

Neville Sawyer Scholarship Terms & Conditions

1.0 Establishment and purpose

- 1.1 The Neville Sawyer Scholarship was established in 2007 to encourage final year students, graduates, or potential graduates from TAFE NSW, in the fields of engineering, information technology/computer studies, or science, to undertake further business studies.
- 1.2 The Neville Sawyer Scholarship is funded by Neville Sawyer and managed by the Hunter TAFE Foundation.
- 1.3 A selection panel will be established comprising representatives from TAFE NSW to evaluate applications.
- 1.4 There will be one (1) Neville Sawyer Scholarship issued at a value of up to \$5,000, and will be determined by the selection panel in its sole discretion.

2.0 Definitions

- 2.1 **“Applicant”** means an individual who applies for the scholarship by completing and submitting an application form in accordance with the application process.
- 2.2 **“Application”** means an application for the Neville Sawyer Scholarship made by an applicant in accordance with these terms and conditions.
- 2.3 **“Application form”** means the form which must be completed by the applicant, and is available at 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 awarding of a Neville Sawyer Scholarship, as set out in clause 4.0 of these terms and conditions.
- 2.6 **“Neville Sawyer Scholarship”** means the financial scholarship valued at \$5,000 awarded by the Hunter TAFE Foundation, in accordance with these terms and conditions.
- 2.7 **“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.
- 2.8 **“Scholarship recipient”** means the successful applicant who accepts the Neville Sawyer Scholarship, by completing and returning a scholarship offer and acceptance form in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.9 **“Intended course of study”** means a list of courses that have been identified as applicable to study and relevant to the Neville Sawyer Scholarship.
- 2.10 **“Selection panel”** means a panel comprised of TAFE NSW representatives to assess applications, and to determine a successful applicant.
- 2.11 **“Student”** means a currently enrolled student at TAFE NSW.
- 2.12 **“Successful applicant”** means an eligible applicant who is offered the Neville Sawyer Scholarship by the Hunter TAFE Foundation, in accordance with the processes set out in clause 5.0 of these terms and conditions.

3.0 Application process

- 3.1 An applicant must complete an application form, and submit it to the Hunter TAFE Foundation by the required closing date.
- 3.2 The applicant must acknowledge and accept the Neville Sawyer Scholarship terms and conditions, by signing and dating their application form.
- 3.3 Upon receipt of an application form, 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 All applicants who are 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 not successful in obtaining an interview, will be notified by email accordingly.

3.6 The selection panel, at its sole discretion, will confer with the Hunter TAFE Foundation and/or TAFE NSW, to confirm the suitability of an applicant.

4.0 Eligibility

4.1 The scholarship may be awarded to an eligible applicant who has completed and lodged an application form, and who, as determined by the panel as eligible (in its sole discretion), satisfies all of the following criteria:

4.1.1 Is either a TAFE NSW final year student, graduate or post graduate student of engineering, information technology/computers or science and has completed or is completing one of the courses as listed below:

Engineering related courses:

- Advanced Diploma of Electrical (Engineering)
- Advanced Diploma Engineering (Mechanical)
- Associate Degree Applied Engineering (Renewable Energy Technologies)
- Certificate III Automotive Manufacturing Technical Operations – Bus, Track and Trailer
- Certificate III Engineering Fabrication Trade
- Certificate III Engineering Fabrication Trade (Heavy Fabrication)
- Certificate III Engineering Fabrication Trade (Light Fabrication)
- Certificate III Engineering Mechanical Trade
- Certificate III Engineering Technical
- Certificate IV Engineering
- Certificate IV Engineering (CNC Programming)
- Certificate IV Engineering (Fluid Power)
- Certificate IV Engineering Drafting
- Diploma Electrical Engineering
- Diploma Engineering Advanced Trade
- Diploma Engineering Technical (Mechanical)

Information technology related courses:

