

Terms and Conditions for Scholarship Awards

1. Introduction

- 1.1. Top Education Institute (“**Institute**”) as part of the Top Education Scholarship Program (“**Program**”) will make available a number of scholarships to their future and current students. This will include domestic and international students who are engaged in study on a full time and part time basis.
- 1.2. Successful candidates will include those who have demonstrated an exemplary level of achievement or merit in their secondary studies or during their tertiary studies prior to applying to the Institute. The Institute also offers financial assistance to those who can demonstrate financial need as well as to professionals who are returning to studies. The conditions of each Award are discussed in detail at clause 7.
- 1.3. These Terms and Conditions for Scholarship Awards will be reviewed annually and may be subject to change.
- 1.4. Notwithstanding condition 1.3, the Conditions for Scholarship Awards may be reviewed and amended at any time by the Academic Executive Committee.
- 1.5. These Conditions for Scholarship Awards are also subject to the number of students enrolled at any time within a course of study and/or within a unit.

2. Definitions

Award refers to Scholarship Awards and Prizes that are conferred upon students as part of the Top Education Scholarship Program.

Census date is the date whereby the Institute will finalise the enrolment of a student.

Domestic students are students that are Australian Citizens, Australian Permanent Residents or New Zealand citizens.

EFTSL is the Equivalent Full Time Study Load.

Full time students refers to domestic and international students engaged in study in a full time study load per year throughout the course duration. A full time study load per year (one EFTSL) includes eight (8) units per year which equals to an annual total of 48 credit points.

Part time students refers to domestic students engaged in study with a part time study load per year throughout the course duration. A part time load is anything less than eight (8) units per year.

Gap year students refers to domestic students who have not commenced any tertiary studies following their secondary studies. A student is still eligible to make an application to the Institute for tertiary studies within two (2) years of completing their secondary studies.

International students are overseas students who hold a student visa as defined under the *Education Services for Overseas Students Act 2000*.

Mature age students are those students that are 20 years or older.

Non School leavers are domestic students who may have completed other non-tertiary studies or have decided to complete their tertiary studies after engaging in practical work.

School leavers are domestic students that will be applying for admission into tertiary studies for the first time.

Tertiary students include those domestic and international students who have engaged in study at a previous higher education provider.

3. General Conditions

- 3.1. Each application will be assessed on a case by case basis and at the discretion of the Dean of School, or his or her delegate, pursuant to the selection procedure outlined in clause 5 of these Conditions.
- 3.2. ATAR scores that are mentioned in the awards outlined in clause 7 may include bonus points except for the following awards:
 - Principal's Outstanding Award;
 - TOP's Outstanding Achievement Award;
 - Sydney City School of Law Award; and
 - Sydney City School of Business Award.
- 3.3. Awards outlined in clause 7 may be available to all Law applicants and to eligible undergraduate Business applicants.
- 3.4. A student may be entitled to qualify for a maximum of **two (2)** scholarships. If a student qualifies for a Principal's Outstanding Award or TOP's Outstanding Achievement Award they will not be eligible for any other Scholarship Award from TOP.
- 3.5. Students are recommended to obtain their own taxation, social security (Centrelink), FEE-HELP and/or immigration advice with respect to their own personal and financial circumstances. Any opinions or advice given by the Institute in relation to the Scholarship Program is general only and the student will keep the Institute indemnified against any liability stemming from any general advice that may be relied upon.

4. Grounds for Termination

- 4.1. The award will terminate at the end of the specified minimum term of the program or as approved, in writing, by the Dean of School or his/her delegate or the Senior Academic Manager or his/her delegate.
- 4.2. If the successful applicant is found to have engaged in **any** misconduct pursuant to the Student Code of Conduct, then the applicant's Award will be terminated immediately.
- 4.3. Students are to familiarise themselves with the Student Code of Conduct and avoid all behaviour that can lead to misconduct. The Code can be found here: <http://www.top.edu.au/current-students/top-policies-and-procedures/policies-and-procedures>).
- 4.4. If a student is found to have engaged in criminal activity during, or prior to their enrolment at the Institute then their Award will be revoked immediately.
- 4.5. If a student fails to comply or meet their obligations and criteria that apply as part of their Award, the Institute may revoke the student's Award.
- 4.6. If a student withdraws from their enrolled course after the Census date, they will fail to meet their obligations of their Award. The Institute in this case may revoke the student's Award.
- 4.7. If a student withholds any material fact that should have been disclosed in the application, the Award may be revoked at the discretion of the Institute.
- 4.8. Once an Award is revoked and/or terminated, the student must refund the amount of the Award back to the Institute through an electronic funds transfer or by a means decided by the Institute, within seven (7) days of notification by the Institute that the Award has been revoked and/or terminated.

