

# Henry Harding Memorial Encouragement Award

## Terms and Conditions

### 1.0 Establishment and purpose

- 1.1 The Henry Harding Memorial Encouragement Award was established in 2021, by Chris Harding and Annette Harding, in memory of Henry Harding, an excellent former TAFE NSW student.
- 1.2 The Henry Harding Memorial Encouragement Award is managed and administered by the Hunter TAFE Foundation.
- 1.3 Up to two (2) Henry Harding Memorial Encouragement Awards will be provided annually, to the value of up to \$1,000 each, to TAFE NSW students who are studying pathology related courses and meet eligibility criteria.
- 1.4 The nominator will nominate a nominee, by submitting a nomination and using the selection criteria, as outlined on the nomination.
- 1.5 The endorser, the head teacher, will endorse the nomination.

### 2.0 Definitions

- 2.1 **“Eligible nominee”** means a nominee who meets the criteria for eligibility for the awarding of the Henry Harding Memorial Encouragement Award, as set out in clause 4.0 of the Terms and Conditions.
- 2.2 **“Endorser”** means the head teacher.
- 2.3 **“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.
- 2.4 **“Nominator”** means the teacher of pathology related courses at TAFE NSW Newcastle.
- 2.5 **“Nominee”** means a student who is nominated for the Henry Harding Memorial Encouragement Award, by their nominator completing and submitting a Henry Harding Memorial Encouragement Award nomination form in accordance with the nomination process.
- 2.6 **“Recipient”** means a successful nominee who accepts the Henry Harding Memorial Encouragement Award, by completing and returning the Henry Harding Memorial Encouragement Award letter of offer and acceptance, in accordance with the process set out in clause 6.0 of these Terms and Conditions.
- 2.7 **“Henry Harding Memorial Encouragement Award”** means a scholarship, awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.8 **“Henry Harding Memorial Encouragement Award nomination form”** means the form that must be completed by a nominator and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships)

- 2.9 **“Henry Harding Memorial Encouragement Award offer and acceptance form”** means the offer which must be completed by the successful nominee and is to be issued by the Hunter TAFE Foundation coordinator.
- 2.10 **“Student”** means a currently enrolled student of TAFE NSW.
- 2.11 **“Successful nominee”** means an eligible student, who is offered the Henry Harding Memorial Encouragement Award by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these Terms and Conditions.

### 3.0 Nomination process

- 3.1 A nominator must complete a Henry Harding Memorial Encouragement Award nomination and submit to the Hunter TAFE Foundation prior to the closing date, as outlined on the Henry Harding Memorial Encouragement Award nomination.
- 3.2 The nominator must complete the application, the nominee must accept the nomination and the endorser must complete their endorsement in the manner set out in 3.1.

### 4.0 Student eligibility

- 4.1 The Henry Harding Memorial Encouragement Award may be awarded to an eligible nominee who has completed and lodged a nomination form and who, as determined by the selection panel as eligible (in its sole discretion), satisfies all the following criteria:
  - 4.1.1 Enrolled at TAFE NSW Newcastle, in one of the following courses:
    - HLT37215 Certificate III in Pathology Collection
    - HLT37415 Certificate III in Pathology Assistance
    - MSL40118 Certificate IV in Laboratory Techniques
    - MSL50118 Diploma of Laboratory Technology (Pathology)
  - 4.1.2 Under the age of 35 years, as of the date of nomination being submitted.
  - 4.1.3 Has not received a scholarship from Hunter TAFE Foundation or TAFE NSW within the previous 12 months.
  - 4.1.4 Deserving student who is committed to their studies, has overcome challenges to achieve the goal
  - 4.1.5 Has a good attendance record
  - 4.1.6 Intends to study further at TAFE NSW, in a relevant field, or is preparing to enter the workforce.

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

- 4.2 Incomplete Henry Harding Memorial Encouragement Award nominations will not be considered.
- 4.3 The Hunter TAFE Foundation 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 nominee on not more than two occasions in an effort to obtain information which is missing, or has not been completed correctly, on a Henry Harding Memorial Encouragement Award nomination. Should all required information not be provided, the Henry Harding Memorial Encouragement Award nominations will be withdrawn by the Hunter TAFE Foundation and notice sent to the Nominator.

### 5.0 Offer of Henry Harding Memorial Encouragement Award

- 5.1 The Henry Harding Memorial Encouragement Award, awarded by the Hunter TAFE Foundation, may be determined in consultation with the donor in their sole discretion.
- 5.2 The successful nominee will be sent a Henry Harding Memorial Encouragement Award letter of offer and acceptance.
- 5.3 If unsuccessful, the nominee and nominator will be notified in writing, of that outcome.

### 6.0 Acceptance of the Henry Harding Memorial Encouragement Award

- 6.1 The successful nominee must complete and return the Henry Harding Memorial Encouragement Award letter of offer and acceptance, as soon as possible, and as a pre-condition to payment of the award.
- 6.2 For the avoidance of doubt, the successful nominee acknowledges and agrees, that the Award is conditional upon the successful nominee signing and returning to the Hunter TAFE Foundation, the Henry Harding Memorial Encouragement Award letter of offer and acceptance.

### 7.0 Award and payment of the Henry Harding Memorial Encouragement Award

- 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 Henry Harding Memorial Encouragement Award, until it has received a signed and completed Henry Harding Memorial Encouragement Award letter of offer and acceptance.

### 8.0 Conditions of the Henry Harding Memorial Encouragement Award

- 8.1 The successful nominee acknowledges and agrees, that the following conditions apply to the awarding of the Henry Harding Memorial Encouragement Award:
  - 8.1.1 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies, or request repayment of any monies awarded, should the successful recipient withdraw from studies or not successfully complete, or fail to meet, any of the requirements as outlined in these Terms and Conditions (as determined by the Hunter TAFE Foundation).
  - 8.1.2 On request by the Hunter TAFE Foundation the successful nominee must provide an update on how the Henry Harding Memorial Encouragement Award has assisted them on their career journey.
  - 8.1.3 The successful nominee must agree to be available for promotional and marketing photography in line with TAFE NSW's Media Consent Form.
  - 8.1.4 Any decision of Chris Harding and Annette Harding, regarding a Henry Harding Memorial Encouragement Award nomination, is final and no correspondence will be entered into.
  - 8.1.5 The successful nominee is expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of each organisation, behaving in accordance with the TAFE NSW student code of conduct at all times.

### 9.0 Variation

- 9.1 The Hunter TAFE Foundation, in consultation with TAFE NSW and Henry Harding Memorial Encouragement Award, may vary these Terms and Conditions or any form or process referred to herein, at any time and without notice.