

**1 Establishment and purpose**

- 1.1 The Hunter TAFE Foundation Scholarships were established by the Hunter TAFE Foundation as a means of providing support and encouragement, via the provision of financial assistance to TAFE NSW students who are in need or financial assistance or encouragement to complete their studies.
- 1.2 The Hunter TAFE Foundation Scholarships are funded, managed, and administered by the Hunter TAFE Foundation.
- 1.3 A selection panel will be established to determine successful applicants.
- 1.4 The scholarship delivers up to \$500 to help the successful applicant meet costs associated with their studies.

**2 Definitions**

- 2.1 **“Applicant”** means an individual who applies for a Hunter TAFE Foundation Scholarship, by completing and submitting a Hunter TAFE Foundation Scholarship application form, in accordance with the application process.
- 2.2 **“Application 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.
- 2.3 **“Eligible applicant”** means an applicant who meets the criteria for eligibility for the award of a scholarship, as set out in clause 4.0 of the terms and conditions.
- 2.4 **“Scholarship application”** means an application for a Hunter TAFE Foundation Scholarship, made by an applicant, in accordance with these terms and conditions.
- 2.5 **“Scholarship application form”** means the form that must be completed by an applicant, and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships)
- 2.6 **“Scholarship offer and acceptance form”** means the form that must be completed by the successful applicant, and is to be issued by the Hunter TAFE Foundation.
- 2.7 **“Scholarship recipient”** means the successful applicant who accepts the Hunter TAFE Foundation Scholarship, by completing and returning the scholarship offer and acceptance form, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.8 **“Selection panel”** means a panel comprised of TAFE NSW representatives, to assess applicants on their scholarship application.
- 2.9 **“Hunter TAFE Foundation Scholarship”** means a financial grant, up to a maximum value of \$500, awarded by the Hunter TAFE Foundation, in accordance with these terms and conditions.
- 2.10 **“Selection panel”** means an eligible applicant who is offered the Hunter TAFE Foundation Scholarship by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these terms and conditions.

**3 Application process**

- 3.1 An applicant must complete a scholarship application form, and submit it via email, to the Hunter TAFE Foundation by the required closing date, as detailed on the application form.
- 3.2 The applicant must acknowledge and accept the Hunter TAFE Foundation Scholarship terms and conditions, by signing and dating their scholarship application form, prior to submitting it, in the manner set out in clause 3.1.

**4 Eligibility**

- 4.1 The Hunter TAFE Foundation Scholarship may be awarded to an eligible applicant who has completed and lodged an application form, and who, as determined by the panel being as eligible (in its discretion), satisfies all of the following criteria:
  - 4.1.1 Is enrolled in a course delivered by TAFE NSW at the time of receiving the Hunter TAFE Foundation Scholarship
  - 4.1.2 Is able to demonstrate that financial and/or personal hardship is a barrier to their study, and/or encouragement is required for successful completion of their course
  - 4.1.3 Demonstrates commitment to the course of study and career goals.
- 4.2 Incomplete Hunter TAFE Foundation Scholarship application forms will not be considered by the selection panel.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any applicant who incorrectly completes and/or submits a scholarship application form, and will, at his or her discretion, contact and applicant on not more than two (2) occasions in an effort to obtain information which is missing or has not been completed correctly, on the scholarship application form. Should all required information not be provided, the scholarship application form will be withdrawn by the Hunter TAFE Foundation and notice sent to the applicant.

**5 Offer of the scholarship**

- 5.1 The selection panel will determine the Hunter TAFE Foundation Scholarships successful applicants in their sole discretion.
- 5.2 The successful applicants will be notified by telephone and email, and will be sent a scholarship offer and acceptance form to be completed.
- 5.3 If unsuccessful, an applicant will be notified in writing of that outcome.

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

**6 Acceptance of the scholarship**

- 6.1 A successful applicant must complete and return the scholarship offer and acceptance form as soon as possible, and as a pre-condition to payment of the scholarship.
- 6.2 For the avoidance of doubt, the scholarship recipient acknowledges and agrees that the awarding of a scholarship is conditional upon signing the scholarship offer and acceptance form, and returning it to the Hunter TAFE Foundation.

**7 Award and payment**

- 7.1 Following the completion and return of the scholarship offer and acceptance form, the scholarship funds (to the value of \$500) will be paid by electronic funds transfer.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay, or make available, any part of the Hunter TAFE Foundation Scholarship until it has received a signed and completed scholarship offer and acceptance form.

**8 Conditions**

- 8.1 The scholarship recipient acknowledges and agrees that the following conditions apply to the award of the Hunter TAFE Foundation Scholarship:
  - 8.1.1 On request by the Hunter TAFE Foundation, the successful recipient must provide an update on how the Hunter TAFE Foundation Scholarship has assisted them in their studies and 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.
  - 8.1.3 Any decision of the selection panel regarding a Hunter TAFE Foundation Scholarship application 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, upholding the values of the organisation, and behaving at all times in accordance with the TAFE NSW Student Code of Conduct.
  - 8.1.5 The Hunter TAFE Foundation reserves the right to withdraw 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.

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