



APPLICATION FORM - SECTION 1

2019 FOUNDATION ENCOURAGEMENT AWARDS

Award value: \$500

Closing date: Monday 6 May 2019, 5 pm

AWARD CATEGORIES AND ELIGIBILITY CRITERIA (PLEASE SELECT ONE)

- Encouragement Award (over 19 years) - Applicant to be a current student enrolled at TAFE NSW in the Hunter or Central Coast Region, who is over the age of 19 years as of 30 June 2019
- Aboriginal and Torres Strait Islander Award - Applicant to be a current student enrolled at TAFE NSW in the Hunter or Central Coast Region, who recognises as an Aboriginal or Torres Strait Islander
- Kaiyu Encouragement Award - Applicant to be a current student enrolled at TAFE NSW in the Hunter or Central Coast Region, who is living with a mental health disorder or studying in the Community Services sector
- Youth Encouragement Award (under 19 years) - Applicant to be a current student enrolled at TAFE NSW, who is under the age of 19 years as of 30 June 2019

SELECTION CRITERIA

- You are able to demonstrate financial or personal hardship and the need for financial assistance to complete your studies or you require encouragement to pursue further studies at TAFE NSW.
- You must be making satisfactory progress in your studies.
- You must demonstrate a commitment to your area of study.
- You must be a deserving student who would be an ideal ambassador for TAFE NSW and the Hunter TAFE Foundation.
- You must not have received another scholarship or award within the previous 12 months.
- If you are of Aboriginal or Torres Strait Islander descent, you must demonstrate a desire to be involved in indigenous community activities and committed to the community.

IMPORTANT INFORMATION

- You must complete the Foundation Encouragement Award Application Form Section 1 and submit to the Hunter TAFE Foundation by the required close off date.
- The Hunter TAFE Foundation will then contact the applicant's nominated referee and request that they complete the referee statement as part of the Foundation Encouragement Award Application Form Section 2.
- It is the applicant's responsibility to notify the referee that they have submitted an application for the Scholarship to allow sufficient time for the referee to prepare a response.
- 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.
- Foundation Encouragement Awards will be presented at the Hunter TAFE NSW Foundation Awards Presentation Ceremony to be held on Wednesday 20 June 2019.
- Refer to Award Terms and Conditions for further information.





PART A - APPLICANT DETAILS

Family name: _____ First/other names: _____

Date of birth (dd/mm/yy): _____ Age: _____ Sex: Male Female

Residential address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Student number: _____

Email: _____

Name of course you are enrolled in at TAFE NSW: _____

Location enrolled at: _____ Completion date: _____

Have you received an award or scholarship from the Hunter TAFE NSW Foundation in the past 12 months? Yes No

If yes, please disclose the following:

Name of the award or scholarship received: _____

Value: _____ Date received: _____

Have you previously received a study grant from the Hunter TAFE Foundation? Yes No

If yes, please disclose the following:

Value: _____ Date received: _____

If you have answered Yes to the above questions please refer to terms and conditions before continuing to determine if you are eligible to apply for this scholarship.

PART B - APPLICANT DECLARATION

- I declare that the information supplied on this form and attached documents are true and correct.
- I authorise the Hunter TAFE Foundation to access details on my enrolment for the purpose of assessing my application.
- I authorise the release of this application and supporting documents to the panel convened to review all applications for this Award.
- I accept the panel's decision cannot be appealed and no correspondence concerning the decisions will be entered into.
- In signing this declaration I acknowledge I have received, understood and accept the terms and conditions; a copy of which is attached to the application form.

Applicant name (printed) _____

Applicant signature _____

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 recipient(s). Provision of this information is essential to determine your eligibility for consideration for an Award. 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 250 - 400 word response to all questions as listed below:

1. Why have you chosen this specific course to study?

(As an example your response may include - recently retrenched or due to medical reasons needed to undertake training in a different vocational area, have always wanted to study in this particular area, due to personal experiences have chosen this area of study. Please note that these are just examples - please explain your own story.)

2. What are your career aspirations?

(As an example your response may include - what do you intend to do at the completion of your course, do you have plans for further study, where do you see yourself in 2, 5, 10 years time, what is your life long goal?)

3. In your own words describe your need for financial assistance or encouragement to complete/continue your studies, and describe how you would use the monies to benefit your education if you were to receive an Encouragement Award.

(As an example your response may include - What financial or personal barriers you are currently faced with, What is inhibiting your ability to complete or proceed to further study? ,itemised account of text books/computer programs you would purchase, your course costs etc. Please note these are examples only - please detail your needs and plans for the monies.



If there is insufficient space to provide your responses, please feel free to attach a separate sheet with your responses to your application form.



