Scholarships Policy and Procedures

1. Purpose

This Policy outlines the scholarships available at the Asia Pacific International College Pty Ltd, the Higher Education Leadership Institute Pty Ltd and the ECA Higher Education Institute trading as ECA College of Health Sciences (collectively referred to as "the College") including their purpose, eligibility, and conditions. It supports equitable access to study and recognises academic achievement in line with the ESOS Act 2000, the National Code 2018, and the Higher Education Standards Framework.

2. Scope

Applies to all domestic and international students enrolled in programs at the College.

3. Definitions

Item	Definition
Aboriginal or Torres Strait Islander student	An Aboriginal or Torres Strait Islander person is someone who: 1. Identifies as being of Aboriginal and/or Torres Strait Islander descent; AND, 2. Is accepted and recognised by the Aboriginal or Torres Strait Islander community in which they reside or have a family connection to an Aboriginal or Torres Strait Islander person; AND, 3. is of Aboriginal and/or Torres Strait Islander descent[1].
Domestic student	An Australian citizen, permanent resident, or holder of an eligible humanitarian visa.
Eligible student	A person who meets the eligibility criteria for the relevant scholarship or grant.
Equity Group	Students who experience social, cultural, or financial disadvantage. This may include students with disabilities, those from remote or low-income backgrounds, Aboriginal or Torres Strait Islander students, or single parents
Full-Time Enrolment	Enrolment in the standard study load for a course as published by the institution.
International student	A student studying in Australia on a Student visa (subclass 500).
Postgraduate	Candidates for courses for Masters, Graduate Diploma, and Graduate Certificate degrees.
Student	A person enrolled or eligible for enrolment in a course at the College.

[1] As per definition most commonly used in Australia – for example University of Wollongong and Western Sydney University.

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

Item	Definition
Scholarship	A financial award, in part or full, towards tuition fees, granted on the basis of merit, equity, or diversity criteria.
Undergraduate	Candidates for courses for Diplomas, Advanced diplomas, Associate degrees, Bachelor degrees.

4. Policy

4.1 The College awards scholarships in alignment with its strategic and budgetary priorities to:

4.1.1 Promote access and participation of equity groups;

4.1.2 Reward and encourage academic excellence;

4.1.3 Support diversity and inclusion across the student community.

4.2 General Conditions - all scholarships:

4.2.1 Are awarded using equitable and transparent processes;

4.2.2 Cannot be converted to cash or transferred;

4.2.3 Cannot be deferred unless approved by the Registrar, Director Student Services;

4.2.4 Must have clear eligibility, application, and selection criteria;

4.2.5 Must be free from unlawful discrimination.

4.3 Students may hold only one Scholarship at any one time during their studies.

4.4 Students receiving a scholarship must maintain full-time enrolment, however:

4.4.1 Students in exceptional circumstances that prevent full-time enrolment can seek approval to enrol part-time by writing to the Registrar, Director Student Services. If approved, students will receive pro-rata payment approval, up to the maximum amount, in relation to their original offer.

4.4.2 Students who take approved leave of absence from their studies will have the scholarship suspended, and the payment will recommence on their return to study.

5. Types of Scholarships

5.1 Equity Scholarships

5.1.1 Scholarships are available for domestic students who can demonstrate financial disadvantage via the application process. The objective is to allow financially disadvantaged students equality of access by removing some of the financial impediments to participation.

Eligibility: Any domestic student or prospective student may apply for an Equity Scholarship; however, the student must be from a recognised disadvantaged group such as, but not limited to, indigenous students, areas or communities with a low socio-economic background, regional and remote communities, and single parent households or similar circumstances.

5.1.2 The value of the Equity Scholarship is a proportion of the tuition fee for each enrolled unit of the course administered for the term of the course. The scholarship is subject to the maintenance of a

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

minimum passing grade in all subjects attempted and any conditions stipulated when the scholarship is awarded. The value of the scholarship is specified in Appendix 1, Schedule A.

5.1.3 The value of the Equity Scholarship may be adjusted at the discretion of the CEO. A change will be advised to the Board of Directors as required.

5.1.4 Any change to the value of an Equity and Diversity Policy will not apply to any scholarships awarded prior to the change.

5.1.5 Equity Scholarships may be awarded to one or more study periods, or for a full course.

5.1.6 Where an Equity Scholarship is awarded for a period less than a full course, the scholarship may be extended on application.

5.1.7 Where there is a significant change in a student's financial situation, the student must advise the College. The award may be confirmed, reduced or removed following a review of the revised circumstances.

