



APPLICATION FORM

STUDY ASSISTANCE SCHOLARSHIP

Five (5) Scholarships valued at \$500 each **Closing date: 5pm, Friday 31 July 2020**

The Hunter TAFE Foundation invites students (enrolled, or intending to enrol and commence study, in 2020, at a TAFE NSW located in the Hunter and Central Coast regions) to apply for a financial scholarship, worth up to the value of \$500, to help support and encourage them to complete their studies.

ELIGIBILITY CRITERIA

To be eligible to apply for a scholarship, students must:

- Be currently enrolled, or planning to enrol, in a course delivered by TAFE NSW in the Hunter or Central Coast regions, in 2020
- Be able to demonstrate that financial and/or personal hardship is a barrier to their study and successful completion of their course, OR requires encouragement to successfully complete their course
- Be able to demonstrate commitment to the course of study and career goals
- Not be in receipt of another award or scholarship presented by the Hunter TAFE Foundation within the twelve (12) month period prior to the submission of the Study Assistance Scholarship application

IMPORTANT INFORMATION

Incomplete applications will not be accepted

Please ensure that you provide a response to all sections of this application form and provide all the necessary documentation requested to support your application

Please keep a copy of your application and attachments

All applicants must agree to abide by the decision of the judging panel and no appeals will be entered into

Refer to scholarship terms and conditions for further information

SUBMIT YOUR APPLICATION BY 5PM, FRIDAY 31 JULY 2020

Email: hunter.foundation@tafensw.edu.au

Postal address: Hunter TAFE Foundation
Locked Bag 45 HRMC 2310





PART A - APPLICANT DETAILS

(USE BLOCK LETTERS)

Family Name:		First / Other Names:	
Date of Birth: (DD/MM/YY):		Sex: Male Female	
Postal Address:			
Suburb:		State:	Postcode:
Email:			
Mobile:		Student Number:	
Course Name:			
Campus:		Completion Date:	
Have you received an award or scholarship from the Hunter TAFE Foundation in the past 12 months?		Yes	No
Have you received a study grant from the Hunter TAFE Foundation?		Yes	No
If you have answered Yes to either of the above questions please refer to the terms and conditions of this scholarship before proceeding as you may not be eligible to apply for this award. If in doubt, please contact the Hunter TAFE Foundation.			

PART B - APPLICANT DECLARATION

- I declare that the information supplied on this form and attached documents, is true and correct.
- I authorise the Hunter TAFE Foundation to access my student records, to verify my enrolment status.
- I authorise the release of this application and supporting documents, to the panel convened, to review my application for this scholarship. I accept the panel's decision cannot be appealed, and no correspondence concerning the decision will be entered into.
- In signing this declaration, I acknowledge that I have received, understand, and accept the terms and conditions; a copy of which was attached to the application form.

Sign: _____

Name: _____

Date: _____

PRIVACY

The information provided by you on this application form and attachments will be used by the Hunter TAFE Foundation for the purpose of administration and determining the award of scholarships. Provision of this information is essential to determining your eligibility for consideration of a scholarship. Information will be stored securely. If you do not provide all information, then your application may not be eligible for entry.

PART C - APPLICANT STATEMENT

The applicant statement must include a minimum of 250 words response to all questions as listed below:



If there is insufficient space to provide a response to each question, please attach your responses to the application form.

1. Please describe either your financial and/or personal hardship situation, or why you require encouragement to complete your course of study.

(As an example, you may like to advise what barriers you are up against in completing your studies; are you returning to study for the first time in years; have you recently become redundant and are now having to retrain in a new vocation. These are just examples - please explain your own personal circumstances.)

2. Describe your commitment to your current studies, as well as your future goals and aspirations.

(As an example, have you always wanted to study this course? What will you do after this course? Where do you see yourself in 2, 5, 10 years time? Again these are just some examples of information that you may want to provide in response to this question.)

3. Complete an itemised account of what you would use the scholarship funds for, e.g. course fees, study material, etc

Description	Approximate Value
	\$
	\$
	\$
	\$
Estimated Total	\$

PART D - ARE YOU APPLYING FOR THIS SCHOLARSHIP FOR FINANCIAL ASSISTANCE?

Yes No



If YES, provide copies of the following documentation as evidence demonstrating your need for financial assistance:

Current Centrelink Income Statement

Current bank statements for the past three (3) months

Copies of two (2) recent pay slips (if working)



PART E - ADDITIONAL INFORMATION



In support of your application, you may also provide information on academic awards and other achievements, such as work experience, extracurricular activities, community involvement etc. Please be reminded that the selection panel can only judge your application on the information that you provide.

PART F - REFEREE STATEMENT (TEACHER, COUNSELLOR, TEACHER CONSULTANT, EMPLOYER)

Name:

Surname:

Position:

Organisation:

Contact number:

Email:

PLEASE PREPARE A RESPONSE FOR EACH OF THE QUESTIONS BELOW.



If there is insufficient space to provide a response to each question, please attach your responses to the application form.

1. Outline the applicant's level of commitment to their current/proposed course of study.

(As an example, you may wish to comment on the individual's drive and determination, their dedication to learning, their eagerness to participate in extracurricular activities, etc.)

2. Are you able to provide further comment on the applicant's personal or financial hardship situation?

(Are you aware of the applicant experiencing personal hardship that might be affecting their progress? Is the applicant suffering due to a lack of necessary equipment to complete their studies?)

3. Provide comment on applicant's potential to complete current/proposed course of study, and their ability to transition into industry or further study.

