


This QRG is only relevant when a student submits an application for both a coursework course and a scholarship within the same application.



**Important:** ‘Complete Assessment’ process should not be used until the scholarship has also been assessed and a decision has been recorded (not successful/successful) for the scholarship. The Admissions team is responsible for the ‘Complete Assessment’ of coursework course + scholarship applications










Assess the course application as per normal process

- Assign the workflow to yourself (if required)
- Assess the course using the ‘Assess’ button. Student Finance and Scholarships team will also complete their assessment process in parallel

Application Contents

 2 records.


 



	<div>BA (1) - Bachelor of Arts</div> <div>2025 Course Second Half Year, Bedford Park</div> <div>Language, Literature, Culture and Society</div> <div><div>✓ 0</div><div>✗ 0</div><div> 0</div><div> 0</div></div> <div><div>1</div> Preference</div>	<div>NO OUTCOME SET</div> <div> </div>
	<div>YUNG_COMM - Yungkurrinhti Indigenous Commencing Student Payment</div> <div>2025</div> <div><div>✓ 0</div><div>✗ 0</div><div> 0</div><div> 0</div></div>	<div>NO OUTCOME SET</div> <div></div>











Before ‘Complete Assessment’ step, check the scholarship status

- If the scholarship is **successful**, the Offer Status will have changed from ‘Candidate Selection’ to ‘Review Offer’

Application Contents

 2 records.


	<div>BA (1) - Bachelor of Arts</div> <div>2025 Course Second Half Year, Bedford Park</div> <div>Language, Literature, Culture and Society</div> <div><div>✓ 0</div><div>✗ 0</div><div> 0</div><div> 0</div></div> <div><div>1</div> Preference</div>	<div>NO OUTCOME SET</div> <div> </div>
	<div>YUNG_COMM - Yungkurrinhti Indigenous Commencing Student Payment</div> <div>2025</div> <div><div>✓ 0</div><div>✗ 0</div><div> 0</div><div> 0</div></div>	<div>ASSESSED</div> <div>Offer Status Review Offer</div> <div> </div>

Select 'Manage offer' on the scholarship record to view the 'Student Scholarship Status', this should show a status of 'Offered'

Release Offer

Workflow is not assigned to you

2 of 2



2308617 - Test Student 5

Australian | 26-Aug-2004 (21)

Changed by Test Student 5 at 21-Oct-2025 14:12:54 [View audit details](#)

Offer Management

Released : 21-Oct-2025 14:19:43  
Lapse Date : 05-Nov-2025  
Review Offer  
Scholarships Pool

Requirements

Assessment Details

Student Details

Communication History

1 document

Interactions

0 communications  
0 appointments  
0 notes

YUNG\_COMM - Yungkurinhti Indigenous Commencing Student Payment

Save

Bestowal Quota

0

Application Dates

17/7/2025 - 31/12/2025

Applications Close

Offers Close

Student Scholarship Status

Offered

Start Date

01-Jan-2025

End Date

01-Jan-2025

☒ Display to student

Offer

Offer Outcome

Not Entered


Lapse Date

05-Nov-2025

Response Reason

Further information is available in the 'Process view' at the bottom of the record.  
Candidate selection will show as 'Successful'

Process View


Offer Required?	Victoria Wright
Candidate Selection	Scholarships Pool
Successful	 <div>13:24:17 22-Aug-2025</div>
Student Reward	Scholarships Pool
Create Student Reward	<div>13:24:21 22-Aug-2025</div>

**Note: If scholarship is not yet assessed, the scholarship will show as ‘No outcome set’**

- If the **course** has been assessed as ‘Successful’ and scholarship assessment **has not yet started** (status is ‘No outcome set’) then the ‘Complete Assessment’ button can be used. This will move the workflow to the ‘Assess Scholarship’ stage and Student Finance and Scholarships will still be able to assess the scholarship.
- HOWEVER, the scholarship will need to be monitored by Admissions and ‘Complete Assessment’ will need to be used **again** once the scholarship has been made successful/unsuccessful to finalise the workflow and move the record to a state of “Offered” for the student. **Alternatively, wait** until the scholarship has moved to ‘Review offer’.

Complete Assessment

Workflow is not assigned to you



2308617 - Test Student 5

Australian | 26-Aug-2004 (21)

129841 | Submitted 21-Oct-2025 | Student 2308617

Changed by Jane Prince at 21-Oct-2025 14:33:17 View audit details

Summary

Application ID : 129841

Assess Scholarship

Scholarships Pool

Application Details

Online Application

Submitted: 21-Oct-2025

Student Details

Australian | Australia

Other Third Parties

0 Third Party Relationships

Educational Background

Application Contents

2 records.

BA (1) - Bachelor of Arts

2025 Course Second Half Year, Bedford Park

Language, Literature, Culture and Society

✓ 0 | ✗ 0 | 0 | 0

1 Preference

YUNG\_COMM - Yungkurinrithi Indigenous Commencing Student Payment

2025

✓ 0 | ✗ 0 | 0 | 0

SUCCESSFUL

Offer Status Review Offer

Manage offer

...

NO OUTCOME SET

Assess

## Unsuccessful scholarship

- If the scholarship is **unsuccessful**, the Offer Status will have changed from ‘Candidate Selection’ to ‘Not successful’

Application Contents

2 records.

BA (1) - Bachelor of Arts

2025 Course Second Half Year, Bedford Park

Language, Literature, Culture and Society

✓ 0 | ✗ 0 | 0 | 0

1 Preference

YUNG\_COMM - Yungkurinrithi Indigenous Commencing Student Payment

2025

✓ 0 | ✗ 0 | 0 | 0

SUCCESSFUL

Offer Status Review Offer

Manage offer

...

NOT SUCCESSFUL


Assess


V1 October 2025

Ineligible scholarship

- If the student is deemed as **ineligible** for a scholarship, the Status will have changed from ‘Candidate Selection’ to ‘Ineligible’

Application Contents

 2 records.



**BA (1) - Bachelor of Arts**  
2025 Course Second Half Year, Bedford Park  
Language, Literature, Culture and Society

✓ 0

✗ 0


💬 0

➡ 0

1 Preference

Manage offer

⋮



**YUNG\_COMM - Yungkurinrithi Indigenous Commencing Student Payment**  
2025

✓ 0

✗ 0

💬 0

➡ 0

INELIGIBLE

Assess

SUCCESSFUL

Offer Status Review Offer

Proceed with ‘Complete Assessment’

- Once the scholarship status has been confirmed, the ‘Complete Assessment’ button can be used
- This will move the status from ‘Under Assessment’ to ‘Offered’ for a student

Application ID 129840  
BA - Bachelor of Arts  
YUNG\_COMM - Yungkurinrithi Indigenous Commencing Student Payment

2 Offers Awaiting Response

OFFERED

Submission Date 21-Oct-2025

Respond

- If both the course and scholarship are successful, students will see two offers in the portal



Application ID 129840  
Submitted 21-Oct-2025

Application Summary  
Submitted 21-Oct-2025


Offers  
2 offers  
2 Awaiting response

Further Information Requests

Offers


 

2 records.



**BA (1) - Bachelor of Arts**  
2025 Course Second Half Year, Bedford Park  
Lapse Date  
04-Nov-2025

1 Preference **BA Offered**



**YUNG\_COMM - Yungkurinrithi Indigenous Commencing Student Payment**  
2025  
Lapse Date  
05-Nov-2025

AWAITING RESPONSE

Respond

AWAITING RESPONSE

Respond

- ‘Finalise’ as per the current process