

### 1.0 Establishment and purpose

- 1.1 The Zonta Club of Hunter Newcastle TAFE NSW Scholarship has been established by the Zonta Club of Hunter Newcastle to support female students enrolled in a TAFE NSW course in the Newcastle and Lake Macquarie Local Government Areas.
- 1.2 The Zonta Club of Hunter Newcastle TAFE NSW Scholarship is funded by the Zonta Club of Hunter Newcastle and managed by the Hunter TAFE Foundation.
- 1.3 One (1) Zonta Club of Hunter Newcastle TAFE NSW Scholarship will be awarded at a value of \$1,000.

### 2.0 Definitions

- 2.1 **"Applicant"** means a student who applies for the Scholarship, by completing and submitting an application in accordance with the application process.
- 2.2 **"Application"** means an application for the scholarship, made by an applicant in accordance with these terms and conditions.
- 2.3 **"Application"** means the process which must be completed by an applicant and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships).
- 2.4 **"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.
- 2.5 **"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.
- 2.6 **"Panel"** means a panel assembled by the Zonta Club of Hunter Newcastle, to assess applicants on their application and interview.
- 2.7 **"Scholarship"** means the Zonta Club of Hunter Newcastle TAFE NSW Scholarship, awarded by the Zonta Club of Hunter Newcastle in accordance with these terms and conditions.
- 2.8 **"Successful applicant"** means an eligible student who is offered the Scholarship by the Zonta Club of Hunter Newcastle in accordance with the process set out in clause 5.0 of these terms and conditions.
- 2.9 **"Student"** means a currently enrolled student at TAFE NSW.

### 3.0 Application process

- 3.1 An applicant must complete an application and submit it to the Hunter TAFE Foundation by the required closing date.
- 3.2 The applicant must acknowledge and accept the Zonta Club of Hunter Newcastle TAFE NSW Scholarship terms and conditions, by signing and dating their application.
- 3.3 Provided all aspects of the application are sufficiently addressed by the applicant, and the applicant is an eligible student, the applicant may be invited to attend an interview.
- 3.4 All applicants invited to attend an interview, will receive formal notification from the Hunter TAFE Foundation as to their respective time and date of interview.

- 3.5 All applicants who were unsuccessful in obtaining an interview, will be notified by mail accordingly.
- 3.6 The panel, at its sole discretion, will confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability on an applicant.

### 4.0 Eligibility

- 4.1 The scholarship may be awarded to an eligible applicant who has completed and lodged an application, and who, as determined by the panel as eligible (in its sole discretion), satisfies all of the following criteria:
  - 4.1.1 is an Australian citizen
  - 4.1.2 is female and aged 21 years or older as at the scholarship closing date.
  - 4.1.3 Has demonstrated commitment to study and/or work
  - 4.1.4 Has supplied all required information requested in the application.
  - 4.1.5 Is not in receipt of another Hunter TAFE Foundation and TAFE NSW within the previous 12 months.
- 4.2 Incomplete applications will not be considered by the panel.
- 4.3 The panel 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 an application. Should all required information not be provided, the application will be withdrawn by the panel and notice sent to the applicant.

### 5.0 Offer and acceptance

- 5.1 The panel will determine the successful applicant in its sole discretion.
- 5.2 The successful applicant will be notified by telephone and email.
- 5.3 Unsuccessful applicants will be notified by email.
- 5.4 The successful applicant must complete and return the letter of offer and acceptance as soon as possible as a precondition payment of the scholarship.
- 5.5 For the avoidance of doubt, the successful nominee acknowledges and agrees that the awarding of the scholarship is conditional upon signing the letter of offer and acceptance and returning it to the Hunter TAFE Foundation.

### 6.0 Award and payment

- 6.1 The scholarship funds will be awarded at the Zonta Club of Hunter Newcastle presentation.
- 6.2 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.
- 6.3 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 letter of offer and acceptance.

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

## 7.0 Conditions of the scholarship

- 7.1 The recipient acknowledges and agrees that the following conditions apply to the award of the scholarship:
  - 7.1.1 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).
  - 7.1.2 If requested by the Hunter TAFE Foundation, the recipient must provide an update on how the scholarship has assisted them on their career journey.
  - 7.1.3 The recipient must agree to be available for promotional and marketing photography in line with TAFE NSW's Media Consent form.
  - 7.1.4 Any decision by the panel regarding a scholarship application is final and no correspondence will be entered into.
  - 7.1.5 The 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.
  - 7.1.6 The Hunter TAFE Foundation reserves the right to withdraw any unpaid monies, or request repayment of monies awarded, should a recipient fail to meet any of the requirements as outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).

## 8.0 Variation

- 8.1 The Hunter TAFE Foundation, in consultation with the Zonta Club of Hunter Newcastle, may vary these terms and conditions, or any form or process referred to herein, at any time and without notice.