(Do they display passion and desire to seek advancement? Do they offer constructive feedback? Do they have a clear vision in regards to their goals?)



4. Provide a comment to validate requirement of resources as outlined in number 3 of applicant's statement - itemised account which is attached for your reference.

(Are the listed items essential to ensuring the completion of the course?)

5. Is there any additional information that you would like to support this student's application for a Study Assistance Scholarship?

(It is important to understand that sometimes a decision to award a scholarship may be determined by the support statement provided by the referee.)

PART G - REFEREE DECLARATION

- I declare that the information supplied on this form, and the attached documents, is true and correct.
- I authorise the release of this referee statement, and the supporting documents, for the convened panel to review as a part of this scholarship application.
- I accept the panel's decision cannot be appealed, and no correspondence concerning the decision will be entered into.

Referee Signature: _____

Referee Name: _____

Date: _____



TERMS AND CONDITIONS FOR STUDY ASSISTANCE SCHOLARSHIP

AWARDED BY THE HUNTER TAFE FOUNDATION

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 The Study Assistance Scholarships have been established to provide support to committed students, who are in need of financial assistance or encouragement, to complete their studies.
- 1.2 The Study Assistance Scholarship is funded, managed, and administered by the Hunter TAFE Foundation.
- 1.3 A selection panel will be established to determine successful applicants.
- 1.4 The scholarship delivers up to \$500 to help the successful applicant meet costs associated with their studies.

2.0 DEFINITIONS

- 2.1 **"Applicant"** means an individual who applies for a Study Assistance Scholarship, by completing and submitting a Study Assistance 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 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.
- 2.4 **"Scholarship application"** means an application for a Study Assistance Scholarship, made by an applicant, in accordance with these terms and conditions.
- 2.5 **"Scholarship application form"** means the form that must be completed by an applicant, and is available from tafensw.edu.au/scholarships
- 2.6 **"Scholarship offer and acceptance form"** means the form that must be completed by the successful applicant, and is to be issued by the Hunter TAFE Foundation.
- 2.7 **"Scholarship recipient"** means the successful applicant who accepts the Study Assistance Scholarship, by completing and returning the scholarship offer and acceptance form, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.8 **"Selection panel"** means a panel comprised of TAFE NSW representatives, to assess applicants on their scholarship application.
- 2.9 **"Study Assistance Scholarship"** means a financial grant, up to a maximum value of \$500, awarded by the Hunter TAFE Foundation, in accordance with these terms and conditions.
- 2.10 **"Successful applicant"** means an eligible applicant who is offered the Study Assistance 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 it via email, to the Hunter TAFE Foundation by the required closing date, as detailed on the application form.
- 3.2 The applicant must acknowledge and accept the Study Assistance Scholarship terms and conditions, by signing and dating their scholarship application form, prior to submitting it, in the manner set out in clause 3.1

4.0 ELIGIBILITY FOR AWARD OF STUDY ASSISTANCE SCHOLARSHIP

- 4.1 The Study Assistance Scholarship may be awarded to an eligible applicant who has completed and lodged an application form, and who, as determined by the panel being as eligible (in its discretion), satisfies all of the following criteria:
 - 4.1.1 Is enrolled in a course delivered by TAFE NSW at the time of receiving the Study Assistance Scholarship
 - 4.1.2 Is able to demonstrate that financial and/or personal hardship is a barrier to their study, and/or encouragement is required for successful completion of their course
 - 4.1.3 Demonstrates commitment to the course of study and career goals
- 4.2 Incomplete Study Assistance Scholarship application forms 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 a scholarship 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, on the scholarship application form. Should all required information not be provided, the scholarship application form will be withdrawn by the Hunter TAFE Foundation and notice sent to the applicant.



5.0 OFFER OF STUDY ASSISTANCE SCHOLARSHIP

- 5.1 The selection panel will determine the Study Assistance Scholarship successful applicants in their sole discretion.
- 5.2 The successful applicants will be notified by telephone and email, and will be sent a scholarship offer and acceptance form to be completed.
- 5.3 If unsuccessful, an applicant will be notified in writing of that outcome.

6.0 ACCEPTANCE OF STUDY ASSISTANCE 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, the scholarship recipient acknowledges and agrees that the awarding of a scholarship is conditional upon signing the scholarship offer and acceptance form, and returning it to the Hunter TAFE Foundation.

7.0 AWARD AND PAYMENT OF THE STUDY ASSISTANCE SCHOLARSHIP

- 7.1 Following the completion and return of the scholarship offer and acceptance form, the scholarship funds (to the value of \$500) will be paid by electronic funds transfer.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay, or make available, any part of the Study Assistance Scholarship until it has received a signed and completed scholarship offer and acceptance form.

8.0 CONDITIONS OF STUDY ASSISTANCE SCHOLARSHIP

- 8.1 The scholarship recipient acknowledges and agrees that the following conditions apply to the award of the Study Assistance Scholarship:
 - 8.1.1 On request by the Hunter TAFE Foundation, the successful recipient must provide an update on how the Study Assistance Scholarship has assisted them in their studies and career journey.
 - 8.1.2 The successful recipient must agree to be available for promotional and marketing photography, in line with TAFE NSW's Authority to Publish.
 - 8.1.3 Any decision of the selection panel regarding a Study Assistance Scholarship application is final, and no correspondence will be entered into.
 - 8.1.4 The successful 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.
 - 8.1.5 The Hunter TAFE Foundation reserves the right to withdraw 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.