clear selection criteria for scholarship.	Scholarship Manager

Step	Action	Responsibility
6	Plan promotion with Marketing Account Manager (MAM).	Scholarship Manager
7	Liaise with sponsoring organisation.	Education Design and Delivery

Step	Action	Responsibility
14	Review recommendations and approve scholarship/s and advise scholarship applicants.	Scholarship Provider (or CIT nominee)
15	Advise Student Services and Finance of names of Student Scholarship recipients for management of SMS data and financial transactions.	Scholarship Manager
16	Advise Strategic Communications of successful applications for marketing and promotional purposes.	Scholarship Manager

3.2 College-based student scholarships

Step	Action	Responsibility
1	Present a business case to demonstrate a rationale and costing for a College-based Student Scholarship and recommend College-based Student Scholarships to	

3.3 Reporting and acquittal

Step	Action	Responsibility
1	<p>Monitor Student Scholarship spend against budget and:</p> <ul style="list-style-type: none"> x report on the website where Student Scholarship categories are closed where the funds have been allocated x monitor Student Scholarship spend as part of the usual 	

