

Subject:	Scholarship and Tuition Grants Policy
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Contact:	Vice President [Academic] /Vice President [Administration]
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1.0 Purpose

This policy stipulates the principles and governance concerning the awarding and review of scholarships and tuition grants to students studying at the University of Wollongong in Dubai (UOWD).

2.0 Scholarships and Tuition Grants

- 2.1 In recognition of academic and sporting achievements, UOWD offer general purpose and targeted scholarships to Entry and Continuing level students.
- 2.2 The University also offer a range of tuition grants to currently enrolled students, alumnus and their immediate family members, employees of selected organisations. The University also has a 'Refer a Friend' scheme.
- 2.3 Targeted scholarships will be available to specific organisations based on the recommendations of University Faculty and departments and approval of the Senior Executive.
- 2.4 Scholarships and tuition grants awarded at the University of Wollongong in Dubai are not transferable to the University of Wollongong, Australia.
- 2.5 An individual student can only be in receipt of one scholarship or tuition grant at any given time. Students can not use any discount incentive in conjunction with an existing scholarship or tuition grant.

3.0 Entry Level Scholarships

Scholarships are awarded at the commencement of each semester (unless otherwise stated) and reviewed at the end of every semester. Refer to <http://www.uowdubai.ac.ae/ps/details.php?sec=9,1> for details regarding scholarships on offer.

3.1 General Eligibility Criteria for Entry Level Scholarships

- 3.1.1 Meet the academic and admission criteria relevant to their program of study as outlined in the Admissions Policy (PP-REG-DB-05.01)
- 3.1.2 Meet all criteria relevant to an individual scholarship offered.
- 3.1.3 Be enrolled as a minimum number of subjects as outline in section 5.6 of this policy, and be enrolling in their first semester of study, in the program for which they have applied.
- 3.1.4 Commence studies as outlined in their offer of Admission, and will not be permitted to defer their scholarship beyond one semester, after which they are awarded a scholarship.

- 3.1.5 Enrol in at least one summer semester, that is, either Summer 1 or Summer 2 and complete the relevant number of subjects as outlined in section 5.6. Failure to do so will result in the student's scholarship being cancelled.

3.2 **Specific Eligibility Criteria for Entry Level Scholarships**

Outstanding Academic Excellence Scholarship

- 3.2.1 Undergraduate applicants must have completed and achieved a minimum 85% or equivalent in their high school certificate.
- 3.2.2 Postgraduate applicants must hold a recognised Bachelor degree with a Grade Point Average of 3.5 out of 4 or equivalent.

Targeted Scholarships

- 3.2.3 Undergraduate applicants must have completed and achieved a minimum 85% or equivalent in their high school certificate.
- 3.2.4 Postgraduate applicants must hold a recognised Bachelor degree with a Grade Point Average of 3.5 out of 4 or equivalent.

Outstanding Sports Achievement Scholarship

- 3.2.5 Achieved a minimum of 65% or equivalent in their secondary school results for undergraduate admission.
- 3.2.6 Postgraduate applicants must hold a recognised Bachelor degree with a Grade Point Average of 3.0 out of 4 or equivalent.
- 3.2.7 Achieved sporting recognition in a sport in which UOWD fields an official team and/or competes on a regular basis: football, basketball (Men's & women's), volleyball, table tennis, and cricket.
- 3.2.8 For the purposes of the Sports Scholarship, sporting recognition is defined as:
- 3.2.8.1 a representative sport currently being undertaken and the level participating at (i.e: emirate/state, national or international level);
 - 3.2.8.2 A demonstrated history of performance, career sporting highlights and ambitions
 - 3.2.8.3 outstanding performance in terms of achievements as evidenced by ranking, awards, trophies and coach or representative body referee reports, newspaper articles etc.
 - 3.2.8.4 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.

Children of Alumni Scholarship

- 3.2.9 Undergraduate applicants must have completed and achieved a minimum 85% or equivalent in their high school certificate.
- 3.2.10 Postgraduate applicants must hold a recognised Bachelor degree with a Grade Point Average of 3.5 out of 4 or equivalent.

3.2.11 Parent of the child must have completed a degree at UOWD. This grant is not available if the parent has graduated from a UOW (Australia) degree program.