4.9. Pursuant to clause 4.8, if the student fails to make a refund of the Award amount to the Institute within the required timeframe, the Institute will be entitled to seek recovery of any amount that has been paid to the student by any legal means as necessary. The amounts to be recovered will include the sums paid to the student following the Institute being put on notice that the student has engaged in misconduct and/or criminal activity or has failed to meet the obligations of the Award.

5. Selection Procedure

- 5.1. The Scholarship value will be decided by the Dean of School or his/her delegate in line with the range prescribed in the Scholarship Description.
- 5.2. Students are to complete the Scholarship Application Form and return this to the Scholarships Department before Census date by handing the form in to the Reception area or alternatively by emailing the Scholarships department on scholarships@top.edu.au.
- 5.3. At the time of assessing scholarship applications, the Dean of School or his/her delegation under the advisement of the Principal, Deputy Principal (Academic), the Assistant Principal (External Engagement) or Senior Academic Manager or their delegate, will assess the case for its eligibility.
- 5.4. Successful candidates will be sent an Offer of Scholarship letter. For all future students, the Offer of Scholarship will be included with their Offer of Acceptance Letter. For current student this will be at the time where the Award is granted.

6. Duration and Deferment

- 6.1. The Awards outlined in clause 7 will be in effect for the duration specified on the Scholarships Schedule.
- 6.2. For all awards that are in effect for the duration of the minimum full time term of the program, if it is found that a student is unable to complete their program in the specified term, they will forfeit the balance of the Scholarship Award. Any extensions of time for special circumstances are to be requested in writing to the Senior Academic Manager.
- 6.3. If the successful candidate wishes to defer or suspend their scholarship arising from their deferment or suspension of their enrolment, they must submit a written request to the Senior Academic Manager to seek permission to do so.
- 6.4. If the successful candidate chooses to transfer to another program within the Institute, they must submit a written request to the Senior Academic Manager to seek a decision on whether the Award may be applicable to the new program.

7. Specific conditions on Scholarship Awards – Future & Current/Conditional Scholarships

7.1. Academic/Merit Leadership Category

7.1.1. Principal's Outstanding Award

- i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.
- ii. This Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. The winning of this award precludes a student from eligibility for other Awards under TOP's

Scholarship Program.

iv. Evidentiary requirements include:

- For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of minimum 98.0 and other material submitted as part of the application process including any final secondary schooling reports and recommendation letters.
- For International students: ATAR results (or its equivalent) of minimum 93.0, original foreign passport, student visa documents, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports.

- v. The student who is the recipient of this allowance must ensure that they maintain a GPA (Grade Point Average) of 4.0 each year i.e. High Distinctions each year as a full time student in order to maintain their qualification of an additional \$10,000 allowance.

7.1.2. TOP's Outstanding Achievement Award

- i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. The winning of this award precludes a student from eligibility for other Awards under TOP's Scholarship Program.
- iv. Evidentiary requirements include:
 - For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of a minimum 95.0 and records as part of the application process including any final secondary schooling reports and recommendation letter
 - For International students: ATAR results (or its equivalent) of a minimum 90.0, original foreign passport, student visa documents, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports.
- v. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 3.0 each year i.e. distinctions each year as a full time student in order to maintain their eligibility to this Award.

7.1.3. Sydney City School of Law Award

- i. This Award is available to full time domestic and international students enrolled in a Law course.
- ii. This Award is available to **all** eligible Law applicants only.
- iii. Evidentiary requirements include:
 - For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of a minimum 90.0, records as part of the application process including any final secondary schooling reports, and a recommendation letter from the student's secondary school/employer/community organisation and others as applicable. Documents are to establish the student's commitment and achievement of academic merit and contribution to leadership in the schooling and wider community e.g. extracurricular activities, mentoring programs, charity and fundraising activities.
 - For International students: ATAR results (or its equivalent) of a minimum of 87.0, the student's original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports. International students are also to provide an English translated recommendation letter as described above.
 - For all previous Tertiary students, certified copies of academic transcripts are requested to establish a minimum credit average.
- iv. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 3.0 each year i.e. distinctions each year as a full time student in order to maintain their eligibility to this Award.
- v. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.1.4. Sydney City School of Business Award

- i. This Award is available to full time domestic and international students enrolled in a Business course.
- ii. This Award is available to eligible undergraduate Business applicants only.

iii. Evidentiary requirements include:

- For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of a minimum of 90.0, records as part of the application process including any final secondary schooling reports, and a recommendation letter from the student's secondary school/employer/community organisation and others as applicable. Documents are to establish a student's commitment and achievement of academic merit and contribution to leadership in the schooling and wider community e.g. extracurricular activities, mentoring programs, charity and fundraising activities.
- For International students: ATAR results (or its equivalent) of a minimum of 87.0, original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports. International students are also to provide an English translated recommendation letter as described above.
- For all previous Tertiary students, certified copies of academic transcripts are requested to establish a minimum credit average.

iv. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 3.0 each year i.e. distinctions each year as a full time student in order to maintain their eligibility to this Award.

v. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.1.5. Young Achiever

i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.

ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.

iii. Evidentiary requirements include:

- For School leavers and Gap year students: ATAR results (or its equivalent) of minimum 85.0 and records as part of the application process including any final secondary schooling reports. This Award not only focuses on academic merit but also on a student's involvement in leadership within their school environment. A recommendation letter from the student's secondary school/employers/community organisation and others as applicable will also be required. Documents are to establish the student's leadership skills and the initiatives they have been involved in which have required the exercise of leadership skills e.g. leadership positions held in school, Student Representative Councils and student leadership programs.
- For International students: ATAR results (or its equivalent) of a minimum of 85.0, the original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports. International students are also to provide a translated recommendation letter as described above.
- For all previous Tertiary students, academic transcripts are requested to establish a minimum credit average.

iv. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.

v. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.1.6. Dean's Award (Future Students)

i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.

ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.

- iii. Evidentiary requirements include:
- For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports. This Award not only focuses on academic merit but also on a student's contribution to the wider community. A recommendation letter from the student's secondary school/employers/community organisation or any other references will be required to establish the student's contribution and involvement in the community e.g. mentoring programs, volunteering for a community based organisation, organising charity or fundraising activities for the community.
 - For International students: ATAR results (or its equivalent) of a minimum of 85.0, the original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports. International students are also to provide a translated recommendation letter as described above.
 - For all previous Tertiary students, academic transcripts are requested to establish a minimum credit average.
- iv. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- v. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.2. Innovative Minds Scholarship

7.2.1. Innovative Minds Scholarship Award

- i. This Award is available to **all** students who are enrolling into the law course.
- ii. The Award is available to all Law applicants only.
- iii. Evidentiary requirements include:
- For School leavers, Gap year students and Mature age students: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports. The ATAR may include bonus points.
 - For International students: ATAR results (or its equivalent) of a minimum of 85.0, the original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as secondary school reports. The ATAR may include bonus points.
- iv. The value of the Award is to be determined by the Dean of Law based on their assessment of the criteria to be applied, the evidence provided and their interview with the student as part of the application process.

7.3. Financial Need

7.3.1. School's Award

- i. This Award is available to full time domestic students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. Evidentiary requirements for School leavers, Gap year students and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.
- iv. Evidentiary requirements for previous Tertiary students include academic transcripts that are required to establish a minimum credit average.

- v. To establish financial hardship, a written submission is to be made to the Dean of School and is to include the following details:
 - Centrelink benefits (if any);
 - The student's and their partner's gross income for the previous two financial years; and
 - Details on any dependents and on any investments that the student may have.
- vi. For any other disadvantages, the student may prepare a written submission and provide supporting documentation on any personal disadvantages i.e. health issues, family and personal circumstances.
- vii. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- viii. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.3.2. Mature Age/Non School Leaver Scholarship

- i. This Award is available to full time domestic students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. Evidentiary requirements for Gap year and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.
- iv. A written submission is to be made to the Dean of School and is to include the following details:
 - All schooling and work experience as outlined in a current Curriculum Vitae (CV) and previous informal study must be disclosed in the submission.
 - To establish financial hardship, the submission is to include the following details:
 - Centrelink benefits (if any);
 - The student's and their partner's (if applicable) gross income for the previous two financial years; and
 - Details on any dependents and on any investments that the student may have.
- v. For any other disadvantages, the student may prepare a written submission and provide supporting documentation on any personal disadvantages i.e. health issues, family and personal circumstances.
- vi. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- vii. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.3.3. Regional Support

- i. This Award is available to full time domestic students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. Evidentiary requirements for School leavers, Gap year students and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.

