

## 1. Purpose

Mars Institute is committed to providing equitable access to education and supporting the participation of diverse student cohorts through its Scholarship Program. The purpose of this policy is to ensure clarity and consistency in the administration of scholarships offered by Mars Institute. It outlines responsibilities of both the Institute and the student to uphold the values of equity, transparency, academic integrity, and financial accountability.

## 2. Policy

Mars Institute is committed to supporting international students, students on other visa categories and domestic students through merit-based and equity-based scholarships. These scholarships are governed by transparent eligibility criteria, maintained under clearly communicated obligations, and monitored for compliance. This policy outlines the eligibility, terms, administration, and appeal processes relating to the award and maintenance of Mars Institute scholarships.

## 3. Definitions

**Full-time International Student:** is a student enrolled in a full-time study load on an International Student Visa.

**Students on Other Visa Categories:** is a student enrolled in a full-time study load but holding a visa other than an International Student Visa (e.g., Temporary Graduate Visa, Work and Holiday Visa holders etc).

**Domestic students:** are students who are Australian citizens, New Zealand citizens, Australian permanent residents, or holders of a permanent humanitarian visa.

**Full-Time Study:** is a course load as defined by Mars Institute for the student's program of study.

**Packaged Course:** is a program consisting of multiple courses combined as a package.

**Competent:** is a grade equivalent to Pass/Satisfactory, required for maintaining eligibility for the scholarship.

**Scholarship:** is a financial award given to students based on merit or other qualifying criteria to support their education.

**Scholarship Course Offer (within a Package Course):** is the course(s) within a package to which the scholarship has been applied, as outlined in the Letter of Offer and Student Agreement.

**Duration:** is the time span of the entire course or courses as outlined in the Letter of Offer, during which students must maintain the academic and enrolment requirements to retain their scholarship.

## 4. Eligibility

Scholarships are awarded based on the specific terms outlined in the student's Letter of Offer and are contingent upon:

- Holding an appropriate visa (where applicable)
- Maintaining full-time enrolment status
- Meeting academic performance and conduct requirements.

## 5. Terms and Conditions

**Commencement:**

- Students must commence the course(s) as per the Letter of Offer and Student Agreement. Failure to commence on time may result in the cancellation of the scholarship.
- For Packaged Courses, the scholarship will apply only to the specified courses within the package. Failure to complete any course within the package will result in scholarship cancellation.

**Full-Time Enrolment Status:**

- Scholarships are awarded only to students maintaining full-time enrolment. Any changes to part-time enrolment or withdrawal without prior approval will result in the cancellation of the scholarship.

**Deferment, Suspension, and Cancellation:**

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- Deferrals: Scholarships cannot be deferred without prior approval. Deferrals due to compassionate or compelling circumstances will be considered on a case-by-case basis.
- Suspension: If your enrolment is suspended due to compassionate or compelling circumstances, your scholarship will also be suspended. You must continue making payments as per the Payment Plan during this period. Failure to make timely payments may result in cancellation.
- If suspension is due to misbehaviour, the scholarship will be immediately cancelled.

### Misconduct:

- Any form of academic or behavioural misconduct, as defined in the [Student Code of Conduct](#), will result in immediate cancellation of the scholarship.

### Academic Performance:

- To maintain the scholarship, students must successfully pass all the units in accordance with the Training Plan provided at the time of induction. Units that are subsequently passed through an EOI/reassessment process will not be considered as having met the academic performance requirements for scholarship purposes. Failure to meet these academic standards will result in the cancellation of the scholarship.

### Credit Transfer:

- If a student is granted credit transfer, and the total credited units amount to 25% or less of the total units, the scholarship will be applied on a pro-rata basis to the remaining units. If the credit transfer exceeds 25% of the total units, no scholarship will be applied.

### Duration of Scholarship:

- The scholarship is granted for the full duration of the course unless otherwise specified. Any deviations from the agreed duration of the course may lead to cancellation.

### Payment on Time:

- Mars Institute reserves the right to cancel the scholarship if tuition fees are not paid according to the schedule outlined in the Payment Plan. Failure to pay on time may result in immediate cancellation of the scholarship.

### Change of Course or Provider:

- If you change your course within Mars Institute, your current scholarship will be cancelled, and you may apply for a new scholarship if available.
- If you transfer to another institution, the scholarship will be cancelled, and any overdue fees must be paid in full. The overdue amount will not be offset by the scholarship.

### Misleading Information:

- If false or misleading information is provided during the scholarship application process, the scholarship will be revoked. Any benefits received must be repaid within 14 days of receiving the request from Mars Institute.

### Payment of Scholarship Amount:

- Subject to the student meeting all eligibility requirements and contacting Mars Institute to claim the scholarship within three (3) months of their course end date.

### Compliance with Policies:

- Students must adhere to their student visa conditions where applicable, payment schedules, and academic regulations as stipulated by Mars Institute. Failure to comply will result in the cancellation of the scholarship.

## 6. Privacy

Mars Institute collects, uses, and discloses personal information in accordance with its Privacy Policy and applicable legislation, including the Privacy Act 1988 (Cth). Information may be shared with relevant authorities such as Centrelink, the Department of Education, the Australian Taxation Office, and the Department of Home Affairs, as required.

For further information, refer to Mars Institute's [Privacy Policy](#).

## 7. Complaints and Appeals

All students have the right to appeal scholarship-related decisions through the Mars Institute's official [Complaints and Appeals Policy](#). Appeals must be submitted in writing within 20 working days of receiving notification of the decision.

## 8. Review and Monitoring

Scholarship recipients who are identified as at risk of not meeting course progress or attendance requirements will be referred to the Student Support Team in accordance with the Student Support Policy. This ensures that scholarship funding aligns with the learner's needs and success.

To support this process, students who are confirmed as meeting all scholarship eligibility requirements will be notified in writing of their scholarship eligibility.