4.0 Selection Criteria for Entry Level Scholarships

- 4.1 Applicants who are eligible for the Outstanding Academic Excellence Scholarships valued at 20% and 30%, will be assessed automatically by Admissions staff at the time of submitting an Application for Admission.
- 4.2 Applicants who are eligible to apply for the Outstanding Academic Excellence Scholarships valued at 100%, must lodge an application as per section 7.0.

5.0 Review of Scholarships

- 5.1 An Entry Level Scholarship is awarded for the entire “normal” duration of the degree program in which it was awarded.
- 5.2 Specific minimum levels of academic performance must be achieved in each semester in order to remain eligible for the Scholarship as per section 5.6 below.
- 5.3 Sports Scholarship recipients must have actively participated in all practice sessions and competitions for the UOWD sports team on which they are a member.
 - 5.3.1 Sports participation will be assessed by the Sports Co-ordinator.
 - 5.3.2 A brief report from the Sports Co-ordinator will be submitted to the Scholarship Committee at the end of autumn semester.
 - 5.3.3 A full report from the Sports Co-ordinator will be submitted to the Scholarship Committee at the end of spring semester.
- 5.4 With the exception of the Outstanding Sports Achievement Scholarships, Scholarships awarded to students will be reviewed at the end of each semester.
- 5.5 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;
- 5.6 The following table refers to the requirements to maintain a scholarship

Academic Requirements to Maintain Scholarships	
Level	Criteria
Undergraduate Students (academic and targeted)	Enrol in a minimum 3 subjects (autumn/spring semesters) and 2 subjects (summer semester) and achieve academic results of a minimum of D grade in all (but one with no less than a Pass grade)
Postgraduate Students (academic and targeted)	Enrol in a minimum 2 subjects (autumn/spring semesters) and 1 subject (summer semester) and achieve academic results of a minimum of D grade.
Undergraduate Sports Students	Enrol in a minimum of 3 subjects (autumn/spring semesters) and achieve academic results of a minimum grade of C in all (but one (1) with no less than a Pass grade).
Postgraduate Sports Students	Enrol in a minimum of 2 subjects (autumn/spring semesters) and achieve academic results of a minimum grade of C.

6.0 Scholarship Entitlements

- 6.1 A Scholarship will cover part or the entire tuition fees each semester depending on the value of scholarship offered, for the normal duration of the degree program, so long as the required academic standards (grades) mentioned in table under section 5.3 and 5.6 are maintained.
- 6.2 The scholarship does not include textbooks, excursions, accommodation, living expenses or any other costs involved in undertaking study.

7.0 Leave of Absence

Students seeking a 'Leave of Absence' from study whilst in receipt of a scholarship, must apply (in accordance with the Enrolment Policy PP-REG-DB-7.1) prior to the leave being taken.

8.0 Applying for Entry Level Scholarships

The procedure for applying for continuing level scholarship is outlined in the Scholarship and Tuition Grants procedure (PP-ACD-DB-2.1.1).

9.0 Continuing Level Scholarships (for currently enrolled students)

UOWD offers continuing level scholarships for meritorious and sports students. Scholarships are awarded each semester (unless otherwise stated). Refer to <http://www.uowdubai.ac.ae/ps/details.php?sec=9,1,2,1> for details regarding scholarships on offer.

10.0 Eligibility Criteria for Continuing Level Scholarships

10.1 Outstanding Students - Merit Scholarships

- 10.1.1 Students must perform meritoriously in their studies and have gained a minimum Weighted Average Mark (WAM) of 85 in their most recent semester of study.
- 10.1.2 Scholarships awarded will cover part of the tuition fees only for the subsequent semester after which the scholarship has been awarded.
- 10.1.3 Scholarships will be forfeited if the student does not enrol in the semester immediately following the session in which the scholarship was granted.
- 10.1.4 These are not on-going scholarships; however students may be eligible to apply in any given semester provided they have gained a minimum WAM of 85 in their most recent semester of study.
- 10.1.5 Candidates will be selected on the basis of their academic performance and the number of subjects undertaken in the previous semester.
- 10.1.6 If the student is in their final semester, the tuition fee scholarship will only be awarded if the student enrolls in another UOWD program the following semester.

