



## SCHOLARSHIPS POLICY & PROCEDURE

Christadelphian Heritage College Sydney (CHCS) provides Academic and Musical Scholarships to eligible students who display excellence in these areas when entering Years 5, 7 and 9.

### Rationale

Scholarships are designed to:

- Encourage the enrolment of talented students to raise the overall academic standards across the school
- Enhance the special focus which Music has in the college
- Encourage high academic and music results and performances
- Seek full enrolment levels
- Provide for meritorious students whose families may not be able to afford an independent education
- Provide leadership from students in maintaining the College's ethos and extra-curricular participation
- Benefit the College by encouraging diversity and attracting students of potential and character to be part of our community.

### Available External Scholarships

Students in Years 4, 6 and 8 are eligible to apply for a scholarship and if successful will be enrolled from the beginning of Years 5, 7 and 9. Applicants must meet the following assessment criteria and conditions. Scholarship discounts are capped at 50% of tuition fees after all other discounts have been applied. When a scholarship is awarded to a student, it continues until the student ceases enrolment, subject to meeting the conditions of the scholarship.

There are three types of scholarships available:

1. Academic scholarship
2. Music scholarship for
3. Principal's scholarship (can be internal or external)

The separate assessment criteria is delineated below.

## Assessment criteria for Academic Scholarships

- Strong academic ability, supported with a demonstrated record of high academic progress, effort and potential.
- Character and leadership attributes where students will demonstrate sound character traits, a potential to lead and a willingness to participate in a variety of educational and school-related activities.
- Active participation and achievement in co-curricular programs such as sport, debating, community and school service, visual or performing arts.

### Conditions

- Recipients of the scholarships will be expected to demonstrate an excellent academic record, work ethic and be actively involved in the wider life of the college.
- Students will undergo an annual review of their progress and attitude in order for the award to continue to the following Year. Scholarships may be revoked by the Scholarship Committee if the conditions of the Scholarship award are no longer being met.
- There may be additional or separate charges outside of the annual tuition fees for excursions, levies, charges, donations, other costs and optional extras.
- The scholarships are not transferable, cannot be deferred and cannot be redeemed for cash.

### Supporting Documentation

The applicant's portfolio must include:

1. Copies of the last two school reports
2. Copies of external competition results, if any
3. Copies of the latest NAPLAN result
4. Copies of other relevant evidence such as samples of work and awards
5. Involvement in service for your school, extra-curricular activities and community activities
6. A brief handwritten 200 word statement indicating how you would make a positive contribution to Heritage College and how you think you would benefit from a Heritage education
7. Names and contact details of two referees who would be prepared to support the application  
These referees may be contacted by the selection panel.
8. Passport size photograph, for identification at interview and examination.

### Test

A compulsory scholarship test will be administered on a date to be determined.

If the selection committee is satisfied with the results, the applicant will be invited to an interview. The school does not provide a report on the applicant's performance in the scholarship test.

## Assessment criteria for Music Scholarships

- Strong musical ability, supported by performance at audition, AMEB examination results or achieving at commensurate ability levels.
- Character and leadership attributes demonstrating sound character traits, a potential to lead and a willingness to participate in a variety of school-related activities.
- Active participation and achievement in extra-curricular programs such as performing arts community and school service.

### Conditions

- Maintain sound academic results in Music elective.
- Play one major and one minor instrument and be receiving on-going private tuition in these instruments.
- Participate and lead in all required ensembles, performances and concerts with appropriate dress and attitude.
- Undergo an annual review of their progress and attitude in order for the award to continue to the following Year. Scholarships may be revoked by the Scholarship Committee if the conditions of the Scholarship award are no longer being met.
- There may be additional or separate charges outside of the annual tuition fees for excursions, levies, charges, donations, other costs and optional extras.
- The scholarships are not transferable, cannot be deferred and cannot be redeemed for cash.

### Supporting Documentation

The applicant's portfolio must include:

1. Copies of the last two school reports
2. Copies of AMEB results, if any
3. Copies of the latest NAPLAN results
4. Involvement in service for your school, extra-curricular activities and community activities
5. A brief handwritten 200 word statement indicating how you would make a positive contribution to Heritage College and how you think you would benefit from a Heritage education
6. Names and contact details of two music referees who would be prepared to support the application. These referees may be contacted by the selection panel
7. Passport size photograph, for identification at interview and examination.

### Audition

The audition will be performed for staff of the Music Department and include technical work, two pieces, aural, sight reading and general knowledge.

## **Assessment criteria for Principal's Scholarships**

The Principal's Scholarship is available for academically and/or musically gifted students. This is determined by the quality of the supporting documentation regarding their previous academic record and/or musical ability as well as performance in the test/audition and interview. See criteria for Academic and Music scholarships.

### **Interview**

1. All short-listed candidates will be interviewed as part of the selection process.
2. The interview will allow applicants to express their own academic interests, their approach to learning and how they will contribute to the strong learning climate and/or the musical life at the College.
3. The interview panel may include the Executive staff and other designated staff as required.

### **Application process**

1. Applications with supporting documentation must be submitted to the school office via email.
2. Late applications will not be accepted.
3. Only copies of documents should be submitted. The College takes no responsibility for the damage or loss of original certificates/documents.

### **Reviews**

1. Students who gain a scholarship should continue to work towards meeting their commitments to the Scholarship over their life at the College.
2. There will be an annual review of all scholarship holders to ensure they are meeting the published criteria of their scholarship.
3. The review will be conducted by the Principal or designated executive staff.

### **Administration process**

1. The Principal or Business Manager, on behalf of the Scholarship Committee, will advise the Finance Administrator of the scholarship details.
2. The scholarship discount will be applied at a rate of 50% to the students' fees after all other relevant discounts have been applied
3. This process can be varied at the discretion of the Scholarship Committee, Principal or Business Manager.
4. Policy updates approved by the Board

## DEFINITIONS

Term	Definition
Nil	

## REFERENCES

Documents that should be referred to in conjunction with this Policy are listed below:

Document Type	Title
Legislation	
Code of Practice	
Standards	
Other Policies	CHCS Enrolment, Academic and Assessment policies
Guide	
Forms	Student reports

## DOCUMENT CONTROL

### 1. Ownership and Approval

Role	Name	Position title	Date
Author		Scholarship Committee	
Approver		College Board	

### 2. Review

Stage	Date
Original Policy	03/05/2016
Policy revised	12/9/2019
This review	12/09/2019
Next review	12/09/2022

*Date Created: 30/10/2015*

*Management (M):\Business\Policies\*