

# SCHOLARSHIP AND TUITION GRANTS POLICY

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<b>References &amp; Legislation:</b>			

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## 1.0 Purpose

- 1.1 This policy stipulates the principles and governance concerning the awarding and reviewing of scholarships and tuition grants to students studying at the University of Wollongong in Dubai (UOWD) including the Language Studies Centre (LSC).

## 2.0 Scholarships and Tuition Grants

- 2.1 In recognition of academic and sporting achievements, UOWD offers general purpose and targeted scholarships to new students.
- 2.2 Currently enrolled undergraduate and postgraduate students who have not taken a 'Leave of Absence' or "Lapsed" during their current program of study, are eligible to apply for Continuing Level Scholarships.
- 2.3 The University also offers a range of tuition grants to enrolled students, alumni and their immediate family members, and employees of selected organisations. The University also has a 'Refer a Friend' scheme.
- 2.4 Targeted scholarships will be available to specific organisations based on the recommendations of University Faculty and departments and approval of the Senior Executive.
- 2.5 Scholarships and tuition grants awarded at UOWD are not transferable to the University of Wollongong (UOW), Australia nor UOW College, Australia.
- 2.6 An individual student can only be in receipt of one scholarship or tuition grant at any given time. Students cannot use any discount incentive in conjunction with an existing scholarship or tuition grant.
- 2.7 UOWD College students are eligible to apply for UOWD College specific scholarships, or as specifically mentioned in this policy.
- 2.8 The scholarships and tuition grants detailed in this policy are not available for Higher Degree Research (HDR) students or Executive Master's Degree students.
- 2.9 In the event of an inconsistency between this policy and the associated procedure and/or website scholarship information, the provisions in the policy take precedence over the procedure and/or website scholarship information.

## 3.0 Academic Merit Scholarships – New Students

- 3.1 Scholarships are awarded at the commencement of each semester (unless otherwise stated) and reviewed at the beginning of Autumn semester. The number of scholarships offered by the University is limited, and therefore a student is not guaranteed a scholarship even if they meet the application criteria. Factors such as the timing of the application and the student's results compared with other applicants are considered.
- 3.2 The current list of available UOWD scholarships is published via the hyperlinks listed below, as amended from time to time by or on the authority of the Delegated Authority.

3.2.1 Undergraduate Scholarships:

<http://www.uowdubai.ac.ae/undergraduate-programs/scholarships-and-tuition-grants>

3.2.2 Postgraduate Scholarships:

<http://www.uowdubai.ac.ae/postgraduate-programs/scholarships-and-tuition-grants>

- 3.3** General eligibility criteria for Entry Level Scholarships – To be eligible for this Academic Merit Scholarship, a student must:
- 3.3.1 Meet the academic and admission criteria relevant to their program of study as outlined in the Admissions Policy.
  - 3.3.2 Meet all criteria relevant to an individual scholarship offered as per section 3.2 above.
  - 3.3.3 Be enrolled in a minimum number of subjects as outlined in section 12.0 of this policy, and be enrolling in their first semester of study, in the program for which they have applied.
  - 3.3.4 Commence studies as outlined in their offer of Admission. If a student defers his or her offer of admission, he or she will need to reapply for the scholarship.

## **4.0 Review of Scholarships**

- 4.1 Academic Merit Scholarships – New Students are awarded for the entire duration of the degree program in which it was awarded.
- 4.2 Specific minimum levels of academic performance must be achieved in order to remain eligible for the Scholarship as per section 12.0 below.
- 4.3 Scholarships awarded to students will be reviewed at the beginning of each autumn semester.
- 4.4 Scholarship holders' academic performance will be reviewed prior to the commencement of Autumn semester each year to establish compliance with academic requirements. If a scholarship holder has no fail grades, but fails to meet the minimum WAM requirement for their scholarship, the amount of the scholarship will be reduced from 50% to 25%, 25% to 15%, 15% to 0% as the case applies.

## **5.0 Scholarship Entitlements**

- 5.1 A Scholarship will cover part of the tuition fees each semester depending on the value of scholarship offered, for the duration of the degree program, so long as the required academic standards (grades) mentioned in table under section 12.0 are maintained.
- 5.2 The scholarship does not include textbooks, excursions, accommodation, living expenses or any other costs involved in undertaking study.

