Title	SVC-CSU Foundation Scholarship Procedure
Category	Section Procedure
Number & Version	SVC-HR-PR-019-01
Owner	Human Resources & Safety
Status	DRAFT
Endorsed by	Coordinator Human Resources & Safety
Approved by	Division Manager People, Cultures & Governance
Effective date	<Insert effective date>
Due date for review	August 2022
Keywords	Charles Stuart University, Scholarship

1   PURPOSE

To identify how an application for a SVC-CSU Foundation Scholarship can be made.

Snowy Valley Council (SVC or Council) will ensure that scholarships are provided in a consistent, equitable and transparent manner.

2   SCOPE AND APPLICATION

This procedure applies to members of the community who are applying for a CSU Foundation Scholarship funded by Council.

3   DEFINITIONS

HR Officer   Human Resource Officer
CSU   Charles Stuart University

4   CONTENT

The Charles Sturt University Foundation Trust distributes more than 300 student scholarships every year. These scholarships are funded by individuals and organisations who strongly believe in supporting CSU and its students. More details can be found on the CSU website.

Each year council supports these scholarships and awards 3 x SVC/CSU Foundation Scholarships to students from the Snowy Valleys Local Government Area (LGA) based on the following criteria.

This scholarship is listed under the *Donations Policy*.

4.1   VALUE

3 x $3,500 Foundation Scholarships annually

4.2   ELIGIBILTY

To be eligible for the SVC/CSU Foundation Scholarships the following must apply:
- students are from the LGA
- students must have completed years 11 and 12 in the LGA and parents reside in the LGA
- sound academic achievement
- studying any course at any CSU Campus
- demonstrated evidence of involvement in the local community or regionally
- career paths may have positive benefits to the Snowy Valleys Council
- career goals and aspirations
- must be Australian/New Zealand citizen or Australian permanent resident

Preference is given to first year students. However, if there are no suitable applicants, continuing students will be considered. Continuing students must have a grade point average (GPA) of 4 or greater)

4.3   ADVERTISING

CSU Foundation Trust Scholarships are generally advertised through:
- the CSU web site
- scholarship posters
- directly to School Career Advisors
- through continuing student emails and forums
- social media
- CSU Academic Lectures
- commencing student emails
- externally through CSU Media Releases

Advertising of Council Foundation Scholarships are generally handled by Council's Communication Officer and advertised through:

- Council's website
- Council's social media pages
- Local Radio
- Local Newspapers
- Media Releases

Ideally, a follow up media round announcing the award recipients should be delivered by Council.

4.4   APPLICATION PROCESS

The application process is an online application conducted by CSU via their website.   This application process can be found on the CSU website under the title "CSU Foundation Scholarships".

Tips and advice on successful scholarship applications are also found on the CSU website.

Successful applicants will be selected based on their written application, academic potential, ability to meet the criteria and possibly attend an interview before a selection panel.

The selection panel for the applications to consist of:

- Mayor or Deputy Mayor
- General Manager or Delegate
- Independent (external to Council)

Council HR Officer will manage the process of the applications.

4.5   NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL APPLICANTS

All applicants that apply for CSU Foundation Trust Scholarships are notified by CSU personnel.

5   RESPONSIBILITIES /ACCOUNTABILITIES

Communications Officer	Advertising the CSU applications and any follow up media rounds
HR Officer	Managing the process of the applications
Mayor	Selection panel
General Manager	Selection Panel

6   RELEVANT LEGISLATION

NIL

7   RELATED POLICIES/DOCUMENTS

Donations Policy SVC-COR-PO-034-01

8   RELATED FORMS
NIL

9   SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Tumut Shire Council / Charles Sturt University Foundation Scholarship Procedure ID 248441

10   REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
05.01.2018	0	New		

11   CONTACT OFFICER

Position: Manager Human Resources & Safety

Section: Human Resources & Safety