

1. Establishment and purpose

- 1.1 Josh Woolfson Memorial Encouragement Award was established in 2012 by Liz Woolfson in memory of her husband, Josh Woolfson and his work in the Industrial electronics courses and industry.
- 1.2 The Josh Woolfson Memorial Encouragement Award is funded by Liz Woolfson and managed and administered by the Hunter TAFE Foundation.
- 1.3 The selection panel has been established to assess the Josh Woolfson Memorial Encouragement Award nominations on behalf of Liz Woolfson and the Hunter TAFE Foundation.
- 1.4 One (1) Josh Woolfson Memorial Encouragement Award to the value of \$500, will be awarded annually at the sole discretion of the selection panel.

2. Definitions

- 2.1 **"Eligible nominee"** means a nominee who meets the criteria for eligibility for the award of the Josh Woolfson Memorial Encouragement Award as set out in clause 4.0 of the terms and conditions.
- 2.2 **"Josh Woolfson Memorial Encouragement Award"** means the award presented by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.3 **"Josh Woolfson Memorial Encouragement Award nomination form"** means the application which must be completed by a nominator and is available from tafensw.edu.au/scholarships.
- 2.4 **"Josh Woolfson Memorial Award offer and acceptance form"** means the offer which must be completed by the successful award nominee and is to be issued by the Hunter TAFE Foundation.
- 2.5 **"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.
- 2.6 **"Nominee"** means a student who is nominated for the Josh Woolfson Memorial Encouragement Award by their nominator completing and submitting a Josh Woolfson Memorial Encouragement Award nomination form in accordance with the nomination process.
- 2.7 **"Recipient"** means successful nominee who accepts the Josh Woolfson Memorial Encouragement Award by completing and returning the Josh Woolfson Memorial Encouragement Award letter of offer and acceptance in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.8 **"Selection panel"** means a panel assembled by Hunter TAFE Foundation to assess Nominees on their nomination.
- 2.9 **"Student"** means a currently enrolled student of TAFE NSW.
- 2.10 **"Successful nominee"** means an eligible student who is offered the Josh Woolfson 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. Nomination process

- 3.1 A nominator must complete a Josh Woolfson Memorial Encouragement Award nomination and submit it to the Hunter TAFE Foundation prior to the closing date by email as detailed on the Josh Woolfson Memorial Encouragement Award nomination.
- 3.2 The nominator and nominee must acknowledge and accept the Josh Woolfson Memorial Encouragement Award terms and conditions by submitting the nomination prior to submitting the Josh Woolfson Memorial Encouragement Award nomination in the manner as set out in 3.1.

4. Eligibility

- 4.1 The Josh Woolfson Memorial Encouragement Award may be awarded to an eligible nominee who has completed and submit a nomination and who, as determined by the selection panel as eligible (in its sole discretion), satisfying all of the following criteria:
 - 4.1.1 Has enrolled in a post trade Electrotechnology qualification at TAFE NSW in the Hunter and Central Coast regions.
 - 4.1.2 Must have an excellent attendance record.
 - 4.1.3 Must demonstrate commitment to the electronics sector.
 - 4.1.4 Has a financial need or requires encouragement to complete studies.
- 4.2 Incomplete Josh Woolfson Memorial Encouragement Award nominations will not be considered by the selection panel.
- 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 (2) occasions in an effort to obtain missing information, or has not been completed a Josh Woolfson Memorial Encouragement Award nomination correctly. Should all required information not be provided, the Josh Woolfson Memorial Encouragement Award nomination will be withdrawn by the Hunter TAFE Foundation and notice sent to the nominator.

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

5. Offer of scholarship

- 5.1 Following assessment by the selection panel of a Josh Woolfson Memorial Encouragement Award nomination, the selection panel will determine the outcome of the Josh Woolfson Memorial Encouragement Award.
- 5.2 The Josh Woolfson Memorial Encouragement Award, awarded by the Hunter TAFE Foundation will be determined by the selection panel at its sole discretion.
- 5.3 The successful nominee will be sent a Josh Woolfson Memorial Encouragement Award letter of offer and acceptance.
- 5.4 If unsuccessful, the nominee and nominator will be notified in writing of that outcome.

6. Acceptance of scholarship

- 6.1 The successful nominee must complete and return the Josh Woolfson Memorial Encouragement Award letter of offer and acceptance as soon as possible and as a precondition 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 Josh Woolfson Memorial Encouragement Award letter of offer and acceptance.

7. Award and payment of the scholarship

- 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 prize until it has received a signed and completed the letter of offer and acceptance.

8. Conditions of the scholarship

- 8.1 The successful nominee acknowledges and agrees that the following conditions apply to the award of the Josh Woolfson Memorial Encouragement Award:
 - 8.1.1 The Hunter TAFE Foundation reserves the right to withdraw any unpaid monies or request repayment of 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 Josh Woolfson Memorial Encouragement Award has assisted them in 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 the selection panel regarding a nominee, a Josh Woolfson Memorial Encouragement Award nomination, or a Josh Woolfson Memorial Encouragement Award 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 and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.

9. Variation

- 9.1 The Hunter TAFE Foundation in consultation with Hunter TAFE and Josh Woolfson Memorial Encouragement Award may vary these terms and conditions or any form or process referred to herein at any time and without notice.