5.2 Academic Excellence Scholarships

5.2.1 The Academic Excellence Scholarship recognises students with outstanding academic results.

Eligibility:

Undergraduate students with an average mark ≥75% across at least three units in the previous study period

Postgraduate students with Distinction average (≥75%) across at least two units in the previous study period

5.2.2 The number of Academic Excellence Scholarships awarded for a study period will be at the discretion of the College. Where scholarships are limited in number, they will be awarded in order of average mark achieved in the previous study period.

5.2.3 An Academic Excellence Scholarship will apply for one study period only.

5.2.4 The value of the Academic Excellence Scholarship is a proportion of the published tuition fee for each unit in which the student is enrolled in the subsequent study period. The value of the Academic Excellence Scholarship is specified in Appendix 1, Schedule A.

5.2.5 The value of the Academic Excellence Scholarship may be altered at the discretion of the CEO. A change will be advised to the Board of Directors as required.

5.2.6 Where a student has earnt an Academic Excellence Scholarship but takes approved leave of absence, the scholarship will carry over to the next study period undertaken by the student. However, this ability to defer the application of the scholarship expires after one year from the date of the scholarship.

5.2.7 A student may be awarded an Academic Excellence Scholarship more than once.

5.2.8 Where a student has paid tuition fees in advance and subsequently has earnt an Academic Excellence Scholarship, the paid tuition fees will be held in credit for future study periods or refunded if the student is deemed eligible to graduate.

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

5.3 Diversity Scholarships

5.3.1 In accordance with the College's Equity and Diversity Policy, the College will seek to encourage students from diverse cultural backgrounds. To this end, the College will offer Diversity Scholarships to international students from underrepresented countries or cultural backgrounds identified by the institution.

Eligibility:

Qualifying students may apply for a Diversity Scholarship in accordance with the procedures set out in Appendix 2.

5.3.2 The value of a Diversity Scholarship is a proportion of the published tuition fee for each unit in which the student is enrolled. The value of the scholarship is specified in Appendix 1 Schedule A.

5.3.3 The value of the Diversity Scholarship may be altered by the CEO. A change will be advised to the Board of Directors as required.

5.3.4 Diversity Scholarships may be awarded to one or more study periods, or for the duration of a chosen course.

5.3.5 Where a Diversity Scholarship is awarded for a period less than a full course, the scholarship may be extended.

5.3.6 Allocation of diversity scholarship will also consider the ongoing management of the College institutional risk index.

5.3.7 The value of a Diversity Scholarship may not be converted to cash.

5.4 Alumni Scholarships

5.4.1 To recognise the commitment and ongoing engagement of the College graduates who choose to continue their studies with the College is eligible for the Alumni Scholarship.

Eligibility:

The applicant must have successfully completed a qualification at the College and must meet all other admissions and visa requirements.

5.4.2 Alumni scholarship applies only to new enrolments commencing after completion of the previous qualification.

5.5 Student Referral Scholarships

5.5.1 To encourage and reward existing students of the College who actively promote the College to prospective students, while maintaining transparency and integrity consistent with the ESOS Act 2000 and the National Code 2018.

Eligibility:

The referrer must be a current enrolled student or recently graduated student of the College (within the past 12 months)

5.5.2 The referral must be confirmed at the application stage and cannot be retrospectively applied

5.5.3 New student can only be referred once

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

5.5.4 Students or recently graduated students who are employed by Education Agents are not eligible

5.6 CEO Scholarship

A CEO Scholarship may be awarded where the CEO determines that an award is appropriate having regard to one or more of the following:

- exceptional personal or financial circumstances;
- demonstrated leadership, professional achievement or contribution to the College or broader community;
- supporting student retention, progression or successful course completion;
- strategic recruitment, market development or institutional priorities;
- industry, community or institutional partnerships;
- participation in a strategic initiative of the College; or
- other exceptional circumstances where the CEO determines that awarding a scholarship is in the interests of the student and the College.

5.6.1. A CEO Scholarship may apply to one or more units, one or more study periods, or the remainder of a student's course, as specified in the scholarship offer.

5.6.2 The value and conditions of the scholarship will be determined by the CEO having regard to the circumstances of the award and PHE strategic and budgetary priorities.

5.6.3. The reason for awarding a CEO Scholarship and the value and duration of the award must be documented.

5.6.4. CEO Scholarships cannot be converted to cash or transferred and remain subject to the general conditions of scholarships under this Policy.

6. Procedures

6.1 Procedures for applications for the College Scholarships are provided in Appendix 2 of this Policy.

7. Conditions of Award

- Students must maintain full-time enrolment unless approved for part-time study.
- Approved leave of absence will suspend the scholarship; payments recommence upon return.
- Breach of the Student Code of Conduct or Academic Integrity Policy may result in termination.
- Scholarships are credited to tuition fees only, not paid in cash.

