

1 Establishment and purpose

- 1.1 Together Today Award was established in 2011 by the Together Today Co-operative and Hunter TAFE Foundation to acknowledge student commitment to environmental sustainable practice for those students enrolled in the HE20546V01 Undergraduate Certificate in Renewable Energy Engineering or the HE20552 Diploma of Renewable Energy Engineering.
- 1.2 The Together Today Award is funded by Together Today Co-operative and managed and administered by the Hunter TAFE Foundation.
- 1.3 The selection panel has been established to assess the Together Today Award applications on behalf of Together Today Co-operative and Hunter TAFE Foundation.
- 1.4 One (1) Together Today Award to the value of \$1,000 will be awarded annually at the sole discretion of the selection panel.

2 Definitions

- 2.1 **“Applicant”** means a student who applies for the Together Today Award by completing and submitting a Together Today Award application 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 the Together Today Award as set out in clause 4.0 of the terms and conditions.
- 2.4 **“Recipient”** means successful applicant who accepts the Together Today Award by completing and returning the Together Today letter of offer and acceptance in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.5 **“Selection panel”** means a panel assembled by Hunter TAFE Foundation to assess applicants on their application; inclusive of a representative from Together Today Co-operative.
- 2.6 **“Student”** means a currently enrolled student of TAFE NSW.
- 2.7 **“Successful applicant”** means an eligible student who is offered the Together Today Award by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these terms and conditions.
- 2.8 **“Together Today Award”** means the award presented by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.9 **“Together Today Award application”** means an application for the Together Today Award made by an applicant in accordance with these terms and conditions.
- 2.10 **“Together Today Award application”** means the process which must be completed by an applicant and which is available from tafensw.edu.au/scholarships.
- 2.11 **“Together Today Award offer and acceptance”** means the offer which must be completed by the successful award recipient and is to be issued by the Hunter TAFE Foundation.

3 Application process

- 3.1 An applicant must complete a Together Today Award application and submit to the Hunter TAFE Foundation prior to the closing date as outlined on the Together Today Award application as detailed on the Together Today application.
- 3.2 The applicant must acknowledge and accept the Together Today Award terms and conditions by completing their application in the manner as set out in 3.1.

4 Applicant eligibility for Together Today Award

- 4.1 The Together Today Award may be awarded to an eligible applicant who has completed and submitted an application and who, as determined by the selection panel as eligible (in its sole discretion), satisfies all of the following criteria:
 - 4.1.1 Is currently enrolled in either the HE20546V01 Undergraduate Certificate in Renewable Energy Engineering or the HE20552 Diploma of Renewable Energy Engineering.
 - 4.1.2 Clearly demonstrates commitment to environmental sustainability in the Hunter and/or Central Coast and has a positive attitude towards study.
 - 4.1.3 Has supplied all required information as requested in the Together Today Award application including (but not limited to) applicant details and declaration, including a minimum of 250 word responses to each of the following questions:
 - a. How do you currently, or will you in the future, impart your knowledge and expertise in the local areas?
 - b. How do you engage with broader audiences to assist with environmental change in the Hunter and Central Coast?
 - c. What networks do you engage with outside of local areas to support your knowledge and understanding of environmental practices?
 - d. How would the Award benefit you or and your future career goals/aspirations?
- 4.2 Incomplete Together Today Award applications 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 an application 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 a Together Today Award application. Should all required information not be provided, the Together Today Award applications will be withdrawn by the Hunter TAFE Foundation and notice sent to the applicant.

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

5 Offer of Together Today Award

- 5.1 Following assessment by the selection panel of a Together Today Award Application, the selection panel will determine the outcome of the Together Today Award.
- 5.2 The Together Today Award awarded by the Hunter TAFE Foundation will be determined by the selection panel at its sole discretion.
- 5.3 The successful applicant will be sent a Together Today Award letter of offer and acceptance.
- 5.4 If unsuccessful, an applicant will be notified in writing of that outcome.

6 Acceptance of Together Today Award

- 6.1 The successful applicant must complete and return the Together Today 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 applicant acknowledges and agrees that the award is conditional upon the successful applicant signing and returning to the Hunter TAFE Foundation the Together Today Award letter of offer and acceptance..

7 Award and payment of the Together Today 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 Together Today Award until it has received a signed and completed Together Today Award letter of offer and acceptance.

8 Conditions of the Together Today Award

- 8.1 The successful applicant acknowledges and agrees that the following conditions apply to the award of the Together Today Award:
 - 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 the successful recipient must provide an update on how the Together Today Award has assisted them in their career journey.
 - 8.1.3 The successful recipient 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 an applicant, a Together Today Award application or any the award or otherwise of a Together Today Award is final and no correspondence will be entered into.
 - 8.1.5 The successful recipient 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 TAFE NSW and Together Today Co-operative may vary these terms and conditions or any form or process referred to herein at any time and without notice.