**International Student Scholarship Policy and Procedure**

**SCOPE**

This policy applies to all ATMC international VET and ELICOS students and ATMC staff who deal with all matters concerning VET and ELICOS.

**POLICY**

1. **Merit Based Scholarship**

   This scholarship will be given to students who fulfil any of the following conditions
   
   a. Academic Performance: performed exceptionally well in their academic studies in the past
   
   b. Written Statement: submission of written essay outlining how the scholarship would assist them doing well in their home country once they finish Australian qualifications.
   
   c. Interview: Where student is able to demonstrate to ATMC's authorised representative that the scholarship is going to assist him/her for the betterment of his/her home country's development or the student is able to demonstrate that his/her personal abilities/workplace experience/prior learning would provide an added advantage to achieve better academic performance at ATMC.

2. **Special Circumstance Scholarship**

   This scholarship would be given to students who fall in the following categories
   
   a. Natural Disasters (where the student or his family is a victim of a natural disaster of any kind including but not limited to earthquake, floods, epidemics etc.)
   
   b. Exceptional Circumstance (which are beyond control of students or their families of any kind including but not limited to fire, theft, sudden death/illness/accident of any family member)

**PROCEDURE**

1. Students will need to apply for the scholarship using the Scholarship application form under any of the merit based or special circumstance conditions as defined above. The form can be requested by emailing vetservice@atmc.edu.au.

2. The scholarship application is reviewed by our Enrolment officer and forwarded to the Committee for review (Skills Department Head, Student Support Officer and Chief Operations Officer/ Marketing Manager) for approval. The approval can be given by any one of the above mentioned committee members after consultation with other committee members.

3. The outcome of the decision of committee members will be given to the enrolment officer who in turn will inform the concerned student/ ATMC representative of the decision.