## **6.0 Leave of Absence**

- 6.1 Students seeking a 'Leave of Absence' from study whilst in receipt of a scholarship, must apply (in accordance with the Enrolment Policy) prior to taking leave.

## 7.0 Applying for Academic Merit Scholarships – New Students

- 7.1 The procedure for applying for Academic Merit Scholarships – New Students is outlined in the Scholarship and Tuition Grants Procedure.

## 8.0 Eligibility Criteria for Academic Merit Scholarships – Continuing Students

- 8.1 Academic Merit Scholarships - Continuing Students are awarded at the beginning of Autumn semester each year. The scholarships are valid for 1 year and are worth 15% or 25% of the scholarship holder's tuition fees at UOWD for the ensuing academic year.
- 8.2 Students must have gained a minimum cumulative Weighted Average Mark (WAM) of 75 in their studies to date and have completed a minimum of 36 credit points (undergraduate students) or 24 credit points (postgraduate students) to apply.
- 8.3 The number of scholarships available is limited, and scholarships will be awarded to the most deserving students as decided by the UOWD Scholarship Committee.
- 8.4 Scholarships awarded will cover part of the tuition fees only for the subsequent academic year after which the scholarship has been awarded.
- 8.5 Scholarships will be forfeited if the student does not enrol in the semester immediately following the session in which the scholarship was granted. Summer session is optional.
- 8.6 At the conclusion of the scholarship year, the student may reapply for a further year provided that he or she has met the requirements.
- 8.7 Scholarships will be awarded on the basis of students' overall academic performance throughout their course and the number of subjects/credit points completed in their course.

## 9.0 Sports Scholarships

- 9.1 **Sports Scholarships – New Students** (Adam Gilchrist Sports Awards worth 50% discounted tuition for duration of degree)

- 9.1.1 Undergraduate applicants must have achieved a minimum of 65% or equivalent in their secondary school results.
- 9.1.2 Postgraduate applicants must hold a recognised Bachelor degree with a Weighted Average Mark (WAM) of 65 or equivalent (Grade Point Average of 3.0 out of 4.0); and
- 9.1.3 Applicants must have achieved sporting recognition in a sport in which UOWD fields an official team and/or competes on a regular basis.
- 9.1.4 For the purposes of the Adam Gilchrist Sports Awards, sporting recognition is defined as:
- i. currently participating in representative sport at national or international level; and
  - ii. a demonstrated history of performance, career sporting highlights and ambitions.

- 9.1.5 Outstanding performance in terms of achievements as evidenced by ranking, awards, trophies and coach or representative body referee reports, newspaper articles etc.
- 9.1.6 Representative sport refers to a sport which is sanctioned, authorized and/or controlled by a representative body (i.e.: an association, federation, committee) at a state, national or international level.
- 9.1.7 Students holding this scholarship must participate significantly in one or more UOWD sports teams during each semester for the subsequent academic year to maintain the scholarship, and must actively attend training sessions; Summer session is optional.
- 9.1.8 Academic requirements to retain this scholarship are in Section 12.0 of this policy.

## **9.2 Sports Scholarships – Continuing Students**

- 9.2.1 Worth up to 25% of tuition fees for the academic year after it is awarded. The scholarship is awarded prior to the commencement of Autumn semester each year.
- 9.2.2 Students must have a minimum cumulative Weighted Average Mark (WAM) of 65 in their studies to date. Eligible students must have completed at least 36 credit points (undergraduate students), or 24 credit points (postgraduate students).
- 9.2.3 Students must be recommended by the UOWD Sports Coordinator to receive a scholarship. This recommendation must be on the basis of high performance in UOWD Sports teams and/or significant leadership of sports programs at UOWD or at a national level.
- 9.2.4 Scholarships awarded will cover part of the tuition fees only for the subsequent academic year after which the scholarship has been awarded.
- 9.2.5 Students holding this scholarship must participate significantly in one or more UOWD sports teams during each semester for the subsequent academic year to maintain the scholarship; Summer session is optional.
- 9.2.6 Scholarships will be awarded, at the discretion of the scholarship committee. This decision will be based on the scholarship holder's enrolment record, results and participation in UOWD sporting teams.
- 9.2.7 The value of individual scholarships awarded will be at discretion of the scholarship committee.
- 9.2.8 Students holding this scholarship can reapply for a further year provided they meet the above criteria.

