

# SELWYN SECONDARY SCHOOL STUDENTS' TERTIARY SCHOLARSHIPS POLICY (TERTIARY SCHOLARSHIPS)

Category	Mayor and Chief Executive
Type	Policy C206 replacing Selwyn District Educational Fund
Policy Owner	Chief Executive Officer
Approved by	Council
Last Approved Revision	July 2019
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## PURPOSE

An award of financial assistance towards tertiary studies, for a senior secondary student/s from each of Selwyn districts four wards, based upon criteria specified within this Policy.

## ORGANISATIONAL SCOPE

Selwyn District Council to annually recognise achievement / success in Year 12 / 13 secondary students from each of the four (4) wards, who permanently and routinely reside in Selwyn District through financial assistance towards tertiary study/ training.

Council to advertise, select and award financial assistance recipients.

## DEFINITIONS

**Scholarship** A payment made to support a student's education/ training, awarded on the basis of the achievement of outstanding success in academic, sports, cultural, arts, social responsibility or other areas.

**Student** A Year 12 or 13 secondary school student who is a NZ citizen or permanent resident who permanently resides in Selwyn district in an ongoing and weekly basis.

## CONTENT

### 1. Eligibility

Only year 12 or 13 secondary students who attend one of the four (4) Selwyn secondary schools and who reside in one of the four wards of Selwyn district are eligible to apply.

Applicant must be a NZ citizen or permanent resident who permanently, and on a weekly basis, resides in Selwyn district.

Applicants who have overcome adversity or who face additional barriers / hardships are encouraged to apply.

Only Selwyn resident secondary students planning to undertake full-time post-secondary school education / training at a recognised NZ university, polytechnic or training institution are eligible to apply.

The planned education / training must commence in the calendar year following awarding of the Scholarship in order to apply.

The scholarship is only available for payment towards course fees and costs associated with the purchase of books / equipment required for the study / training.

## **2. Criteria**

To be successful, a student must demonstrate excellence / outstanding achievement in at least one of the following areas:

- academic
- sports
- cultural
- arts
- social responsibility
- other areas of success / achievement

### **Council Committee – Selwyn Tertiary Scholarships Terms of Reference**

#### **Decision Making**

Committee decision making is limited to the awarding of scholarships in the form of financial assistance towards tertiary study / training, to successful recipients within the budget allocated and within parameters established by Council.

The number of scholarships and the amount of scholarships granted in any one year is determined by Selwyn District Council.

Decisions of the Selwyn Tertiary Scholarships Committee will be final and no correspondence will be entered into concerning the results of the scholarships.

Committee decision making will be informed by feedback from Principal, Teacher, Coach or other relevant party as appropriate to individual application / applicant.

#### **Membership**

A Council Officer will take responsibility for administration associated with Scholarships. A Council Officer will take responsibility for financial payments / financial reporting associated with Scholarships.

Membership of the Council Committee shall include:

- The Mayor
- Two Councillors from each of the following Wards; Ellesmere, Malvern, Selwyn Central and Springs.
- The Chief Executive or his/ her delegate

## **Scholarship Applications Annual Round**

Applications will open annually in July.

Applications will close annually in September.

### **Promotion**

All Selwyn Secondary School Principals and Career Advisors will be sent information about the “Selwyn Secondary Student Scholarships” as well as a copy of the Policy and Application Forms. Schools will be asked to promote the availability of scholarships through school newsletters, websites and other communication channels currently used.

Application information and Application Forms will be available on Selwyn District Council website and through Selwyn District Council communication channels.

Application information will be promoted through Selwyn District Council publications.

### **Process**

Annually, Council will formally communicate with each of the local secondary schools and confirm opening and closing date for applications and provide a copy of the Policy and Application Form.

Selwyn Council will receive all Scholarship Applications. Applications are required to include a Statement of Support in direct relation to the area/s of outstanding achievement / excellence that the application has identified.

There will be a meeting of the Council Committee. Councillors from each of the four (4) Wards will only consider applications relevant to their Ward / local secondary school.

Following the meeting of the Council Committee, communication will take place between the Committee's Ward Councillor/s with relevant personnel from the local secondary school in relation to shortlisted applicants. The primary purpose for this communication includes identification, when possible, of other scholarships / awards the shortlisted applicant/s may be receiving. This communication may involve a meeting but this is at Mayor / Committee Ward Councillor/s discretion.

The Mayor and / or the relevant Council Committee Ward Councillor/s will meet with shortlisted applicants for an interview.

The Council Committee will confirm the Scholarship recipients for the year.

Council will communicate with each of the local secondary schools and confirm Scholarship recipients and arrange for Council representation at the relevant Prize-giving / Awards Ceremony.

## **Accountability**

It is expected that successful recipients will provide a written summary of their Scholarship year to Council, through the Mayor or CE's Office, within six (6) months of the end of the first year of training / study.

## **DELEGATIONS**

Refer to the Long Term and Annual Plan regarding dollars allocated in any given year.

## **RELATED POLICIES, PROCEDURES AND FORMS**

- *Refer attached Application Form*

## **CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY**

If you have queries about the content of this policy, contact Council's Community Services and Facilities Team.