

SAE Online Readiness Bursary Policy

2026/27

1. Policy Statement	This policy outlines the terms and conditions for applicants, students, and staff applying for or receiving the SAE Online Readiness Bursary at SAE Institute Pty Ltd, trading as SAE University College (SAE).
2. Purpose	This policy defines the principles and outlines the conditions of the SAE Online Readiness Bursary (Bursary). The Bursary supports commencing students to access the right technology, equipment, internet access, software, or study resources required to participate effectively in online undergraduate study.
3. Scope	This policy applies to new students commencing an eligible SAE Online undergraduate course and the application, assessment, offer, and administration processes associated with the Bursary.
4. Associated Policies & Procedures	• <u>Student Code of Conduct</u> • <u>Academic Integrity Policy</u> • <u>Academic Progression and Student Support Procedure</u> • <u>Fees and Refund Procedure</u>
5. Associated Documents	• SAE Online Readiness Bursary application form as available via SAE Sales and Admissions • Guidelines for the application which are available when Bursary applications are open • Applicant statement and supporting documentation, where required
6. Policy	6.1 Eligibility Requirements To be eligible for the Bursary, applicants must: • be a new student commencing an SAE Online undergraduate course in the relevant trimester; • have applied for, received an offer for, or accepted a place in an eligible SAE Online undergraduate course; • be enrolled in a minimum study load of 30 credit points in their commencing trimester; • submit a complete Bursary application by the published closing date; and provide SAE with a 250-500 word statement which addresses the following question: <i>"In 250–500 words, outline how a \$3,000 SAE Online Readiness Bursary would support your success in an SAE Online undergraduate course, including any relevant financial hardship, accessibility or equity considerations, academic readiness, and online study resource needs."</i> Applicants may be asked to provide previous academic results, transcripts, evidence of financial need, details of their current technology or internet access, or information relating to background, equity, access, or personal circumstances. 6.2 Bursary Value and Use The Bursary is valued at AUD \$3,000 and is intended to assist recipients with costs directly related to online study readiness. Approved uses may include, but are not limited to: • laptop, desktop computer, monitor, webcam, headset, microphone, keyboard, mouse, drawing tablet, or other essential hardware; • internet setup, improved internet access, or connectivity-related costs; • required software, subscriptions, storage, plugins, or digital tools relevant to the student's course;

- ergonomic or accessibility-related study equipment; and
- other online learning resources approved by SAE.

The Bursary may be provided as a reimbursement, payment, voucher, supplier credit, or other approved form of support at SAE's discretion. Recipients may be required to provide receipts, invoices, proof of purchase, or evidence that the Bursary was used for approved online study-related purposes.

6.3 Application and Offer Timing

Applications for the SAE Online Readiness Bursary will open prior to the commencement of each trimester and will close prior to Orientation Week. Application opening and closing dates will be published by SAE via the [Online Readiness Bursary](#) website page and may vary by trimester.

Applications will be subject to eligibility checks, assessment timelines, and available funding. Applicants will be notified of the outcome of their application via email.

Successful applicants will receive the bursary after the relevant financial census date, provided they remain enrolled in an eligible SAE Online undergraduate course, meet the minimum study load requirement, and continue to satisfy the bursary eligibility criteria.

6.4 Assessment Criteria and Point System Rubric

Eligible applications will be assessed using the following 100-point rubric. SAE may prioritise applicants who demonstrate significant financial need, clear online study equipment needs, and the capability to engage successfully in an online undergraduate course.

Criteria	Points	Assessment focus
Financial Need	30	Extent to which the applicant requires financial assistance to commence online study or upgrade their technology setup.
Online Study Readiness and Equipment Need	25	Specific barriers to online study and the clarity of the plan for using the Bursary to access appropriate equipment, software, or internet.
500-Word Applicant Statement	20	Clarity, relevance, and strength of the written response explaining how \$3,000 will improve the applicant's ability to study online.
Academic Merit or Preparedness	15	Previous academic performance, transcripts, past grades, test scores, work experience, creative practice, or other evidence of capability.
Background and Equity Considerations	10	Recognition of additional barriers, including rural or remote location, adult learners returning to education, low socioeconomic background, disability, caring responsibilities, First Nations applicants, or underrepresented communities.
Total	100	

Where applicants receive the same total score, SAE may give priority to the applicant with the higher Financial Need score, followed by the higher Online Study Readiness and Equipment Need score.

6.5 General Terms and Conditions

- ≠ The recipient is the sole holder of the Bursary.

- ≠ The Bursary is only valid for new students commencing an eligible SAE Online undergraduate course in the relevant trimester. Students who defer their studies to a future intake may no longer be eligible for the Bursary.
- ≠ Recipients must be enrolled in and maintain a minimum study load of 30 credit points in their commencing trimester, unless otherwise approved by SAE.
- ≠ The Bursary is valued at AUD \$3,000 and cannot be transferred to another student or exchanged for an alternative benefit.
- ≠ Recipients may not receive multiple SAE scholarships or bursaries for the same purpose unless approved by SAE. Where a student is awarded multiple SAE scholarships or bursaries, SAE may determine which award is applied.
- ≠ Recipients must comply with the Student Code of Conduct, Academic Integrity Policy, and all relevant SAE policies and procedures.
- ≠ Recipients must remain actively engaged in their online studies, including participation in online learning activities, assessments, and communications required by their course.
- ≠ Receiving a Fail grade, failing to engage with online learning requirements, or being placed on academic probation may result in review or cancellation of the Bursary.
- ≠ Each application will be assessed on a case-by-case basis. Bursary decisions are made at the sole discretion of SAE University College, are final, and are not subject to appeal.
- ≠ SAE is not obliged to award the Bursary if it determines that there are no suitable commencing student applicants.
- ≠ Recipients of the Bursary agree to undertake ambassador duties for 5 hours per trimester. This may include but is not limited to attendance and participation at events including expos, open days, info nights, and other campus initiatives.

Information collected as part of the application process will be used for assessing eligibility, administering the Bursary, verifying information, and supporting the applicant's student experience in accordance with SAE's Privacy Policy.

6.6 Revocation of Bursary

SAE reserves the right to revoke the Bursary under the following conditions:

- a breach of the Student Code of Conduct, including providing false, misleading, incomplete, or fraudulent information on the application;
- breach of the Academic Integrity Policy;
- being placed on Academic Probation as per the Academic Progression and Student Support Procedure;
- deferral, cancellation, withdrawal, or non-commencement of enrolment at SAE;
- transfer to a course that is not eligible for the Bursary;
- failure to maintain the required minimum study load, unless otherwise approved by SAE;
- failure to provide requested evidence of approved Bursary expenditure; or
- use of the Bursary for purposes unrelated to online study readiness.
- Recipients of the Bursary agree to undertake ambassador duties for 5 hours per trimester. This may include but is not limited to attendance and participation at events including expos, open days, info nights, and other campus initiatives.

Where a Bursary is revoked, SAE may require repayment of some or all of the Bursary amount, depending on the circumstances and the form in which the Bursary was provided.

Administrative Information & Version Control

Date	Summary of Changes	Approved by
10 July 2026	Created By Andrew Kellie	Joseph Anthonysz – 31 July 2026