## **9.3 All Sports Scholarship recipients must actively participate in all practice sessions and competitions for the UOWD sports team on which they are a member.**

- 9.3.1 Sports participation will be assessed by the Manager, Student Services.
- 9.3.2 A final report from the Manager, Student Services will be submitted to the Scholarship Committee at the beginning of Autumn semester.

## 10.0 UOWD College Merit Scholarships – UOWD College Students only

- 10.1 Students must have enrolled in a minimum of one full-time English subject and received a minimum Weighted Average Mark (WAM) of 85 in their most recent term of study.
- 10.2 The scholarship for UOWD College students will cover part of the tuition for the ensuing UOWD College term.
- 10.3 The scholarship cannot be deferred. If it is not used for the term immediately after which it was awarded, it will be forfeited.
- 10.4 UOWD College students applying for scholarships must submit their applications to the UOWD College Student Centre.

## 11.0 Determination of Scholarships

- 11.1 The Scholarship Committee is responsible for determining scholarships in accordance with the relevant eligibility criteria outlined in this policy.
- 11.2 The membership and procedures of Scholarship Committee are outlined in the Scholarship Committee Terms of Reference (TOR-20).
- 11.3 The Committee reserves the right to determine scholarship entitlements for a particular category of scholarship and may also decide to not award a particular category upon assessing the applications.
- 11.4 Subject to approval of the Scholarships Committee, the President has the discretion to offer up to a 100% Scholarship in exceptional circumstances.
- 11.5 In all cases the decisions taken by the Scholarship Committee are final and students do not have the right to appeal.

## 12.0 Academic Requirements to Maintain a Scholarship

- 12.1 The following table refers to the academic requirements to maintain Academic Merit Scholarships:

Academic Requirements to Maintain Academic Merit Scholarships – New Students	
Level	Criteria
Undergraduate Students	<ul style="list-style-type: none"> <li>a) Enrol in a minimum of 3 subjects (mandatory)</li> <li>b) Maintain a cumulative WAM of <math>\geq 75</math> (50% scholarship)</li> <li>c) Maintain a cumulative WAM of <math>\geq 65</math> (25% scholarship)</li> <li>d) Maintain a cumulative WAM of <math>\geq 55</math> (15% scholarship)</li> <li>e) Receive no “Fail” (F or TF) grades (all scholarships)</li> <li>f) Enrolment in Summer is optional (unless Summer is the first semester of study)</li> </ul>
Postgraduate Students	<ul style="list-style-type: none"> <li>a) Enrol in a minimum of 2 subjects (mandatory only for students on a UOWD sponsored visa)</li> <li>b) Maintain a cumulative WAM of <math>\geq 65</math> (15% and 25% scholarship)</li> <li>c) Receive no “Fail” (F or TF) grades</li> <li>d) Enrolment in Summer is optional (unless Summer is the first semester of study)</li> </ul>



Academic Requirements to Maintain Sports Scholarships	
Level	Criteria
Undergraduate Sports Students (Adam Gilchrist Sports Award and Continuing students)	<ul style="list-style-type: none"> <li>a) Enrol in a minimum of 3 subjects (mandatory)</li> <li>b) Maintain a cumulative WAM of <math>\geq 65</math></li> <li>c) Receive no "Fail" (F or TF) grades</li> <li>d) Enrolment in Summer is optional (unless Summer is the first semester of study)</li> </ul>
Postgraduate Sports Students (Adam Gilchrist Sports Award and Continuing students)	<ul style="list-style-type: none"> <li>a) Enrol in a minimum of 2 subjects (mandatory only for students on a UOWD sponsored visa)</li> <li>b) Maintain a cumulative WAM of <math>\geq 65</math></li> <li>c) Receive no "Fail" (F or TF) grades</li> <li>d) Enrolment in Summer is optional (unless Summer is the first semester of study)</li> </ul>

**12.2** Scholarship students must also meet all of the requirements of the Fees Policy in order to remain eligible for their scholarship.

**12.3** Scholarship holders failing to meet these requirements will no longer be entitled to retain their scholarship and will therefore have to pay the relevant tuition fees in order to continue their studies.

