

SCHOLARSHIP POLICY AND PROCEDURES

For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose

The purpose of this policy is to clarify the rationale for awarding scholarships to Te Kupenga – Catholic Theological College (CTC) students, confirm the categories and level of scholarship available and detail the process for applying for and awarding scholarships.

Principles

The New Zealand Catholic Bishops Conference (NZCBC), as a owners and a funder of CTC, wishes to ensure that, as much as possible, cost is not a barrier to those taking up the professional qualifications they need to support their ministry as teachers in Catholic schools, pastoral workers or leaders in Catholic organisations.

NZCBC wish to send a clear message endorsing study for professionally relevant qualifications through CTC. They also wish to encourage a more diverse student mix and to provide targeted assistance to students in personal hardship or whose enrolment will place financial pressure on their sponsoring organisation.

Scholarship amounts are set annually as part of the Te Kupenga budget process.

Scholarship categories, value and eligibility

Students may be eligible for one of three categories of NZCBC Common Good scholarship:

- **Schools:** Groups of teachers from the same Catholic school enrolling at the same time, where the group represents 25 percent or more of the teaching staff at the school.
- **Diversity:** Students enrolling from under-represented groups, particularly Māori and Pasifika.
- **Hardship:** Students in situations of personal hardship.

For the **Schools Scholarship**, the amount reduces the fee by 15% per student. Students from any diocese which fully funds teacher enrolment in CTC papers are not eligible for an NZCBC Common Good scholarship. Where the diocese part-funds teacher enrolment, the scholarship is calculated at 15 percent of the portion of the fee not paid by the diocese.

The **Diversity Scholarship** is calculated at between 50 percent and 100 percent of the net cost per paper. Students awarded a diversity scholarship are required to pay the CTC administration fee.

The **Hardship Scholarship** is calculated at between 50 percent and 100 percent of the net cost per paper. Students applying for a hardship scholarship must complete a disclosure form summarising their financial circumstances in support of their application. Students awarded a hardship scholarship are required to pay the CTC administration fee.

Application process

The application form for the three NZCBC Common Good scholarships is available on the CTC website, at <https://www.tekupenga.ac.nz/catholic-theological-college/ready-to-enrol/fees/>. There are two application close dates per year, available on the website. Applications will be considered on a case-by-case basis. In situations where funds are close to being fully committed, continuing students will be preferred over new students.

Approval process

The Assistant Dean for the relevant programme considers each application against the criteria, confirms the applicant's enrolment status and, for continuing students, their record of achievement with CTC. The Assistant Dean then makes a recommendation to the Dean to accept or decline the application. The decision is then conveyed by letter to the applicant, along with the conditions attached to the scholarship. Payment is made through a rebate on the fees invoice sent to each recipient.

Scholar expectations

CTC expects that recipients of any scholarship will apply themselves diligently to their study and keep up to date with classes and assignments. Applicants who are current or returning students should have a record of successfully completing papers in order to be considered for further scholarships. The award of an NZCBC Common Good scholarship in any year does not guarantee that a future application for a scholarship will be successful.

Policy authorisation & review

The Scholarship Policy and Procedures are subject to the normal three-yearly review. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: 23 April 2021

Next review: April 2024