10.2 Sports and Merit Scholarships

- 10.2.1 Students must have performed meritoriously in their studies and achieved a minimum grade of C in all subjects completed in their degree program;
- 10.2.2 Students must have participated on the UOWD sports teams during their enrolment prior to applying for a scholarship;

- 10.2.3 Students must be recommended by the UOWD Sports Coordinator to receive a scholarship.
- 10.2.4 If scholarships are not awarded in the Autumn session, the remaining scholarship/s may be awarded in Spring session. In that event, the scholarships for returning students will be for the Spring session only.
- 10.2.5 Scholarships can be awarded to either undergraduate or postgraduate students.
- 10.2.6 Scholarships will be for tuition fees only for a period of one academic year (Autumn and Spring sessions only) or balance thereof.

11.0 Applying for a Continuing Level Scholarship

The procedure for applying for continuing level scholarship is outlined in the Scholarship and Tuition Grants procedure (PP-ACD-DB-2.1.1).

12.0 Determination of Scholarships

The Scholarship Committee is responsible for determining scholarships in accordance with the relevant eligibility criteria outlined in this policy. The Committee reserves the right to determine scholarship entitlements for a particular category of scholarship and may also decide to award or not award a particular category upon assessing the applications. Subject to approval of the Scholarships Committee, the “Refer a Friend” tuition grant (Section 18 of policy) will include UOWD Alumni. In all cases the decisions taken by the Scholarship Committee are final and students do not have the right to appeal.

13.0 Tuition Grants

- 13.1 UOWD offers tuition grants to candidates who wish to enrol for the University’s undergraduate and postgraduate degree programs and meet the specific eligibility criteria applicable for the grant schemes.
- 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 10.2 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	10% discount on subject tuition fees
3rd immediate family member enrolment	15% discount on subject tuition fees
4th immediate family member enrolment onwards	20% discount on subject tuition fees

- 14.3 To avail the tuition grants immediate family members must be enrolled during the same semester.
- 14.4 Tuition Fees will be adjusted in the second semester to cover eligible grant amount.
- 14.5 Family grant benefits are for tuition fees only.
- 14.6 Students must meet all admission requirements relevant to their program of study as outlined in the Admissions Policy (PP-REG-DB-05.01).

15.0 UOWD Alumni Grants

- 15.1 An Alumni Grant equivalent to the tuition fee for one subject will be awarded to students, who have graduated from a UOWD undergraduate or postgraduate degree program and wish to enrol in a postgraduate degree program at UOWD.
- 15.2 In order to be eligible for an Alumni grant, the student must:
 - 15.2.1 have completed a degree at UOWD.
 - 15.2.2 meet all normal admission requirements for the postgraduate program.
 - 15.2.3 enrol in the postgraduate program within one academic year of completing their last semester of their last degree.
- 15.3 The grant can be applied to tuition fees only.
- 15.4 No fee refunds for one subject will be made if the student withdraws during the period that the grant is being used.
- 15.5 This Alumni grant applies only to postgraduate degree programs. Certificates and other programs at the postgraduate level are excluded.
- 15.6 The grant will be used toward the tuition fee in the first semester of enrolment.
- 15.7 There is no condition on the minimum number of subjects enrolled per session.

16.0 Family of Alumni Tuition Grants

- 16.1 UOWD offers grants 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 for.
 - 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 (PP-REG-DB-05.01).

18.0 ‘Refer a Friend’

- 18.1 ‘Refer a Friend’ tuition grants are available to currently enrolled students who refer a friend (a ‘new student’ commencing study at UOWD) 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 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.
- 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

This policy will be reviewed by the Scholarship Committee to ensure currency and appropriateness. Any changes to the policy will be retrospectively implemented to all existing scholarships and tuition grants awarded under the provisions of this policy.

20.0 Documentation

- Scholarship Procedure – PP-ACD-DB-2.1.1
- Application for scholarship “Personal Statement Form” -F-DB-REG-5.14
- Terms of Reference - Scholarship Committee -TOR-20
- Frequently Asked Questions Concerning UOWD Scholarships

Modification History

Version - No. and Date:	Modification Details :
V5-21Sep05	Updated criteria / new UOWD Logo
V6-08 Nov 05	Added 2.2 Reference to other discounts
V7-30Aug06	Updated and amended all sections. Included as Appendices individual Scholarship criteria
V8-30 Aug 07	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	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	Added the minimum academic criteria required to be considered for outstanding academic excellence scholarship at the postgraduate and undergraduate levels.
V11 23 June 09	Updated the Review section of the policy.
V12 02 July 09	Revised the eligibility criteria for Outstanding Sports 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	Separated the procedural elements from the policy. Changed the entry criteria for entry level outstanding sports achievement scholarships. Added details pertaining to targeted scholarships.