

Bean Counters Encouragement Scholarship

Terms and Conditions

1 Establishment and purpose

- 1.1 The Bean Counters Encouragement Scholarship was established by members of the local chapters of Chartered Accountants Australia and New Zealand, CPA Australia and Hunter TAFE Foundation to offer support and encouragement to complete their studies in Certificate III in Accounts Administration or Certificate IV in Accounting and Bookkeeping at a TAFE NSW location within the Hunter or Central Coast regions, or online - and be a resident of the Hunter or Central Coast regions.
- 1.2 The Bean Counters Encouragement Scholarship is funded by members of Chartered Accounts, CPA Australia and managed and administered by the Hunter TAFE Foundation.
- 1.3 A panel will be established comprising of a representative from the Bean Counters Ball committee, TAFE NSW and Hunter TAFE Foundation to determine successful scholarship recipient.
- 1.4 Each Scholarship delivers \$500 to the successful applicant upon the announcement and acceptance of recipients, with the remaining \$1,000 available to the successful applicants after their completion of Certificate III in Accounts Administration or Certificate IV in Accounting and Bookkeeping within 18 months.
- 1.5 The successful applicant must reside within either the Central Coast or Hunter regions.

2 Definitions

- 2.1 **"Award recipient"** means a successful nominee who accepts the Bean Counters Encouragement Award, by completing and returning the Bean Counters Encouragement Award letter of offer and acceptance, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.2 **"Bean Counters Encouragement Scholarship"** means each of the two scholarships as awarded by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.3 **"Bean Counters Encouragement Award nomination"** means a nomination for the Bean Counters Encouragement Award made by a nominator in accordance with these terms and conditions.
- 2.4 **"Bean Counters Encouragement Award nomination form"** means the process which must be completed by the nominator.
- 2.5 **"Bean Counters Encouragement Award offer and acceptance"** means the offer which must be completed by the successful nominee and is issued by the Hunter TAFE Foundation.
- 2.6 **"Nominee"** means a student who is nominated for the Bean Counters Encouragement Award.
- 2.7 **"Nomination process"** means the process set out in clause 3.0 of these terms and conditions as amended or varied by the Hunter TAFE Foundation, from time to time in its sole discretion.

- 2.8 **"Panel"** means a panel comprised of a representative from the Bean Counters Ball committee, TAFE NSW, and Hunter TAFE Foundation, to assess applicants on their nomination.
- 2.9 **"Successful nominee"** means an eligible student who is offered the Bean Counters Encouragement Award by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these terms and conditions.
- 2.10 **"Student"** means a currently enrolled student of TAFE NSW.
- 2.11 **"Eligible nominee"** means a nominee who meets the criteria for eligibility for the award of the Bean Counters Encouragement Award, as set out in clause 4.0 of the terms and conditions.

3 Nomination process

- 3.1 A nominator must complete a Bean Counters Encouragement Award nomination, and submit it via the Award Force platform, by the required closing date, as detailed on the nomination.
- 3.2 The nominator and the nominee must acknowledge and accept the Bean Counters Encouragement Award terms and conditions, by accepting the declaration on the nomination on Award Force prior to submitting it, in the manner set out in clause 3.1.

4 Eligibility

- 4.1 The Bean Counters Encouragement Award may be awarded to two eligible nominees who, the panel determines (in its sole discretion), have satisfied all of the following criteria:
 - 4.1.1 is currently enrolled in Certificate III in Accounts Administration or Certificate IV in Accounting and Bookkeeping at a TAFE NSW located in the Central Coast or Hunter regions, or with or online.
 - 4.1.2 resides within the Central Coast or Hunter regions.
 - 4.1.3 is committed to their studies and has a good attendance record.
 - 4.1.4 is ambitious and devoted to study.
 - 4.1.5 displays professionalism and is self-disciplined.
 - 4.1.6 is motivated to work in the financial and/or accounting sectors.
 - 4.1.7 displays potential to establish themselves in the industry.
 - 4.1.8 has not received another Hunter TAFE Foundation or TAFE NSW scholarship or award in the previous 12 months.

- 4.2 Incomplete Bean Counters Encouragement Award nominations will not be considered by the panel.
- 4.3 The panel is under no obligation to attempt to contact any nominator who incorrectly completes and/or submits, a nomination and will, at his or her discretion, contact a nominator on no more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly. Should all required information not be provided, the Bean Counters Encouragement Award nomination will be withdrawn by the competition panel, and notice sent to the nominator.

5 Offer of the award

- 5.1 The panel will determine the Bean Counters Encouragement Award recipients in its sole discretion.
- 5.2 The successful nominee will be notified by telephone, and will be sent a Bean Counters Encouragement Award letter of offer and acceptance to complete.
- 5.3 If unsuccessful, a nominee will be notified in writing of that outcome.

6 Acceptance of the award

- 6.1 The award recipient must complete and return the Bean Counters Encouragement Award letter of offer and acceptance, prior to the Hunter TAFE Foundation presentation event, and as a pre-condition to payment of the award.
- 6.2 For the avoidance of doubt, the award recipient acknowledges and agrees that the issue of this award is conditional upon the signing and returning to the Hunter TAFE Foundation, the Bean Counters Encouragement Award letter of offer and acceptance.

7 Award and payment

- 7.1 Following the completion and return of the letter of offer and acceptance, the payment will be made to the successful recipient/s by bank transfer within 14 days of the presentation ceremony.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay or make available, any part of the Bean Counters Encouragement Award, until it has received a signed and completed Bean Counters Encouragement Award letter of offer and acceptance.
- 7.3 The successful recipient will need to notify the Hunter TAFE Foundation in writing within 18 months of receiving the initial scholarship payment once they are course complete in either the Certificate III in Accounts Administration or Certificate IV in Accounting and Bookkeeping. The remaining \$1,000 will then be paid to the recipient.

8 Conditions

- 8.1 The recipient acknowledges and agrees that the following conditions apply to the awarding of the Bean Counters Encouragement Award:
 - 8.1.1 On request of the Hunter TAFE Foundation, the successful recipient must provide an update on how the Bean Counters Encouragement Award has assisted them on their career journey.
 - 8.1.2 The successful recipient must agree to be available for promotional and marketing photography, in line with TAFE NSW's Media Consent form.
 - 8.1.3 Any decision of the panel, regarding a Bean Counters Encouragement Award nomination, is final, and no correspondence will be entered into.
 - 8.1.4 The successful recipient is expected to be an ambassador for the Hunter TAFE Foundation, and uphold the values of the organisation, behaving in accordance with the TAFE NSW Student Code of Conduct, at all times.
 - 8.1.5 The Hunter TAFE Foundation reserves the right to withdraw any unpaid monies, or request repayment of monies awarded as for the Bean Counters Encouragement Award, should a recipient fail to meet any of the requirements, as outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).

9 Variation

- 9.1 The Hunter TAFE Foundation may vary these terms and conditions, or any form or process referred to herein, at any time and without notice.

Please retain a copy of these terms and conditions for future reference.