Termination and Appeals:

A scholarship may be terminated if the recipient:

- Fails to meet the College Academic Integrity Policy or the College Student Code of Conduct
- Provides misleading or fraudulent information;
- Ceases to be enrolled; or

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

- Breaches any conditions of their scholarship
- Has been found to have breached Commonwealth or State laws

Appeals:

Students may appeal within 20 working days under the **Student Non-Academic Grievances and Appeals Policy and Procedure**. Appeals are reviewed by an independent panel not involved in the original decision.

8. Version Control

Policy Category	Corporate		
Document Owner	Chief Executive Officer		
Responsible Officer	Registrar		
Review Date	28 October 2028		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); The Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)		
Related Documents	Indigenous Education Policy		
Version	**Change Description**	**Approved**	**Effective Date**
1.0	All three existing ECA PHE related Scholarships Policy and Procedures amalgamated into a single co-branded Scholarships Policy and Procedures. CEO Scholarships details added.	28 October 2026	16 November 2026

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

Appendix 1: Value and Conditions of Scholarships

The number and types of scholarships may vary from time to time in accordance with the College's strategic and budgetary priorities.

SCHEDULE A

Name of the scholarship	Value and conditions
Equity Scholarship	Up to 30% of the standard tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum passing grade in all subjects attempted and the conditions stipulated when the scholarship is awarded
Academic Excellence Scholarship	Up to 25% of the standard tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum Distinction average for all subjects attempted and the conditions stipulated when the scholarship is awarded
Diversity Scholarship	Up to 25% of the standard tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum Credit grade average for all subjects attempted and the conditions stipulated when the scholarship is awarded
Alumni Scholarships	Up to 50% of the standard tuition fee for each enrolled unit of the course administered for the term of the course subject to the maintenance of a minimum Credit grade average for all subjects attempted and the conditions stipulated when the scholarship is awarded
Student Referral Scholarships	AUD 250 towards the next trimester invoice for current enrolled students OR AUD 250 gift card for the College alumni
CEO Scholarship	Up to 100% of tuition fees for the specified unit(s), study period(s) or course, as approved by the CEO. The value, duration and conditions of each award will be documented at the time of approval.

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

Appendix 2: Procedures

The number and types of scholarships may vary from time to time in accordance with the College's strategic and budgetary priorities.

Applications

Domestic applicants may apply for the College Equity Scholarships at the time of their application for admission to their courses and during their course using the College Student Scholarship Form.

Students who are eligible for an Academic Excellence Scholarship are identified by the college and do not need to apply.

International students from diverse countries and cultural backgrounds as defined by the College from time to time may apply for the Diversity Scholarship at the time of their application for admission using the College Student Scholarship Form. The student's agent or the College student recruitment staff may apply on the student's behalf.

Evidence

Equity Scholarships

Applicants for Equity Scholarships are required to provide evidence of eligibility. Such evidence may include but is not limited to:

- Evidence that the student belongs to a recognised disadvantaged equity group, such as a signed Statutory Declaration or a certified Confirmation of Aboriginality.
- Evidence of financial hardship in addition to the above

Diversity Scholarships

International students who are from underrepresented countries or cultural backgrounds identified by the institution usually provide evidence through their application for admission including their passports, overseas residency, visa details. When an agent applies on the student's behalf, the agent is guarantor of the eligibility. The College or ECA staff who apply on a student's behalf will verify eligibility before submitting the application.

Assessing Applications

Equity Scholarships

Applications for Equity Scholarships are assessed by a Scholarships Committee comprised of:

- Dean (Academic)
- Deputy Dean (Programs)
- Registrar, Director Student Services

Applicants will be notified of the outcome of their Scholarship application in writing following the completion of the assessment process, prior to course commencement or commencement of the following study period if application is submitted after start of the course.

Appeal provisions concerning the decisions of the Scholarship Panel are outlined in Section 7 of this Policy.

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J

Diversity Scholarships

Application for Diversity Scholarships are checked against the county or cultural background list as determined by the College which may vary from time to time.

CEO Scholarship

Applications or recommendations for a CEO Scholarship may be submitted to the CEO by an appropriate member of PHE staff. Students may also be invited to provide supporting information where required.

The CEO will consider the circumstances of the application, the purpose of the scholarship, PHE's strategic and budgetary priorities, and any relevant supporting information.

The outcome, including the value, duration and any specific conditions of the scholarship, will be documented and communicated to the student in writing.

Asia Pacific International College Pty Ltd | ABN 48 061 101 488 | PRV12007 | CRICOS No. 03048D
Higher Education Leadership Institute Pty Ltd | ABN 71 606 961 451 | PRV14266 | CRICOS No. 03845H
ECA Higher Education Institute Pty Ltd t/as ECA College of Health Sciences Pty Ltd |ABN 31 627 475 790 | PRV14334 | CRICOS No. 03932J