- iv. Evidentiary requirements for previous Tertiary students include academic transcripts that are required to establish a minimum credit average.
- v. A written submission is to be made to the Dean of School and is to include the following details:
 - All schooling and work experience as outlined in a current Curriculum Vitae (CV) and previous informal study must be disclosed in the submission.
 - To establish financial hardship, the submission is to include the following details:
 - Centrelink benefits (if any);
 - The student's and their partner's (if applicable) gross income for the previous two financial years;
 - Details on any dependents and on any investments that the student may have; and
 - Costs of relocation and reasonable living expenses associated with the relocation.
- vi. For any other disadvantages, the student may prepare a written submission and provide supporting documentation on any personal disadvantages i.e. health issues, family and personal circumstances.
- vii. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- viii. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.4. Aboriginal and Torres Strait Islander Scholarships

- i. This Award is available to full time domestic students who are Aboriginal or Torres Strait Islander enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. Evidentiary requirements for School leavers, Gap year students and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.
- iv. Evidentiary requirements for previous Tertiary students include academic transcripts that are required to establish a minimum credit average.
- v. A written submission is to be made to the Dean of School and is to include the following details:
 - Confirmation of a student's Aboriginal or Torres Strait Islander heritage;
 - To establish financial hardship, the submission is to include the following details:
 - Centrelink benefits (if any);
 - The student's and their partner's (if applicable) gross income for the previous two financial years; and
 - Details on any dependents and on any investments that the student may have.
- vi. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- vi. The value of the Award and any procedural requirements to establish eligibility is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.5. Professional Support

7.5.1. Sydney City School of Law Professional Support Program

- i. This Award is available to full time and/or part time domestic students enrolled in a Law course.
- ii. This Award is available to all eligible Law applicants.
- iii. Evidentiary requirements for Gap year students and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.
- iv. Evidentiary requirements for previous Tertiary students include academic transcripts that are required to establish a minimum credit average.
- v. A written submission is to be made to the Dean of School and is to include the following details:
 - A current and up to date curriculum vitae (CV) or Resume that sets out the candidate's work experience, their position within the organisation, the nature of employment and the term of employment which must be for a minimum one (1) year in duration.
 - Contact details for at least one professional reference. In the event that the candidate is self-employed, a character reference is sufficient.
- vi. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time or part time student in order to maintain their eligibility to this Award.
- vii. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.5.2. Sydney City School of Law Paralegals Support Program

- i. This Award is available to full time and/or part time domestic students enrolled in a Law course.
- ii. This Award is available to all eligible Law applicants only.
- iii. Evidentiary requirements for Gap year students and Mature age students include: ATAR results (or its equivalent) of 85.0 and records as part of the application process including any final secondary schooling reports and a written submission establishing additional criteria.
- iv. Evidentiary requirements for previous Tertiary students include academic transcripts that are required to establish a minimum credit average.
- v. A written submission is to be made to the Dean of School and is to include the following details:
 - A current and up to date curriculum vitae (CV) or Resume that sets out the candidate's work experience, as a paralegal within the law firm and the nature of employment. The term of employment as a paralegal must be for a minimum one (1) year in duration.
 - Contact details for at least one professional reference being the Principal Solicitor or Managing Partner or Supervising Solicitor that oversees the work of the candidate.
- vi. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time or part time student in order to maintain their eligibility to this Award.
- vii. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.

7.6. International Scholarships

7.6.1. Global Scholarship

- i. This Award is available to full time international students enrolled in a Law or Business course.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. This Award applies to students that are enrolled into an International Pathway/Articulation Program between the Institute and partnering international universities/institutes. The Scholarship will apply and take effect once the student engages in their studies at the Institute in Australia.
- iv. The student is to be in Australia and enrolled at the Institute for a minimum of two (2) semesters as part of the Program in order to qualify for this scholarship.
 - Evidentiary requirements include: the original foreign passport, student visa, IELTS results indicating the required score of 7.0 or its equivalent as a minimum as well as any tertiary transcripts. Students are also to provide an English translated recommendation letter from partnering international universities/institutes that confirm that the student's performance is in the top 20% of their course.
- v. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.
- vii. This Award is dependent on the students ensuring that they comply with their Genuine Temporary Entrant (GTE) requirements and visa obligations. If the Institute is put on notice of any non-compliance, the Award may be terminated in accordance with clause 4.

7.6.2. International Excellence Scholarship

- i. This Award is available to international students that are enrolled in a Law or Business course for at least two semesters.
- ii. The Award is available to all eligible Law applicants and to eligible undergraduate Business applicants.
- iii. Evidentiary requirements include: Tertiary results indicating that the student's results are at a minimum 80% average, the original foreign passport, student visa and IELTS results indicating the required score of 7.0 or its equivalent as a minimum.
- iv. Students are also to provide an English translated recommendation letter from a recognised university or institute that confirms that the student's results are at a minimum 80% average
- v. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 2.0 each year i.e. credits each year as a full time student in order to maintain their eligibility to this Award.
- vi. The value of the Award is to be determined by the Dean of School based on their assessment of the criteria to be applied and the evidence provided.
- vii. This Award is dependent on the students ensuring that they comply with their Genuine Temporary Entrant (GTE) requirements and visa obligations. If the Institute is put on notice of any non-compliance, the Award may be terminated in accordance with clause 4.

