PRESHIL

Scholarship Policy and Procedure Guidelines

Date

March 2026

This guide is to be read alongside scholarship descriptions and criteria available on the school website during the application period.

Purpose

"Preshil" The Margaret Lyttle Memorial School (the School) is committed to fostering a diverse, inclusive, and vibrant school community. As part of this commitment, we offer scholarships designed to support students who embody our core values and demonstrate exceptional potential in various areas. These scholarships aim to provide opportunities for eligible students to access a progressive education and contribute positively to our school community.

The purpose of the Scholarship Policy and Procedure Guidelines is to establish a comprehensive framework for administering the scholarship program at the School. These guidelines articulate an overview of the various scholarships offered by the School, ensuring fairness, transparency, and accountability in the selection and awarding of scholarships to eligible candidates.

Scope

The Scholarship Policy and Procedure Guidelines applies to prospective and current students seeking scholarships at the School as well as current scholarship recipients. It also encompasses relevant stakeholders involved in the administration of the scholarship program, including the Admissions Manager, the Principal and the Heads of Campus. Additionally, the policy may extend to parents or guardians of prospective and current scholarship recipients who may be involved in the application and support processes.

Scholarship Categories

The School offers the following scholarships, each with specific criteria and objectives, available on the school's website. These may be reviewed annually and updated.

In 2026 we offer these scholarship categories, for students entering in 2027 or 2028:

1. Creativity & Innovation Scholarship

Open to students with a passion for exploring and challenging the status quo, fostering imaginative and independent thinking in any field of learning.

2. First Nations Scholarship

Reserved for Indigenous students who will enhance intercultural understanding within our school community. These scholarships aim to learn about and alongside First Nations people.

3. Tuition Assistance

Designed for students from families requiring financial assistance who prioritise the benefits of a progressive education. Applicants should demonstrate financial need and a

strong desire to access educational opportunities regardless of socio-economic circumstances.

Application Process

Applicants must complete the Scholarship Application Form found on the School website, providing accurate and relevant information.

If an applicant is not already enrolled at the School, they must complete the online Application for Enrolment Form found on the School website, in addition to the Scholarship Application Form.

Each application should include supporting documents, such as the applicant's portfolio of works, evidence of how the applicant meets the criteria, and a written character reference, as specified for each scholarship category. Refer to website for eligibility requirements for each scholarship category and the material to be submitted with the Scholarship Application Form.

The application deadline and submission instructions will be clearly communicated through various channels, including the school website and outreach programs.

Selection Process

The Principal, in consultation with the Heads of Campus, will oversee the selection process.

Applications will be evaluated based on the specified criteria for each scholarship category, considering academic performance, extracurricular involvement, personal qualities, and potential for contribution to the school community.

Shortlisted candidates will be invited for interviews with the Principal to assess their suitability for the scholarships.

The final selection decisions will be made based on merit, ensuring fairness, transparency, and adherence to the school's values.

Tuition assistance applications will be required to submit household financial information for review to determine level of support.

Notification and Award

Successful scholarship recipients will be notified in writing, detailing the terms and conditions of the scholarship.
Recipients will be required to accept the scholarship offer within two weeks and fulfil any additional requirements outlined by the School. As well as complete the standard confirmation of enrolment agreement.

Scholarship recipients will be required to pay all other non-tuition charges such as composite fees, music fees, and compulsory camps and excursions fees.

The value of scholarships offered in any year should align with the parameters established in the yearly budgets. The Principal should coordinate with the Business Manager to ensure compliance with these budgetary constraints.

Scholarship Conditions for Recipients

Details of scholarship offers are confidential and should not be communicated with other members of the school community or persons outside the School.

Scholarship recipients should contribute positively to the School.

The Scholarship is subject to a review every two years in Term 3. Scholarship recipients will be invited to meet with the Principal annually to discuss their ongoing commitment and contribution to the School. The recipient and the respective Head of Campus may be required to provide updates on the student's academic performance and extracurricular activities. In unusual circumstances, the scholarship may be adjusted at the discretion of the Principal.

The Scholarship may be revoked if the School Fee account falls into arrears.

Scholarships are granted under the condition that recipients will progress through secondary school to graduation. If a recipient withdraws from the school before completing Year 12, the family may be required to repay the scholarship funds received up to that point.

Tuition assistance families may be required to submit recent household financial information for review, to determine level of support, which may be adjusted.

Scholarship Renewal and Monitoring

Scholarship recipients are expected to maintain satisfactory academic progress and uphold the values of the school throughout their tenure.

Renewal of scholarships will be contingent upon continued eligibility and compliance with the scholarship terms and conditions.

Support and Mentorship

Preshil is committed to providing ongoing support and mentorship to scholarship recipients, facilitating their academic, personal, and professional development.

Recipients will have access to resources, guidance, and opportunities to maximise their potential and contribute positively to the school community.

Program Evaluation

The scholarship program will be periodically reviewed and evaluated to assess its effectiveness in achieving its objectives and meeting the needs of eligible students.

Feedback from scholarship recipients, applicants and stakeholders may be solicited to identify areas for improvement and ensure continuous enhancement of the program.

Confidentiality and Data Protection

All scholarship application materials and related information will be treated with the utmost confidentiality and in accordance with applicable privacy laws and regulations.

Personal data collected from applicants will be used solely for the purpose of scholarship selection and administration.

Contact Information

For inquiries or further information about the scholarship program, applicants and stakeholders may contact the Admissions Manager or visit the school website for updates and resources.

References and Related Policies

a) The School website – www.preshil.vic.edu.au

b) Application for Enrolment Form

c) Scholarship Application Form

d) Terms and Conditions of Enrolment

Review History

Version	Date Released	Next Review	Author	Approved
2.0	March 2026	March 2029	Marketing, Community Engagement and Advancement Manager	Principal