

What is required of me if I receive a Scholarship?

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

The process of applying for and receiving a scholarship does not end once you have received your money! Most scholarships will have a series of requirements which the recipient is to adhere to. These are not likely to be too arduous or time-consuming – the sponsors of scholarships are out to make your life easier, not harder! However, it does pay to be aware of these; if you do not comply with them, you may end up losing your scholarship.

What is required from a recipient differs from scholarship to scholarship, so the first place to look is the regulations of the Scholarship you are applying for or have received. For your information, however, we have put together a list of general rules to follow.

The ‘Thank You’ Letter

This is not something that you are likely to be asked for in the regulations of a scholarship! However, if your scholarship was funded by an external sponsor, this is pretty much a must-do. It does not take very long to write a short thank you letter, and this is greatly appreciated by the sponsors. If you don't happen to have the sponsor's name or address, or are unsure of the protocol, contact our Office as we are more than happy to help.

Return your Acceptance Form

When we let you know you have been chosen as a recipient for a scholarship, we will include two copies of an acceptance form: one for your records and one for you to sign and send back to us. As by signing this you are agreeing to abide by the terms and conditions of the Scholarship, we need this before we can pay you.

Presentation Ceremonies

Sometimes, as the recipient of a scholarship, you will be asked to attend a presentation ceremony. You are expected to attend this, unless there is a *very* good reason for not being able to make it. These ceremonies are also often the time when cheques are presented (should the scholarship be a cash one) so it 'pays' to be there! A sponsor may have gone to considerable effort to be there; respectful attendance and presenting yourself in suitable attire are ways of showing your thanks and appreciation.

Keep Your Grades Up!

Many ongoing scholarships (which you receive for more than one year) require you to maintain an average grade in order to retain your scholarship. This is usually a B-/B, and will be assessed on either a six-monthly or yearly basis. If you do not manage to maintain the average, you won't usually have to pay back any money you have already received – but you are likely to lose the scholarship for the coming semester or year.

Stay Fully Enrolled in Your Course

Many scholarships are only offered to students who are enrolled full-time at the University of Waikato. We will check your enrolment when you initially apply for the scholarship; however, if this changes part way through the year (say, for example, you pull out of all your B Semester papers), you are likely to lose the scholarship. If you have a good reason to be dropping papers, call in and have a chat with us first, we can contact the sponsors asking them to give you special consideration. However, when the first we hear about your change of enrolment is from the computer-generated report we run, we often have no choice but to withdraw your scholarship. In these instances, you are likely to have to pay back the full scholarship.

Progress Reports

The sponsors of a scholarship will sometimes ask you to provide reports on your progress with your studies, usually every six months. For most scholarships, this is simply for the sponsor's interest, and will not affect your scholarship (unless, of course, you do not comply with the regulations, and don't send the report).