

### 1.0 Establishment and purpose

- 1.1 The scholarships were established by the City of Newcastle Aboriginal Employment Strategy and Hunter TAFE Foundation as a means of providing financial support and encouragement to students who recognise as an Aboriginal or Torres Strait Islander and are studying with TAFE NSW and either living or studying in the Newcastle local government area.
- 1.2 Scholarships are funded by Newcastle City Councils Aboriginal Employment Strategy and managed by the Hunter TAFE Foundation.
- 1.3 A panel will be established comprising of a representative from TAFE NSW and Hunter TAFE Foundation to recommend recipients to the City of Newcastle.
- 1.4 There will be one scholarship valued at \$500 awarded by the Hunter TAFE Foundation which will be determined by the panel in its sole discretion.

### 2.0 Definitions

- 2.1 **“Applicant”** means a student who applies for a scholarship by completing and submitting a 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 student”** 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 **“Student”** means a currently enrolled student of TAFE NSW.
- 2.5 **“Aboriginal and Torres Strait Islander Scholarship”** means a financial scholarship to the value of \$500 awarded by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.6 **“Aboriginal and Torres Strait Islander Scholarship application”** means an application for a scholarship made by an applicant in accordance with these terms and conditions.
- 2.7 **“Aboriginal and Torres Strait Islander Scholarship application form”** means the form which must be completed by an applicant and which is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships).
- 2.8 **“Aboriginal and Torres Strait Islander Scholarship offer and acceptance form”** means the form which must be completed by the successful applicant and is to be issued by the Hunter TAFE Foundation.
- 2.9 **“Aboriginal and Torres Strait Islander Scholarship recipient”** means successful applicant who accepts the scholarship by completing and returning a scholarship offer and acceptance form in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.10 **“Panel”** means a panel comprising of a representative from TAFE NSW and Hunter TAFE Foundation to recommend a recipient to the City of Newcastle.
- 2.11 **“Successful applicant”** means an eligible student who is offered a scholarship by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these terms and conditions.

### 3.0 Application process

- 3.1 An applicant must complete a scholarship application form and submit that scholarship application form to the Hunter TAFE Foundation email as detailed on the scholarship application form.
- 3.2 The applicant must acknowledge and accept the scholarship terms and conditions by signing and dating the declaration on the scholarship application form prior to submitting that scholarship application form in the manner set out in clause 3.1.
- 3.3 Upon receipt of a scholarship application form, the Hunter TAFE Foundation will complete an initial review of the scholarship application form to ensure that all required information has been provided by the applicant.
- 3.4 Following the completion of an initial review of a scholarship application, the Foundation will notify an applicant in writing of receipt of the scholarship application and provide an outline of the next steps for that applicant in relation to their scholarship application.
- 3.5 Provided all aspects of a scholarship application are correctly completed by the applicant, the scholarship application will be referred to the panel for its assessment and determination.
- 3.6 The panel, at its sole discretion, may confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability of an applicant.

### 4.0 Eligibility

- 4.1 A scholarship may be awarded to an eligible student who has completed and lodged a scholarship application form and who, as determined by the Scholarship Committee (in its sole discretion), satisfies all of the following criteria:
  - 4.1.1 Must recognise as an Aboriginal and/or Torres Strait Islander.
  - 4.1.2 Must be enrolled with TAFE NSW.
  - 4.1.3 Must either live or study within the Newcastle local government area.
  - 4.1.4 Be a deserving individual who has consistently applied themselves to achieving their career goals and would benefit from the support and encouragement provided by this scholarship.
  - 4.1.5 Is able to demonstrate their commitment and involvement in their community, e.g. volunteer positions, community activities, advisory groups, etc.
- 4.2 Incomplete scholarship application forms will not be considered by the Scholarship Committee.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any applicant who incorrectly completes and/or submits an application form and will, at his or her discretion, contact an applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly, in an application form. Should all required information not be provided, the scholarship application will be withdrawn by Hunter TAFE Foundation and notice sent to the applicant.

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

### 5.0 Offer of scholarship

- 5.1 The panel will determine the scholarship recipient in its sole discretion.
- 5.2 A successful applicant will be sent a scholarship offer and acceptance form.
- 5.3 If unsuccessful, an applicant will be notified in writing of that outcome.

### 6.0 Acceptance of 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, a successful applicant acknowledges and agrees that the award of a scholarship is conditional upon a successful applicant signing and returning to the Hunter TAFE Foundation the scholarship offer and acceptance form.

### 7.0 Award and payment of the scholarship

- 7.1 Following the successful applicant's completion and return of the scholarship offer and acceptance form, the scholarship will be presented at the Hunter TAFE Foundation Scholarships Presentation Ceremony.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the scholarship until it has received a signed and completed scholarship offer and acceptance form.

### 8.0 Conditions of the scholarship

- 8.1 A scholarship recipient acknowledges and agrees that the following conditions apply to the award of a scholarship:
  - 8.1.1 The Hunter TAFE Foundation reserve 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 or the Scholarship Committee, a scholarship recipient must provide the Hunter TAFE Foundation with an update on how the scholarship assisted them in their education at TAFE NSW.
  - 8.1.3 All scholarship recipients must agree to be available for promotional and marketing photography in line with TAFE NSW Authority to Publish.
  - 8.1.4 Any decision of the Scholarship Committee regarding an applicant or a scholarship application is final and no correspondence will be entered into.
  - 8.1.5 Scholarship recipients are expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of TAFE NSW and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.
  - 8.1.6 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies or request repayment of monies awarded as a scholarship should a scholarship recipient fail to meet any of the requirements as outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).

### 9.0 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.**