

Donor Scholarship Policy

INTRODUCTION

The University is committed to fostering the support of external donors for scholarship funding to maximise scholarship opportunities for its students.

The University offers a range of merit and equity based scholarships to domestic and international students that recognise and encourage high academic achievement and provide support in cases of financial hardship or educational disadvantage.

This Policy does not relate to research grants or funding through Cooperative Research Centres, regardless of whether they are referred to as scholarships or grants, and does not relate to scholarships for tuition fees or educational bursaries.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 8, section 34.

INTENT

This Policy outlines the University's donor scholarship principles and provides a framework for the establishment and management of scholarships at the University.

RELEVANT DEFINITIONS

In the context of this document

Donation means either a financial payment or a non-financial payment (such as property or other goods) made to the University that has the following characteristics: it is made voluntarily; it does not provide any material benefit to the donor, and it essentially arises from benefaction and proceeds from detached and disinterested generosity;

Donor means any person or organisation making a donation to the University in support of a scholarship or prize;

Endowment means an amount of money or other financial asset (with a minimum value of \$100 000) which is donated to the University, with the intention to invest it to yield additional revenue. Both endowment revenue and the principal asset may be directed by the donor for the funding of scholarships;

Full-time enrolment means enrolment in a minimum of 30 credit points (CP) per Semester 1 and 2 for Higher Education and an agreed and appropriate completion rate for VET;

Prize means an amount of money or other goods donated to the University to reward a specified student achievement;

Scholarship means an award to support students, usually financially, on the basis of specified criteria and conditions, for a minimum of one (1) semester, up to a maximum duration of a full course of study. New scholarships established following the implementation of this Policy, must have a minimum total value of \$5000;

Scholarship Panel means a panel convened to determine scholarship recipients, generally comprising at least three (3) ex officio members;

Student means a person enrolled or eligible for enrolment in a course of study leading to a University recognised award;

POLICY

Principles

The following principles apply to the provision of scholarships:

- Scholarships are governed by a framework that adheres to best practice and provides consistency in establishment, administration and disbursement;
- Scholarships and Endowments will only be established in accordance with the strategic interests of the University, with regard to the intent of the donor and in observance of the spirit of the Anti-discrimination legislation;
- Scholarships will be publicly promoted and students will apply via a formal application process;
- Scholarships will have a clear set of eligibility and selection criteria which are used to assess applications and determine distribution;
- The University will determine if a sufficient eligible cohort exists prior to confirming a scholarship with a donor. Where such a cohort does not exist, eligibility criteria will be broadened in line with the donor's general intention for the scholarship;
- Scholarships will have a coordinated and combined application, selection and award process wherever possible, in order to maximise accessibility by students; provide the widest range of possible applicants for individual scholarships; and optimise both the distribution of scholarships and efficiency of process;
- The application, selection and award process for scholarships will be fair, transparent and equitable with a selection criteria that is objectively demonstrable and assessable;
- The Scholarship Panel will determine scholarship recipients based on their claims against published criteria;
- Only donors of Scholarships that include a compulsory period of work or work placement, or those valued at over \$15 000 per individual scholarship, may elect to have representation on the Scholarship Panel;
- Where a scholarship fails to attract sufficient eligible applications, the University reserves the right to broaden the eligibility criteria in line with the donor's general intention for the scholarship;
- The University may choose to offer individual scholarships in either Semester 1 or Semester 2 of the higher education academic year;

- Each scholarship will have a set of terms and conditions that will be provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship;
- Where applicable, scholarship holders will be assessed prior to payment for continued eligibility of their awards. Scholarship holders who no longer meet ongoing eligibility criteria will generally be given the opportunity to demonstrate any exceptional circumstances to the Scholarship office; and
- Scholarship eligibility criteria will be reviewed annually for relevance to the University's courses.

Funding

Scholarships are governed by individual terms and conditions and may be funded, in the form of cash or other considerations, by the University, internal or external donors, private industry, government departments or agencies.

Externally funded scholarships will normally have a minimum annual value of \$5000.00 per calendar year, with a minimum value of \$1000 per individual student. Donors who wish to make a donation of less than this amount should consider donating a Prize.

Donors will be made aware of the financial commitment involved in funding a scholarship and advised to seek financial advice on tax implications. By signing a Donor Agreement, the donor acknowledges and agrees to their financial commitment and the scholarship terms and conditions.

Scholarship donors will be appropriately acknowledged by the University including, where possible, presenting their scholarship in person at a University Scholarship or Prize Ceremony.

Scholarship Payments

The duration of a Scholarship will be in accordance with the Scholarship Terms and Conditions document. Where this document specifies the annual or six (6) monthly payment amount, the scholarship duration will be no greater than the remaining duration of the student's course completed in the minimum full-time duration.

Each scholarship instalment will be paid in full. Where a student is undertaking approved part-time study, the full instalment will be paid for that semester. Where a scholarship is for the duration of a course, a student will be paid as if he or she were studying the maximum full-time load each semester, regardless of his or her actual load, until the full value of the scholarship is paid. In this way, it would be possible for a scholarship to be finished before the student's actual course duration is completed if part-time study is approved for one (1) Semester. This will not affect the Semester payment or the amount of payments to be made over the life of the scholarship, regardless of whether this means that a student is still studying after the duration of the scholarship has expired.

Where a scholarship holder withdraws from his or her course prior to the end of the Semester of payment, but after the payment date, the University will not seek repayment, however, no further payments will be made and the scholarship will be terminated.

Right of Refusal

The University reserves the right to refuse a donation for a scholarship or terminate a scholarship if the University considers the proposed terms to be unreasonable or association with the donor is not consistent with the University's vision and values.

Naming of Scholarships

The naming convention for scholarships will be the donor's name or the donor's preferred scholarship name and the word "Scholarship". Where a single donor provides more than one (1) scholarship for differed fields, the naming convention will be the "(donor's name) Scholarship for (insert specific field)".

Recordkeeping

Records will be kept in the appropriate corporate records system at all stages of administration of scholarships, in accordance with the University's [Privacy and Confidentiality Policy](#) and *Records Management Procedures*.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Privacy and Confidentiality Policy](#)

[Records Management - Capturing University Records Procedures](#)

[Records Management - Discovery of University Records Procedures](#)

[Records Management - Retention and Disposal of University Records Procedures](#)

[Records Management - Security of University Records Procedures](#)

[Scholarship Establishment and Management Procedures](#)

[Charles Darwin University Strategic Plan](#)

External

[Anti-Discrimination Act 1992](#) (NT)

[Taxation Administration Regulations 1976](#) (Commonwealth)

[Information Act 2002](#) (NT)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Jun 2018
Sponsor:	Pro Vice-Chancellor, Education and Student Success		
Contact Officer:	Director, Student Administration		

Version	Date Approved	Approved by	Brief Description
1.00	3 Jun 2015	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new branding • Updated hyperlinks • Updated Australian Taxation Regulations to Taxation Administration Regulations 1976 • Updated Records Management Procedures to include all Records Management Procedures • Amended sponsor from Vice-Chancellor to Pro Vice-Chancellor, Education and Student Success • Amended Contact officer from Director, Office of Student Administration and Equity Services to Director, Student Administration