7.7. Dean's Award (Current Students)

- i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law students and to eligible undergraduate Business students.

- iii. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 3.2 to 4.0 each year i.e. distinctions and high distinctions each year as a full time student in order to maintain their eligibility to this Award.
- iv. The student is not to defer or suspend their enrolment throughout the course.
- v. The value of the Award is to be determined by the Dean of School based on their assessment of the student's academic performance and commitment to their learning at the Institute.

7.8. Steven and Claire Schwartz Prize

- i. This Award is available to full time domestic and international students enrolled in either a Law or Business course.
- ii. The Award is available to all eligible Law students and to eligible undergraduate Business students.
- iii. Eligible students are invited to apply to the Senior Student Services Manager to be considered for this Award, which focuses on the student's contribution and engagement with the community. This application will then be considered by the Institute's Prize Committee which is comprised of the Dean of School, Senior Academic Manager, Senior Student Services Manager and the Student Representative.
- iv. The application for consideration of this Award must include the following evidentiary requirements:
 - A signed personal statement;
 - Details on the social and community based activities the student has taken place in with supporting documentation that confirm the student's involvement in these activities;
 - A declaration from the student that they have not engaged in and/or found to have been engaged in any conduct that is contrary to the Student Code of Conduct (<http://www.top.edu.au/current-students/top-policies-and-procedures/policies-and-procedures>); and
 - An up to date and current Curriculum Vitae (CV).

7.9. Subject Award

- i. This Award is available to full time domestic and international students enrolled in either the Law course or Business course.
- ii. The Award is available to all eligible Law students and to eligible undergraduate Business students.
- iii. The eligible student is to have achieved the highest score in a unit of study being a minimum mark of 85 or higher.
- iv. Where two or more students have achieved the highest score, the average grade during semester will be used to determine a winner.
- v. If the eligible student is found to have engaged in any misconduct pursuant to the Student Code of Conduct, the Award may be terminated as per clause 4.
- vi. This Award is to be granted at the discretion of the Dean of School.

7.10. Academic Merit of the Year

- i. This Award is available to full time domestic and international students enrolled in either the Law course or Business course.
- ii. The Award is available to all eligible Law students and to eligible undergraduate Business students.
- iii. The student who is the recipient of this Award must ensure that they maintain a GPA (Grade Point Average) of 3.0 to 4.0 each year i.e. distinctions to high distinctions each year as a full time student in order to maintain their eligibility to this Award.
- iv. The student must not to defer or suspend their enrolment throughout the course.

- v. The value of the Award is to be determined by the Dean of School based on their assessment of the student's academic performance and commitment to their learning at the Institute.

8. Payment of Awards

8.1. The Offer of Scholarship Letter will include the following:

- notification to the eligible student that they are the recipient of an Award;
- the value of their Award;
- information on how the Award will be paid;
- the timeframe for expected payment; and
- a section of the letter that will allow the eligible student to nominate a bank account for payment of the Award (if applicable).

8.2. For all students, payment of the scholarship Award will be made through electronic funds transfer (EFT) deposit to the eligible student's nominated bank account details.

8.3. Payment of the Award will be paid each semester/trimester on a pro-rata basis according to the student's enrolment in that semester, and, will be paid within four (4) weeks after the census date for each semester/trimester, except as stated otherwise in any specific conditions outlined on the Scholarship letter or any other correspondence to the student.

8.4. The first payment will be made to the student within four (4) weeks after the census date of the student's first semester/trimester of their course. Provided that the student meets their Award obligations in that semester/trimester, the student can expect payment of their Award in the following semester/trimester. If the student fails to meet their obligations in a semester/trimester, the payment will not be made in the following semester/trimester and the Award may be terminated in line with clause 4.

8.5. The Institute will not withhold tax from any Award payments. It is the responsibility of the student to check with the Australian Taxation Office (ATO) and/or a tax advisor to determine whether their scholarship will be considered as taxable income and how this may also affect their FEE-HELP. Part time scholarships, in particular, may not be exempt from income tax.

8.6. Incorrect bank details may cause further delay to the processing of the payment. The eligible student is to ensure that they provide their up to date account details to the Institute.

9. Complaints and grievances

For any complaints made with respect to the implementation of these terms and condition, please refer to the Student Grievance Mediation Policy and Procedures (<http://www.top.edu.au/current-students/top-policies-and-procedures/policies-and-procedures>).