PART D - REFEREE (TEACHER, COUNSELLOR, TEACHER CONSULTANT)

The Hunter TAFE Foundation will contact the nominated referee and request that the referee complete the referee statement - Section 2 of the Foundation Encouragement Award application form. Please note that close off date for the referee statement Monday, 13 May 2019. The Hunter TAFE Foundation will also provide the referee with all necessary documentation to complete this portion of the application form.

Referee's Full Name:

Company:

Location:

Position:

Contact number:

Email:

Have you advised your referee that you are submitting an application for the Hunter TAFE Foundation Encouragement Awards and that they will be required to complete a referee statement? Yes No

PART E - ADDITIONAL INFORMATION



To verify your need for financial assistance you may want to attach a copy of your centrelink benefit statement (if applicable), together with copies of your most recent bank statements and pay slips (if relevant). In support of your application you may also provide information on academic awards and other achievements such as work experience, references, extra-curricular activities, community involvement, etc. Please be reminded that the selection panel can only judge your application on the information that you provide.

PART F - HOW DID YOU HEAR ABOUT THIS SCHOLARSHIP?

Received an email from TAFE NSW

Searching TAFE NSW website

Social media post - please indicate which social media channel:

Teacher informed me

Other - please provide details:

Or email completed form to hunter.foundation@tafensw.edu.au



TERMS AND CONDITIONS FOR ENCOURAGEMENT AWARDS AWARDED BY THE HUNTER TAFE FOUNDATION

1.0 ESTABLISHMENT AND PURPOSE

- 1.1 Encouragement Awards were established by the Hunter TAFE Foundation as a means of providing support and encouragement via the provision of financial assistance to TAFE NSW students who are in a situation of personal or financial hardship.
- 1.2 Adult Encouragement Awards, Youth Encouragement Awards and Aboriginal and Torres Strait Islander Awards are funded and managed by the Hunter TAFE Foundation.
- 1.3 Kaiyu Encouragement awards are funded by Kaiyu Enterprises and managed by the Hunter TAFE Foundation.

2.0 DEFINITIONS

- 2.1 **"Applicant"** means a Student who applies for an Encouragement Award by completing and submitting an Encouragement Award Application Form - Section 1 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 an Encouragement Award as set out in clause 4.0 of the Terms and Conditions 2.4
- 2.4 **"Student"** means a currently enrolled student of TAFE NSW.
- 2.5 **"Encouragement Award"** means a financial award to the value of \$500 awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.6 **"Encouragement Award Application"** means an application for an Encouragement Award made by an Applicant in accordance with these Terms and Conditions.
- 2.7 **"Encouragement Award Application Form - Section 1"** means the form which must be completed by an Applicant and which is available from tafensw.edu.au/scholarships
- 2.8 **"Encouragement Award Application Form Referee Statement - Section 2"** means the form which must be completed by the nominated Referee and which is forwarded to the Referee by the Hunter TAFE Foundation upon receipt of Encouragement Award Application Form - Section 1 from the applicant.
- 2.9 **"Encouragement Award 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.
- 2.10 **"Encouragement Award Recipient"** means Successful Applicant who accepts the Encouragement Award by completing and returning an Encouragement Award Offer and Acceptance Form in accordance with the process set out in clause 6.0 of these Terms and Conditions.
- 2.11 **"Encouragement Awards Panel"** means a panel assembled by TAFE NSW and Hunter TAFE Foundation to assess Applicants on their Application Form.
- 2.12 **"Successful Applicant"** means an Eligible Student who

is offered an Encouragement Award by the Hunter TAFE Foundation in accordance with the process set out in clause 5.0 of these Terms and Conditions.

- 2.13 **"Hunter TAFE NSW Foundation Awards Ceremony"** means a designated ceremony where the allocation of Awards takes place.

