

Student Scholarship Procedures

1. Governing policy

The Student Scholarship Procedures implement the Scholarship Policy, offering a variety of opportunities for both new and current students. These scholarships support a diverse range of students, including those facing significant financial hardship, and some of which are funded by various corporate partners. The procedures outline the application, selection, ongoing eligibility, and termination processes for scholarships at the Institution.

2. Scope

These procedures apply to all prospective and current scholarship recipients at the Institution.

3. Procedures

3.1 Students are made aware of scholarship opportunities through various promotional material. All new and current students are encouraged to apply for any scholarships for which they may be eligible.

3.2 Details of the scholarships available at the Institution, including value, eligibility criteria, the application and selection process and closing dates, can be found on the scholarship pages of the [ICMS website](#). The full terms and conditions are outlined in the relevant scholarship application form.

3.3 The details of the scholarships available at the Institution (including number available, value, eligibility criteria, etc.) and their respective terms and conditions are approved by the Chairperson Scholarships and shareholder. Details are provided to the Board of Directors annually. Details are also provided to the Registry and Finance teams.

3.4. Students are required to keep a copy of the terms of conditions contained within the application form for their reference. Successful recipients are provided with the scholarship terms and conditions as part of their formal scholarship offer.

Application process

3.5 Students must apply for a scholarship using the relevant scholarship application form which is available to download from the scholarship section on the ICMS website.

3.6 Students must submit the completed application form and all specified supporting documentation before 5pm on the day of closing outlined in the relevant scholarship application form. Incomplete or late applications will not be accepted unless in exceptional circumstances as determined by the Chairperson of Scholarships.

3.7 The Scholarship Office checks completed application forms upon submission to ensure the applicants meet the scholarship eligibility criteria and that all supporting documentation has been provided.

3.8 All applicants are assessed on the basis of their application form, and an interview for specific scholarship types.

3.9 A student awarded a scholarship cannot apply for or receive another scholarship or subsidy unless the current scholarship credit is fully redeemed and the scholarship criteria allows for it. In some instances, certain scholarships do not permit previous recipients from applying again.

Selection process

3.10 Applications are assessed and shortlisted based on the completed application form and supporting documentation against the approved scholarship criteria. In most cases, a panel interview is required.

3.11 A scholarship selection committee (committee) is convened by the Chairperson of Scholarships for all scholarships where a qualitative judgment is required. Interviews are attended by the Chairperson of Scholarships plus at least one other senior member of staff or corporate partner representative to ensure objectivity.

3.12 The committee reviews applications and conducts one or more panel interview(s) with applicants either in person or online. Academic Excellence Scholarship applicants are not required to attend an interview as this scholarship is determined on the basis of academic results.

3.13 All applicants are notified of the outcome of their scholarship application regardless of whether they are successful or not.

Acceptance

3.14 Successful recipients are formally notified in writing.

3.15 Successful applicants are required to formally accept their offer of a scholarship and the relevant terms and conditions by the deadline outlined in the scholarship offer.

3.16 All scholarship documentation, including the scholarship offer letter and all communication with the student, is filed in the student's record in the student management system. The Scholarship Office notifies the Registry and Finance teams of the list of successful recipients.

3.17 An offer of a scholarship must be accepted for the year in which the scholarship is offered. It cannot be deferred to a subsequent study period.

Scholarship value and payments

3.18 Scholarships vary in value as determined by the Chair of Scholarships and shareholder each year. Details are outlined in the scholarship terms and conditions in the relevant application form, and outlined in the student's scholarship offer letter.

3.19 Scholarship values are non-negotiable and cannot be changed under any circumstances.

3.20 Scholarships are awarded in the form of tuition and/or accommodation credit. The timing of the credit apportionment is not negotiable and not changeable.

3.21 Cash payments are not provided under any circumstances, and scholarship credit cannot be applied to fees already paid.

3.22 Scholarships are not available to students using any other scholarship, bursary or discount at the Institution.

Ongoing eligibility

3.23 Student must maintain their enrolment to remain eligible for a scholarship.

3.24 Scholarships, as outlined in the scholarship pages of the ICMS website, require the recipient to maintain specific requirements such as a minimum Grade Point Average (GPA) and correct professional and academic conduct. Specific requirements are outlined in the scholarship offer letter.

3.25 Leave of absences are not normally granted to students with a scholarship and scholarships are not able to be deferred unless by application and due to circumstances beyond the applicant's control.

Termination of the scholarship

3.26 The Institution reserves the right to terminate the scholarship at any point during the student's enrolment for reasons including, but not limited to:

- an offer is made after submission of incomplete, inaccurate, fraudulent or misleading information supplied by the scholarship recipient;
- a breach of the Terms and Conditions of Enrolment, including (but not limited to) failure to pay tuition or other fees to the Institution;
- misbehaviour by the student (General Misconduct Policy, Student Code of Conduct and General Misconduct Procedures);
- failing to maintain satisfactory course progress if the scholarship conditions require a minimum GPA to be maintained;
- a breach of academic integrity (Academic Integrity Policy and Academic Integrity Procedures);
- a student formally withdraws from the Institution.

3.27 The scholarship ceremonies are held throughout the year to recognise and formally award each scholarship recipient.

3.28 For new domestic undergraduate scholarship recipients, a letter and photo of the student receiving their award is sent to the relevant school principal and local newspaper.

4. Roles and responsibilities

4.1 The Chairperson of Scholarships and shareholder determine the type, number of scholarships available and their value each year.

4.2 The Chairperson of Scholarships:

- oversees and implements the scholarship process, and makes decisions

- with the Scholarship Selection Committee on applications;
- prepares periodic reports for the Board of Directors which includes, but is not limited to, the data on the types and number of scholarships awarded, and progress data of recipients who are required to maintain satisfactory academic progress;
 - provides copies of scholarship offer letters, tuition credit amounts and all correspondence with successful and unsuccessful recipients to the Registry team for documenting in the student management system; and
 - notifies the Finance team of all successful recipients and approved tuition credit amounts.

Approved by the Board of Directors on 18 March 2025