



## Policy –Lawson College Australia Scholarships and Rewards

**NOTE: NO SCHOLARSHIPS WILL BE OFFERED FROM JANUARY 2024**

### Purpose

Lawson College Australia [LCA] may offer scholarships or rewards to select international students of any nationality and citizenship in line with certain criteria and/ or specific requirements as outlined below.

### Scope

It is at the sole discretion of the Lawson College Australia Awards Panel to identify and offer scholarships including the fee waiver and fee discount to enrolling students for direct admission into a course or courses without any agent, and rewards for enrolled students where applicable.

### Definitions

<b>Lawson College Australia Awards Panel</b>	A small group of people brought together to investigate or decide on a particular matter. At Lawson College Australia the Panel is the Quality and Compliance Committee (QACC) Executive				
<b>Principal course</b>	The PRINCIPAL course of study is the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses and is usually the final course of study. The first six months is calculated as six calendar months from the date an overseas student commences their principal course [Standard 7: Overseas Student Transfers]				
<b>Reward (Financial hardship support)</b>	At Lawson College Australia a reward also referred as financial hardship support can be offered <b>at any time</b> during a students' current enrolment in a course or courses which would provide financial assistance to the student during the financial hardship and generally under the circumstances which are considered as compelling and compassionate i.e., beyond student's control, such as, but not limited to: <ul style="list-style-type: none"> <li>a natural disaster in a student's home country that has impacted on the student's family e.g., pandemic, typhoon, hurricane etc</li> <li>a medical illness or severe injury to a student that requires hospitalisation and/or impairs a student's ability to engage with their studies</li> <li>the bereavement of an immediate family member, close friend</li> </ul> A Reward does not have to be repaid to Lawson College Australia.				
<b>Scholarship (Fee waiver, Fee discount)</b>	A reduction in the tuition fee to support student's education for the entire duration of a course or courses selected by the student with a minimum of two (2) years of study, as offered by Lawson College Australia. A scholarship includes fee waiver, fee discount and is offered to students who apply for admission directly to Lawson College and not through any agency. Students applying through an agency are generally not eligible for scholarship. A scholarship, fee waiver and fee discount are offered to the eligible students on the conditions that the student will continue studying with Lawson College Australia for the entire duration of the course or courses for which the scholarship, fee waiver or fee discount was initially offered and timely payments of all the fees, including the tuition fee, as mentioned, and accepted by the student on the 'Student Written Agreement' also called as 'Letter of Offer'.				
<b>Spent (used) Scholarship</b>	At Lawson College Australia a 'spent scholarship' amount relates to the amount a student has 'used' during their enrolment and is required to reimburse (pay back) Lawson College Australia if a student cancels their enrolment or transfers out of Lawson College Australia prior to completion of the final six				
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	<p>months of the 'Principal Course'. The spent scholarship amount is the difference between the full instalment fee less the amount actually paid (as per the scholarship awarded).</p> <p>A Spent Scholarship is normally required to be paid back to Lawson College Australia.</p>
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## Policy

### 1. Overview

Lawson College Australia seeks to assist students with their aims and dreams. This *Policy – Scholarships and Rewards* enables genuine financial assistance to students.

Details regarding Lawson College Australia Scholarships and/or Rewards are:

- a. Scholarships and/or rewards are awarded at the discretion of the Lawson College Australia Awards Panel.
- b. The number of scholarships and/ or rewards and the amount of same are at the sole discretion of the Lawson College Australia Awards Panel.
- c. A Reward takes the form of financial support to a student at any time during a current enrolment in a study period. A Reward is based on genuine evidence of hardship due to compassionate and compelling circumstances. The recipient is not required to reimburse the amount of the financial support provided by Lawson College Australia.
- d. A Scholarship also takes the form of financial support (fee waiver, discount), for those students who apply directly to Lawson College Australia and subsequently enrol. No full scholarships for course or courses are awarded and recipients receive a maximum reduction of up to 50% of the tuition fee for the course or courses a student is enrolled. Specific details are outlined in the Student's Letter of Offer and accepted in the Written Agreement.
- e. Scholarships are not required to be applied for by a student, but rather, the Lawson College Australia Awards Panel awards based on stated criteria, and the availability of funds to distribute scholarships and/or rewards.
- f. Lawson College Australia does not assure or guarantee any Scholarship or Reward to any enrolling or enrolled students
- g. The scholarship may be cancelled should the recipient not meet or continue to meet the relevant criteria or responsibilities (see 'eligibility to retain' below)
- h. If for any reason the qualification/s that the Lawson College Australia scholarship was provided is not completed, the student must reimburse [pay back] Lawson College Australia the full amount of the Lawson College Australia scholarship or reward used (spent scholarship).
- i. The repayment of the spent scholarship applies to all courses the student has participated in or all courses in the Letter of Offer.
- j. The 'spent scholarship' is determined by calculating the amount of scholarship 'spent' (used) during enrolment. The spent scholarship amount is the difference between the full instalment

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fee less the amount actually paid (as per the scholarship awarded), up until the final six months of the Principal Course.

- k. Administration of the Lawson College Australia Scholarships and Awards is undertaken by Lawson College Australia.

## 2. About the Lawson College Australia awards

There are two (2) different Lawson College Australia awards.

### 2.1 Scholarship (Fee waiver, Fee discount)

A Lawson College Australia Scholarship is normally awarded to Students who:

1. Apply directly to Lawson College Australia (not via an Agent); and
2. Subsequently enrol in a qualification program/package of programs with a duration that exceeds two years.

