

1 Establishment and purpose

- 1.1 ITSA Study Grants provide students of TAFE NSW who live or study in the Illawarra, Shoalhaven, South East or Tablelands regions with financial grants to help students to meet study-related expenses.
- 1.2 Grants of up to \$2,500 are available for students studying full accredited qualifications, with grants of up to \$1,000 available for students studying skills sets or non-accredited courses.

2 Definitions

- 2.1 **“You” or “applicant”** means an individual who applies for the ITSA Study Grant, by completing and submitting an application in accordance with the application process.
- 2.2 **“Application process”** means the process set out in clause 3 of these terms and conditions as amended or varied by an ITSA Study Grant, 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 an ITSA Study Grant, as set out in clause 4 of these terms and conditions.
- 2.4 **“Application”** means an application for an ITSA Study Grant, made by an applicant, in accordance with these terms and conditions. Either a student Initiated application form or sponsor initiated application must be completed in full, in accordance with these terms and conditions.
- 2.5 **“Student initiated application form”** means the online form that must be completed by an applicant and their nominated referee, and is available from tafensw.edu.au/scholarships.
- 2.6 **“Sponsor initiated application form”** means the online form that must be completed by a TAFE NSW employee in a teaching or student support role, as well as the applicant, and is available from tafensw.edu.au/scholarships.
- 2.7 **“Offer and acceptance form”** means the form that must be completed by the successful applicant and is to be issued by the ITSA Scholarships Fund Committee.
- 2.8 **“Grant recipient”** means the successful applicant who accepts the ITSA Study Grant, by completing and returning the offer and acceptance form, in accordance with the process set out in clause 6 of these terms and conditions.
- 2.9 **“Selection panel”** means a panel comprised of TAFE NSW representatives, to assess applicants on their application.
- 2.10 **“ITSA Study Grant”** means a financial grant, up to a maximum value of \$2,500 for students enrolled in full nationally accredited qualifications, up to a maximum value of \$1,000 for students enrolled in partial nationally accredited units (skillsets) or non-accredited courses with TAFE NSW, awarded by the ITSA Scholarships Fund Committee, in accordance with these terms and conditions. The total grant pool available for the 2025 ITSA Study Grants is \$60,000.
- 2.11 **“Successful applicant”** means an eligible applicant who is offered the ITSA Study Grant by the ITSA Scholarships Fund Committee, in accordance with the process set out in clause 5 of these terms and conditions.

3 Application process

- 3.1 There are two pathways for application for an ITSA Study Grant:
 - 3.1.1 **Direct application:** An applicant may complete and submit an application and ensure that their nominated referee also completes their sections of the application form, by the required closing date, as detailed on the application form, or
 - 3.1.2 **Nominated application:** A TAFE NSW employee in a teaching or student support role may nominate an applicant. The nomination is sent to the applicant, who must accept it and complete their section of the form by the required closing date specified on the application.
- 3.2 The applicant must acknowledge and accept the ITSA Study Grant terms and conditions in their application prior to submitting it.

4 Eligibility

- 4.1 Be enrolled at TAFE NSW in Semester 2 2025 and meet all of the applicable TAFE NSW enrolment requirements, including any visa or residency requirements.
- 4.2 Study or live within the Illawarra, Shoalhaven, South East or Tablelands regions.
- 4.3 Be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.
- 4.4 Be committed and motivated to study and successfully complete your course, and to gain employment after finishing their studies.
- 4.5 Be able to demonstrate that you are experiencing financial hardship.
- 4.6 Nominate a referee to endorse your application (TAFE NSW Teachers or employees in student support roles if possible). Endorsements must be received by the closing date.
- 4.7 If you are aged under 18 years, your application will require permission from a parent or legal guardian.

5 Selection and offer

- 5.1 Applications will be collated by the ITSA Scholarship Fund Program. TAFE NSW reserves the right to validate and check the information provided as part of an application, including enrolment status or any provided references. If any information is incorrect, incomplete, false or misleading, TAFE NSW may reject an application or terminate the Study Grant.
- 5.2 The ITSA Scholarship Fund Committee will form a panel of judges to assess all valid applications. The selection panel will consist of representatives from TAFE NSW. Applications will be assessed on a merit basis and based on your responses in your application and the Study Grant eligibility requirements. The panel will, in its sole discretion, determine the award and amount of the Study Grant (if any). The decision of the panel will be final, and no correspondence about the decision will be entered into.
- 5.3 The Study Grant offer may be less than the amount you applied for. You will be notified of the amount being offered to you within the Study Grant offer letter.
- 5.4 Successful applicants will be notified by phone and email. Unsuccessful applicants will be notified by email.

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

6 Acceptance of the Award

- 6.1 A successful applicant must complete, sign and return the offer and acceptance form to the ITSA Scholarship Fund Program by the date specified in the offer.
- 6.2 Submission of the signed offer and acceptance form is a condition precedent to both the award and payment of the Study Grant.
- 6.3 No applications or acceptance forms will be accepted after the specified deadline.
- 6.4 The committee may allow additional time for acceptance of an offer; however, no payment will be made until the successful applicant is enrolled for Semester 2, 2025 and written acceptance is received in accordance with clause 6.1.
- 6.5 The Study Grant will be terminated immediately if the recipient is found to have provided false or misleading information during the application process. TAFE NSW reserves the right to recover any funds disbursed and may pursue further action as deemed necessary.

7 Variation

- 7.1 TAFE NSW may vary these terms and conditions or any form or process referred to herein at any time and without notice.