3.0 APPLICATION PROCESS

- 3.1 An Applicant must complete an Encouragement Award Application Form - Section 1 and submit it by the due date to the Hunter TAFE Foundation by email as detailed on the Encouragement Award Application Form.
- 3.2 The Applicant must acknowledge and accept the Encouragement Award Terms and Conditions by signing and dating the declaration on the Encouragement Award Application Form prior to submitting that Encouragement Award Application Form in the manner set out in clause 3.1.
- 3.3 Upon receipt of an Encouragement Award Application Form - Section 1, the Hunter TAFE Foundation will complete an initial review of the Application Form to ensure that all required information has been provided by the Applicant.
- 3.4 The nominated Referee must complete an Encouragement Award Application Form Referee Statement - Section 2 which will be forwarded to them by the Hunter TAFE Foundation upon receipt of Encouragement Award Application Form - Section 1 by the applicant. The Encouragement Award Application Form - Section 2 must be returned by the due date to the Hunter TAFE Foundation by email as detailed on the Encouragement Award Application Form - Section 2.
- 3.5 The Referee must acknowledge and accept the Encouragement Award Terms and Conditions by signing and dating the declaration on the Encouragement Award Application Form prior to submitting that Encouragement Award Application Form in the manner set out in clause 3.1.
- 3.6 Upon receipt of an Encouragement Award Application Form Referee Statement - Section 2, the Hunter TAFE Foundation will complete an initial review of the Application Form to ensure that all required information has been provided by the Referee.
- 3.7 Provided all aspects of an Encouragement Award Application both Section 1 and Section 2 are correctly completed by the Applicant and the Referee the Encouragement Award Application will be referred to the Encouragement Awards Panel for its assessment and determination.
- 3.8 The Encouragement Awards Panel may, at its sole discretion, confer with the Hunter TAFE Foundation and/or TAFE NSW to confirm the suitability of an Applicant.
- 3.9 The Encouragement Awards Panel has the right to reallocate applicants into categories other than those originally applied for by the applicant providing that the applicant meets all the required criteria for the respective category.

4.0 STUDENT ELIGIBILITY FOR AWARD OF ENCOURAGEMENT AWARD

- 4.1 An Encouragement Award may be awarded to an Eligible Student who has completed and lodged an Encouragement Award Application Form and who, as determined by the



Encouragement Awards Panel (in its sole discretion), satisfies all of the following criteria:

- 4.1.1 Is currently enrolled in a course delivered by TAFE NSW at the time of applying for and receiving the Encouragement Award;
 - 4.1.2 Is able to demonstrate financial and/or personal hardship as evidenced in the Encouragement Award Application Form as a barrier to their study and successful completion of their course;
 - 4.1.3 Is not in receipt of another award or scholarship presented by the Hunter TAFE Foundation within the twelve (12) month period prior the submission of their Encouragement Award Application;
 - 4.1.4 Has supplied all required evidence and information as requested in the Encouragement Award Application Form including (but not limited to) Applicant details and declaration and Applicant Statement.
- 4.2 Incomplete Encouragement Award Application Forms will not be considered by the Encouragement Awards 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 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 Encouragement Award Application Form. Should all required information not be provided, the Encouragement Award Application will be withdrawn by the Hunter TAFE Foundation and notice sent to the Applicant.

5.0 OFFER OF ENCOURAGEMENT AWARD

- 5.1 Following assessment by the Encouragement Awards Panel of an Encouragement Award Application, the Encouragement Awards Panel will determine the outcome of the Encouragement Award (in its sole discretion).
- 5.2 All Successful Applicants will be notified in writing of the outcome of their Encouragement Award Application.
- 5.3 A Successful Applicant will be sent an Encouragement Award Offer and Acceptance Form.
- 5.4 If unsuccessful, an Applicant will be notified in writing of that outcome.

6.0 ACCEPTANCE OF ENCOURAGEMENT AWARD

- 6.1 A Successful Applicant must complete and return the Encouragement Award Offer and Acceptance Form as soon as possible and as a pre-condition to presentation of the Encouragement Award.
- 6.2 For the avoidance of doubt, a Successful Applicant acknowledges and agrees that the award of an Encouragement Award is conditional upon a Successful Applicant signing and returning to the Hunter TAFE Foundation the Encouragement Award Offer and Acceptance Form.

7.0 AWARD AND PAYMENT OF THE ENCOURAGEMENT AWARD

- 7.1 Following the Successful Applicant's completion and return of the Encouragement Award Offer and Acceptance Form, the Encouragement Award will be presented to the

Successful Applicant at the Hunter TAFE Foundation Awards Ceremony or alternatively mailed directly to the recipient.

- 7.2 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the Encouragement Award until it has received a signed and completed Encouragement Award Offer and Acceptance Form.

8.0 CONDITIONS OF ENCOURAGEMENT AWARD

- 8.1 A Encouragement Award Recipient acknowledges and agrees that the following conditions apply to the award of a Encouragement Award:
 - 8.1.1 On request by the Hunter TAFE Foundation an Encouragement Award Recipient must provide the Hunter TAFE Foundation with an update on how the Encouragement Award assisted them in their education at TAFE NSW.
 - 8.1.2 All Encouragement Award Recipients 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 Encouragement Awards Panel regarding an Encouragement Award Application is final and no correspondence will be entered into.
 - 8.1.4 Encouragement Award 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.
 - 8.1.5 The Hunter TAFE Foundation reserve the right to request repayment of monies awarded as an Encouragement Award should an Encouragement Award 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.