- Certificate III Information, Digital Media and Technology
- Certificate IV Digital and Interactive Games
- Certificate IV Information Technology
- Certificate IV Information Technology Networking
- Certificate IV Programming
- Certificate IV Web Based Technologies
- Diploma Information Technology
- Diploma Information Technology Networking

Science related courses:

- Certificate III in Laboratory Skills
- Certificate III in Water Industry Treatment (Drinking Water)
- Certificate IV in Laboratory Techniques
- Diploma of Environmental Monitoring and Technology

Project management related courses:

- Certificate IV in Project Management Practice
- Diploma of Leadership and Management
- Diploma of Project Management

If an applicant has previously completed a course other than those listed, approval will need to be sought from the Hunter TAFE Foundation for their endorsement of the course that has been studied.

4.1.2 Has the support of their employer or teacher in applying for this scholarship.

4.1.3 Is a resident of the Hunter or Central Coast local government areas.

4.1.4 Is an Australian citizen, or permanent resident.

4.1.5 Is not in receipt of another scholarship for the same course of study.

4.2 A currently enrolled or intended course of study may include, but not be limited to:

4.2.1 Certificate IV: Accounting and Bookkeeping, Business, Business Administration, Customer Engagement, Human Resources, Leadership and Management, Marketing and Communication, Project Management Practice, Work Health and Safety

4.2.2 Diploma: Accounting, Business, Business Administration, Human Resources Management, Leadership and Management, Marketing, Marketing and Communication, Project Management, Quality Auditing, Work Health and Safety

4.2.3 Advanced Diploma: Business, Leadership and Management, Management (Human Resources), Marketing and Communication, Marketing Business

4.3 Incomplete application forms will not be considered by the selection panel.

4.4 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 no more than two (2) occasions in an effort to obtain the missing information. Should all required information not be provided, the application form will be withdrawn by the selection panel and notice sent to the applicant.

5.0 Offer and acceptance

5.1 The selection panel will determine the successful applicant in its sole discretion.

5.2 The successful applicant will be notified by telephone and email and will be sent the scholarship offer and acceptance form.

5.3 Unsuccessful applicants will be notified by email.

5.4 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 Neville Sawyer Scholarship.

5.5 For the avoidance of doubt, the successful applicant acknowledges and agrees that the awarding of the Neville Sawyer Scholarship is conditional upon the signing of the scholarship offer and acceptance form, and it being returned to the Hunter TAFE Foundation.

6.0 Award and payment

6.1 Following the successful applicant's completion and return of the scholarship offer and acceptance form, the Neville Sawyer Scholarship will be presented to the successful applicant.

6.2 Once the successful applicant has confirmed their intended course of study, the Hunter TAFE Foundation will organise payment of the course directly to TAFE NSW.

6.3 Upon the completion of business related course study in TAFE NSW, the successful applicant can contact Hunter TAFE Foundation to reimburse the course fee (up to \$5,000).

6.4 The Neville Sawyer Scholarship provides up to \$5,000 and is tenable for a two (2) year period.

6.5 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the Neville Sawyer Scholarship until it has received a signed and completed scholarship Offer and Acceptance Form.

7.0 Conditions of the scholarship

7.1 The scholarship recipient acknowledges and agrees that the following conditions apply to the award of the scholarship:

7.1.1 The Hunter TAFE Foundation reserves 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 On request by the Hunter TAFE Foundation, the scholarship recipient must provide an update on how the Neville Sawyer Scholarship has assisted them on their career journey.

7.1.3 The scholarship recipient must agree to be available for promotional and marketing photography, in line with TAFE NSW's Authority to Publish.

7.1.4 Any decision by the selection panel regarding an application is final, and no correspondence will be entered into.

7.1.5 The scholarship recipient is expected to be an ambassador for the Hunter TAFE Foundation, upholding the values of the organisation, and behaving in accordance with the TAFE NSW Student Code of Conduct at all times.

8.0 Variation

8.1 The Hunter TAFE Foundation may vary these Terms and Conditions or any form or process referred to herein at any time and without notice.