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| <b>POLICY NAME</b>               | <b>SCHOLARSHIP AND BURSARY POLICY</b> |                              |                           | <b>POLICY NO.</b>  | 50  |
| <b>EFFECTIVE DATE</b>            | April 2021                            | <b>DATE OF LAST REVISION</b> | April 2021                | <b>VERSION NO.</b> | 02  |
| <b>ADMINISTRATOR RESPONSIBLE</b> | Registrar                             | <b>CONTACT INFORMATION</b>   | registrar@cggs.act.edu.au |                    |     |
| <b>APPLIES TO</b>                |                                       |                              |                           |                    |     |
| FACULTY                          |                                       | STAFF                        | Yes                       | STUDENTS           | Yes |
| STUDENT EMPLOYEES                |                                       | VISITORS                     |                           | CONTRACTORS        |     |

## Rationale

The Canberra Girls Grammar School (CGGS) Scholarship and Bursary Program is designed to recognise high achievers as well as provide opportunities to girls and young women who may not otherwise have the opportunity to attend the School.

The Program specifically acknowledges and rewards students who have demonstrated academic excellence in combination with high achievement in sport, music, cultural pursuits, or across multiple disciplines. This Program also provides opportunities for Indigenous day students, and for boarding students from remote and regional communities.

As recipients of CGGS Scholarships and Bursaries are recognised for their leadership skills or service to their school or the broader community, they become ambassadors for our School. Underpinning the Program is an intention to nurture girls and young women who embrace and embody the School's three core values of inclusion, courage and integrity.

The Program was approved in 2019 and its revised version will commence in 2023. Recipients of awards offered prior to 2023 will continue to receive financial support to study at CGGS under the terms of their scholarship or bursary agreement. From 2023 all CGGS Scholarship and Bursary recipients will be part of the Program, with transition to be completed by 2026. These students will be referred to herein as the Scholars.

## Eligibility

Apart from those specified for individual scholarships and bursaries, all scholarships and bursaries share the following eligibility criteria:

- An exemplary work ethic and consistent application to academic pursuits
- An ability to make a positive and significant contribution to the life of the School
- A ready willingness to participate in a range of educational and school-related activities
- Evidence of having undertaken leadership roles in their school or broader community
- Willingness and ability to act as an ambassador for CGGS.

## PROCESS

### a) Applying

CGGS Scholarships and Bursaries are only open to permanent residents of Australia or those who hold Australian citizenship.

To apply for a scholarship or bursary the applicant must have already made a formal [application](#) to CGGS including payment of the \$165 [application fee](#) online. They must then complete the scholarship application and pay the \$95 [scholarship application fee](#).

When a student applies for a scholarship or bursary the Admissions office automatically holds a place for them, pending the outcome of the scholarship process.

All scholarship and bursary applicants must meet a minimum standard of academic competence and show evidence of their excellence in academic achievement, regardless of the award requirements or entitlements. Scholarships are not means tested, but bursary applicants must agree to external financial review under strict confidence.

#### All scholarship or bursary applicants must:

- Meet a minimum standard of academic competence and show evidence of excellence in academic achievement, regardless of the award requirements or entitlements
- Provide evidence of age, identity, and Australian citizenship or permanent residency status
- Complete a one-page summary articulating academic, career and/or service and leadership goals
- Provide a personal letter of reference from someone other than a family member
- Provide copies of academic and school reports for the last two years from their current school
- Provide a copy of their most recent NAPLAN report or equivalent
- Sit an external examination
- Agree to external financial review under strict confidence (bursaries only).

### b) Offering

CGGS offers a number of scholarships and bursaries each year to girls entering Years 5 to 11. The number and type of scholarships and bursaries offered each year is at the discretion of the Principal.

The final decision to award a scholarship or bursary and the level of remission granted is at the discretion of the Principal. Bursaries and scholarships will be reviewed annually by the Principal, Registrar, the Director (Finance and Risk) and the Chief Operating Officer (COO).

The School does not provide a report on the applicant's performance in the scholarship or bursary examinations, auditions or interviews.

Successful students will be offered one award only.

### c) Accepting

If the scholarship or bursary application is successful the applicant's family will receive a letter of offer for a place at the School, as well as a letter of offer for the scholarship or bursary.

If the family wishes to accept the offer of place and scholarship/bursary the non-refundable deposit (which contributes to Term 1 fees) is payable at that time.