## 13.0 Tuition Grants

**13.1** UOWD offers tuition grants to candidates who wish to enrol for the University's degree programs and meet the specific eligibility criteria applicable for each grant scheme as specified below.

**13.2** A grant will cover part of the tuition fees depending on the value of the grant being offered.

**13.3** The grant does not include textbooks, excursions, accommodation, living expenses or any other costs involved in undertaking study.

**13.4** Applications for tuition grants must be made at the time of submitting applications to study at the University and no retrospective grants will be awarded once a student has enrolled in a program of study.

## 14.0 Family Grants

**14.1** UOWD offers family grants to immediate family members of currently enrolled students as per the schedule in 14.2 below. Immediate family members are defined as father, mother, siblings and spouse.

**14.2** The tuition grant schedule is as follows:

1st immediate family member enrolment	regular fee
2nd immediate family member enrolment	5% discount on subject tuition fees
3rd immediate family member enrolment	10% discount on subject tuition fees



4th immediate family member enrolment onwards	15% discount on subject tuition fees
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- 14.3** To avail the tuition grants, immediate family members must be enrolled during the same semester.
- 14.4** Family grant benefits are for tuition fees only and are available for UOWD College courses as well as UOWD undergraduate and postgraduate programs.
- 14.5** Students must meet all admission requirements relevant to their program of study as outlined in the Admissions Policy and provide evidence of relationship (e.g. birth/marriage certificates, passports).

## 15.0 UOWD Alumni Grants

- 15.1** An Alumni Grant equivalent to 20% of total tuition fees will be awarded to students who have graduated from a UOWD degree program and wish to enrol in a subsequent degree program at UOWD, or a course at UOWD College.
- 15.2** In order to be eligible for an Alumni Grant, the student must:
- 15.2.1 have completed a degree at UOWD; and
  - 15.2.2 meet all admission requirements for the program for which they have applied.
- 15.3** The grant is applied to tuition fees only.
- 15.4** Refunds will be made in accordance with the refund schedules outlined in the Fees Policy.
- 15.5** This Alumni Grant applies only to undergraduate and postgraduate degree programs, and UOWD College courses. PhD/DBA, certificates and other programs are excluded.
- 15.6** The grant will be used toward the tuition fees for the duration of the program.

## 16.0 Family of Alumni Tuition Grants

- 16.1** UOWD offers grants equivalent to 5% of total tuition fees to family members of alumni who wish to enrol for the university's undergraduate or postgraduate degree programs. Immediate family members are defined as father, mother, siblings and spouse.
- 16.2** In order to be eligible for this grant, the student must:
- 16.2.1 meet all normal admission requirements for the degree program for which they have applied.
  - 16.2.2 The Alumnus must have graduated from a UOWD degree program. This grant is not available if the parent has graduated from a UOW (Australia) degree program.

## 17.0 Corporate Employee Grant

- 17.1** As part of the business development and community engagement initiatives of the University, a number of corporations will be able to avail the Corporate Employee Grant. A corporate grant on tuition fees for UOWD undergraduate and postgraduate programs will be offered to their

employees. Specific grant levels for selected companies can be obtained from the Finance Department.

- 17.2 The offer is valid for one academic year and is subject to annual review.
- 17.3 An official letter of employment from the employer is required.
- 17.4 Employees must meet all UOWD admission requirements as outlined in the Admissions Policy.

## 18.0 'Refer a Friend'

- 18.1 'Refer a Friend' tuition grants are available to currently enrolled students and UOWD alumnus who refer a friend (a 'new student' commencing study at UOWD or UOWD College) to the University.
- 18.2 The tuition grant offer is valued at 10% of tuition fees paid by the new student in their first semester. The currently enrolled student or alumnus will be eligible for this tuition grant provided the new student enrolls in the semester for which an offer of admission has been made.
- 18.3 The grant will apply once the new student has enrolled and completed one semester of study.
- 18.4 If the currently enrolled student is in their final semester at the time of the new student enrolling, a refund of 10% of the new student's first semester tuition fees will be paid directly to the currently enrolled student and alumnus.
- 18.5 At the time of application, the 'friend' MUST accompany the applicant and provide their student identification card. No retrospective decisions will be made if this information has not been provided.

## 19.0 Review

- 19.1 This policy will be reviewed by the Scholarship Committee to ensure currency and appropriateness. Any changes to the policy may be retrospectively implemented to all existing scholarships and tuition grants awarded as agreed by the Scholarship Committee.

