

<b>Operational Policy</b>	
<b>2023 SAE Scholarship Policy</b>	
<b>Terms and Conditions</b>	
1. Policy Statement	This policy outlines the terms and conditions applicants, students, and staff abide by when applying for or receiving financial Scholarships at SAE Institute Pty Ltd, trading as SAE Creative Media Institute (SAE)
2. Purpose	This policy and procedure is to define the principles of scholarships at SAE, when, how and who may access the scholarship and the main conditions applying to them.
3. Scope	These guidelines apply to all SAE Campuses and the application associated with the Scholarships.
4. Associated Policies & Procedures	<ul style="list-style-type: none"> <li>● SAE Code of Conduct</li> <li>● SAE Student Progression Policy</li> <li>● Academic Integrity Policy</li> <li>● Tuition Fees and Refund Policy and Procedure</li> </ul>
5. Associated Documents	<ul style="list-style-type: none"> <li>● Guidelines for application which are available when Scholarships are open.</li> <li>● Application form as available on SAE's website</li> </ul>
6. Policy	<p><b>6.1 General Terms and Conditions</b></p> <p>SAE Scholarships are awarded subject to the following terms and conditions:</p> <ul style="list-style-type: none"> <li>● The recipient is the sole holder of the Scholarship in a specified program;</li> <li>● Recipients of the Excellence in Creative Media Full Scholarship must be enrolled into the Bachelor course and maintain a <b>full-time</b> study load equal to 40 credit points per trimester.</li> <li>● Recipients of the Creative First Nations Full Scholarship must be enrolled into the Bachelor course and maintain a <b>full-time</b> or part-time study load equal to 40 credit points (for full-time) or 20 credit points (for part-time) per trimester.</li> <li>● Recipients of the Kickstarter Partial Scholarship must be enrolled into the Bachelor course and maintain a <b>full-time</b> study load equal to 40 credit points per trimester.</li> <li>● The recipient must not be the holder of another Scholarship within the same period of time.</li> <li>● The Scholarship must be taken within the specified term and cannot usually be deferred for a period longer than 12 months, except where the recipient may request consideration of a deferral due to Special Circumstances.</li> <li>● The Scholarship is a tuition Scholarship and is to be used for tuition fees only.</li> <li>● All recipients of all awards must maintain satisfactory attendance and a high academic standard across all units of study.</li> <li>● Receiving a Fail grade in any unit of study may result in review or termination of the Scholarship.</li> </ul>

- Recipients agree to be profiled for marketing and promotion purposes. This may include, but not limited to, providing photos and profile information for SAE’s website, newsletters, advertising, and other marketing collateral;
- Recipients of Kickstarter Scholarships agree to undertake ambassador duties for 5 hours per trimester. This may involve attendance and participation at key events such as expos, open days and other campus initiatives.
- Recipients of the Excellence in Creative Media and Creative First Nations Scholarship agree to undertake ambassador duties for 20 hours per trimester. This may involve attendance and participation at key events such as expos, open days and other campus initiatives.
- The Scholarship entitles the recipient to undertake approved units of study from the course in which the Scholarship is held;
- Other eligibility criteria may apply as indicated in the application form;
- Should the Scholarship recipient fail to meet any condition, the Scholarship may be reviewed or terminated.

**Note:** The Institute is not obliged to award a Scholarship if it is determined that there were no suitable commencing student applicants.

**6.2: Revocation of Scholarships**

SAE reserves the right to revoke a Scholarship under the following conditions;

- A breach of the SAE Code of Conduct
- Breaches of the Academic Integrity Policy
- Being placed on Academic Probation as per the Student Progression Policy
- Cancellation of Scholarship recipient enrolment for any reason.

**Administrative Information & Version Control**

Date	Summary of Changes	Approved by
23 Aug 2022	Created	Matt Langler
26 Aug 2022	Edits to Terms and Conditions	Wendy Stone
26 Aug 2022	Approved	Wendy Stone & Louise Wilson