If the scholarship/bursary application is not successful but the family wishes to accept a place at the school without scholarship/bursary, the deposit would be required to accept the place at that time.

If the family wishes to decline both offers, the \$165 application fee and \$55 scholarship application fees are non-refundable.

#### **d) Orientation and monitoring**

Successful recipients will be guided through the obligations and expectations of their award by the Academic Engagement Team.

Standards to which students will be held accountable include, but are not limited to:

- maintaining mostly A grades across all subjects
- exhibiting exemplary behaviour
- showing evidence of service to community
- showing evidence of leadership and/or service to the CGGS community
- active participation and achievement in co-curricular programs.

#### **Early Enrolment Policy**

If a new (future) student to CGGS is awarded a scholarship and/or bursary but wishes to enrol at the School in the year prior to the scholarship or bursary taking effect, this may be considered. Upon approval, the Scholar will receive fee remission of up to half the amount they have been awarded.

Once the Scholar enters the year in which the scholarship or bursary officially takes effect, the full fee remission will be instated.

The full entitlements cannot be accessed or awarded until the year the scholarship or bursary officially begins.

#### **Multiple Scholarship/Bursary Policy**

On occasion, a student may be offered more than one scholarship and/or bursary in the same or subsequent years.

Should the Scholar be awarded two scholarships and/or bursaries at the same time the family may choose which fee remission to receive; however, the Scholar will still be named as a recipient of all relevant awards, regardless of the fee remission chosen.

Scholarship and bursary fee remission cannot be aggregated. If a student is awarded multiple scholarships and/or bursaries, the family can only receive fee remission for one scholarship/bursary.

Once the fee remission is determined it is final and cannot be altered in the future.

#### **Existing Debtors Policy**

Current families with past or existing debt to the School will not be eligible to apply for a scholarship or bursary. Fee reduction requests will not be approved for families who are existing scholarship or bursary recipients.

## Definitions

|                            |   |
|----------------------------|---|
| <b>Academic excellence</b> | All scholarship and bursary applicants must meet a minimum standard of academic ability or show evidence of their aptitude for academic achievement, regardless of the award requirements or entitlements. CGGS scholarship and bursary applicants must show evidence of achieving mostly A grades across most subject areas. |
| <b>Bursary</b>             | The award or grant given to the recipient to support their academic or other achievements, subject to means testing.  |
| <b>Means test</b>          | An assessment of the financial status of a family. Scholarships are not means tested, but bursaries are subject to means testing. Bursary applicants must therefore agree to undergo external financial assessment under strict confidence.   |
| <b>NAPLAN</b>              | National Assessment Program – Literacy and Numeracy test; an annual assessment for all students in Years 3, 5, 7 and 9 covering skills in reading, writing, spelling, grammar and punctuation, and numeracy.  |
| <b>Obligations</b>         | Responsibilities of the student as standards agreed upon by the School.   |
| <b>Scholar</b>             | The recipient of the CGGS Scholarship or Bursary.   |
| <b>Scholarship</b>         | The award or grant given to the recipient to support their academic and other achievements.   |

## Related policies and other references

ACT Government, *Gifted and Talented Student Policy*, 2014  
 ACT Government, *Students with a Disability: Meeting their Educational Needs*, 2008  
 Alice Springs (Mparntwe) Education Declaration  
 CGGS Admissions Policy  
*Discrimination Act 1991*  
*Education Act 2004*  
*Education Act 2004 (ACT)*  
*Human Rights Act 2004*  
 Kemp, *Response to Intervention and Differentiated Instruction*, 2014 Hawker Brownlow Education  
 McInerney and Elledge, *Using a Response to Intervention Framework to Improve Student Learning*, 2013 American Institutes for Research  
 Melbourne Declaration on Educational Goals for Young Australians  
*Privacy Act 1988 (Cwlth)*

## VERSION HISTORY

| VERSION | APPROVED BY                 | REVISION DATE | DESCRIPTION OF CHANGE                       | AUTHOR    |
|---------|-----------------------------|---------------|---|-----------|
| 1       | Director – Finance and Risk | April 2021    | New policy                                  | Registrar |
| 2       | Director – Finance and Risk | August 2021   | Addition to existing debtors policy section | Registrar |
| 3       |                             |               |   |           |