#### Detail:

- a. The amount of the scholarship is deducted from the total tuition fee due in each instalment as outlined in the Letter of Offer and Written Agreement.
- b. Other fees and charges such as Overseas Student Health Cover, Enrolment fee and learning resources/material fees will still apply.
- c. If for any reason a student does not complete the qualification/s that the scholarship was provided or continue to meet the eligibility to retain the scholarship the scholarship will be forfeited or cancelled, and the *student must reimburse [pay back] Lawson College Australia the full amount of the scholarship used (spent scholarship).*

### 2.2 Reward (Financial hardship support)

A Lawson College Australia Reward may be awarded to Students who:

1. Demonstrate extreme financial hardship caused by compassionate and compelling circumstances as outlined by evidence and as per 'Definitions' above; and
2. Have consistently met their overseas student conditions and demonstrate genuine commitment to continuing to meet their overseas student visa conditions.

#### Detail:

- a. A Student may self-identify or be identified by Lawson College Australia as not meeting their overseas student visa conditions. Counselling by Student Support Services may identify that the student is experiencing extreme financial hardship due to compassionate and compelling circumstances and subsequent actions/strategies devised and implemented (including a Reward).

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- b. A Reward may include part of or full future tuition instalment fee for the courses enrolled [it is normally not granted retrospectively].
- c. Other fees and charges such as Overseas Student Health Cover, Enrolment fee and learning resources/material fees will still apply.
- d. If for any reason a student does not complete the qualification/s enrolled, a reward *is not required to be reimbursed to Lawson College Australia*.

### 3. Eligibility for consideration of a Lawson College Australia Scholarship or Reward

To be eligible for consideration by the Lawson College Australia Awards Panel for a scholarship or reward for international students, the student must:

- a. Apply directly to Lawson College Australia for admission into a particular course or courses without any agent being involved
- b. Be classified as an overseas student in Australia
- c. Meet all conditions and criteria as per the Student Written Agreement
- d. Satisfy all legal requirements for overseas students by the Department of Home Affairs as outlined in the overseas student visa requirements
- e. Not simultaneously hold another scholarship
- f. Not have conflicting obligations with another registered training organisation.

### 4. Expectations of Overseas Students who hold a Lawson College Australia Scholarship

It is expected that each overseas student who has accepted a Lawson College Australia Scholarship will:

- a. Consistently meet the **overseas student visa requirements**, including:
  - i. Maintaining attendance
  - ii. Maintaining satisfactory course progress; and
  - iii. Completing the course/s enrolled within the listed CoE end date.
- b. Complete all programs for which the scholarship is offered. In the case of packaged courses this includes the Principal Course.
- c. Pay their tuition fee on or before the due date of instalment, as listed in the Student Written Agreement; and
- d. Not bring Lawson College Australia into disrepute, for example, on social media or other methods.

### 5. Scholarship/ Fee Waiver/ Fee Discount Conditions

A Scholarship Offer/Fee Waiver/Fee Discount may be awarded to Students enrolling in specific Courses as specified in their Letter of Offer, Section 3 (“Program Offer Details”). These Scholarship Offers/Fee Waiver/Fee Discounts are subject to completing all of the Program/s for which the Scholarship Offer/Fee Waiver/Fee Discount is offered and paying the Tuition Fees on or before the due date. Should this not occur, the Scholarship Offer/Fee Waiver/Fee Discount will be forfeited and the student will be liable to pay all /any of the balance of previous full Tuition Fee, that is, payment of the

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difference between the full Tuition Fee and the scholarship paid and/or any other waived or discounted fee on demand.

The student must acknowledge that they have read, understood and agree to Lawson College Scholarships/Fee waiver/Fee Discount as subject to their:

- Completing all the programs for which the scholarship/fee waiver/fee discount is offered.
- Paying tuition fees on or before the due date.
  - Tuition fee instalments are due on 1st March, 1st June, 1st September, and 1st December during enrolment.

The student must agree that their Scholarships/Fee waiver/Fee Discount will be forfeited and will be liable to pay all /any of the balance of previous full tuition fee that is, payment of the difference between the full tuition fee and the scholarship paid and/or any other waived or discounted fee at a full fee rate in case they DO NOT meet the above conditions.

## 6. Retention of Records

Details of the Lawson College Australia scholarship or reward will be retained on the Student File.

## 7. Dissemination of information to staff

- 7.1 Relevant staff will be informed of this Policy and Procedure and any subsequent changes will be via an agenda item at a scheduled Quality and Compliance Committee (QACC) Executive meeting, and published minutes, and dissemination by public access of this Policy and Procedure on the Lawson College Australia website – International Student Policies (<https://lawsoncollege.edu.au/international-student-policies/>)

## Document History and Version Control Table

Version	Date approved	Approved by	Type of change	Extent
V 1.0	01/05/2019	CEO	Initial development	Developed
V2.0	03/06/2021	QACC	Major	Updated logo and Footer content and reorganised text Included maximum reduction amount of scholarship
2.1	24/03/2022	QACC	Minor	Revised wording in Section 1, i). Revised wording in Section 2 Inserted <b>Section 5 Scholarship/ Fee Waiver/ Fee Discount conditions.</b> Retention now Section 6 and Retention of Records Added <b>Section 7. Dissemination of information to staff</b> Replaced LCA with Lawson College Australia Corrected Policy name in Footer Version and date changed in Footer

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