## 20.0 Governance

### 20.1 Scholarship Criteria

- 20.1.1 The UOWD Executive Committee approves requirements for scholarships to the University through approval of this Policy.
- 20.1.2 The UOWD Education Committee should be consulted for the criteria to award scholarships to individual courses, including the relevant entry scores and backgrounds.
- 20.1.3 The President approves changes to Scholarships Criteria, including those listed on web links in this document, in consultation with the Scholarship Committee.

## 21.0 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
V1-V4	No details available	No details available	Information unavailable
V5	21Sep05	Executive Committee	Updated criteria / new UOWD Logo
V6	08 Nov 05	Executive Committee	Added 2.2 Reference to other discounts
V7	30Aug06	Executive Committee	Updated and amended all sections. Included as Appendices individual Scholarship criteria
V8	30 Aug 07	Executive Committee	Changed "Australian Businesses in Gulf" to "Australian Business Council Dubai". Updated Section 2.1.1, 8.0, 9.0 and 11.1 Changed Continuing Level Scholarships being "reviewed annually" to "reviewed every semester"
V9	24 July 08	Executive Committee	Policy renamed "Scholarship and Tuition Grants Policy" to reflect the change in scope due to merging of Scholarship and Tuition Discounts and Grants policy. Updated the list of entry level scholarships available. Revised the policy to include the new scholarships introduced for continuing students. Added a new section on Tuition Discounts to include the family discounts and alumni discounts offered.
V10	05 Aug 08	Executive Committee	Added the minimum academic criteria required to be considered for outstanding academic excellence scholarship at the postgraduate and undergraduate levels.
V11	23 June 09	Executive Committee	Updated the Review section of the policy.
V12	02 July 09	Executive Committee	Revised the eligibility criteria for Outstanding Sports and Leadership Achievement Scholarship at the postgraduate level. Revised section 10.2 to reflect that alumni grants are awarded to undergraduate and postgraduate students joining for a postgraduate degree. Added a new section (10.5) on 'Refer a friend' tuition discount scheme.
V13	24 Mar 2010	Executive Committee	Separated the procedural elements from the policy. Changed the entry criteria for entry level outstanding Sports and Leadership achievement scholarships. Added details pertaining to targeted scholarships.
V14	06 Jan 2011	Executive Committee	Converted the GPA requirements in 3.2.2, 3.2.4 and 3.2.6 in to equivalent WAM values. Added a clause on tuition grants available for doctoral students. Added a new category of scholarships – continuing level scholarships for LSC students.
V15	08 Dec 2011	Executive Committee	The undergraduate degree programs were added under the Alumni Grants Section 15.5.
V16	12 Feb 2014	Executive Committee	Revised the scope of the policy to remove the following category of scholarships (a) entry level scholarships for MBA and MQM students (b) targeted scholarships for postgraduate students (b) children of alumni scholarships. Changed the number of sports scholarships offered to 2 under section 3.2. Added a new category of sports scholarship – Adman Gilchrist Sports Award (section 3.2). Revised academic requirements to maintain scholarships under section 4.6. Changed the tuition fee discounts offered under the family grants scheme (section 12). Revised tuition fee discounts offered and fee refund provisions for students availing alumni grants (section 13). Added Appendix A .



Version Control	Date Effective	Approved By	Amendment
V17	23 Jun 2015	Executive Committee	Removed the appendices and replaced with weblinks for specific scholarship criteria and information. Implemented governance arrangements to update the weblinks. Removed the 2 x 20% sports scholarships and replaced with an additional Adam Gilchrist sports award. Reinstated the continuing sports scholarships.
V18	17 Jan 2016	Executive Committee	Amended to the criteria for students to maintain their scholarship (section 4.6); updated Alumni discount to 20%.
V19	23 May 2017	Executive Committee	Removed section precluding MBA and MQM from applying Removed minimum study load requirement for PG students not on UOWD visa. Clarified academic and non-academic related expectations of scholarship holders. Changed document to new UOWD Official document template.
V20	7 Feb 2018	UOWE Policy Officer	Administrative update – new document number issued.
V21	23 Jul 2018	Executive Committee	Removed section referring to Sports Scholarships for Continuing Students. Revised for minor edits.