

1 Establishment and purpose

- 1.1 The Sandy Smith Memorial Scholarship was established to provide support to committed students who are in need of financial assistance or encouragement to complete their studies.
- 1.2 The scholarship is funded, managed and administrated by the Rotary Club of Mudgee Sunrise.
- 1.3 A panel will be established to determine successful scholarship applicants.

2 Definitions

- 2.1 **“Applicant”** means an individual who applies for the Sandy Smith Memorial Scholarship by completing and submitting a 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 TAFE NSW 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 Sandy Smith Memorial Scholarship as set out in clause 4.0 of the terms and conditions.
- 2.4 **“Panel”** means a panel to assess applicants on their scholarship application.
- 2.5 **“Sandy Smith Memorial Scholarship”** means a financial grant up to a maximum value of \$500 awarded by Rotary Club of Mudgee Sunrise in accordance with these terms and conditions.
- 2.6 **“Scholarship application”** means an application for a Sandy Smith Memorial Scholarship made by an applicant in accordance with these terms and conditions.
- 2.7 **“Scholarship application form”** means the form which must be completed by an applicant and which is available from tafensw.edu.au/scholarships.
- 2.8 **“Scholarship offer and acceptance form”** means the form which must be completed by the successful applicant and is to be issue by TAFE NSW.
- 2.9 **“Scholarship recipient”** means the successful applicant who accepts the Sandy Smith Memorial 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.
- 2.10 **“Student”** means a currently enrolled student of TAFE NSW
- 2.11 **“Successful applicant”** means an eligible applicant who is offered the Sandy Smith Memorial Scholarship by TAFE NSW in accordance with the process set out in clause 5.0 of these terms and conditions.

3 Application process

- 3.1 An applicant must complete a scholarship application form and submit to TAFE NSW via the Award Force platform, by the required closing date, as detailed on the application form.
- 3.2 The applicant must acknowledge and accept the scholarship terms and conditions by accepting the declaration on the application form on Award Force prior to submitting it, in the manner set out in clause 3.1.

4 Eligibility

- 4.1 The Sandy Smith Memorial Scholarship may be awarded to an eligible applicant who has completed and lodged an application form via Award Force and who, as determined by the panel as eligible (in its discretion), satisfies all of the following criteria:
 - 4.1.1 You must be an Australian citizen or permanent resident.
 - 4.1.2 Living in the Mid-Western Regional Council LGA.
 - 4.1.3 Meet all of the applicable TAFE NSW enrolment requirements and be currently enrolled in a course delivered by TAFE NSW at the time of applying for and receiving the Sandy Smith Memorial Scholarship.
 - 4.1.4 Demonstrates commitment to the course of study and career goals.
- 4.2 Incomplete scholarship application form will not be considered by the panel.
- 4.3 TAFE NSW 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 and applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly. Should all required information not be provided, the scholarship application form will be withdrawn and notice sent to the applicant.

5 Offer of scholarship

- 5.1 The panel will determine the Sandy Smith Memorial Scholarship recipients in its sole discretion.
- 5.2 The successful applicant will be notified by telephone and email and will be sent a scholarship offer and acceptance form to complete.
- 5.3 If unsuccessful, an applicant will be notified in writing of that outcome.

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

6 Acceptance of scholarship

- 6.1 A scholarship recipient must complete and return the scholarship Offer prior to the payment of the scholarship.
- 6.2 For the avoidance of doubt, the scholarship recipient acknowledges and agrees that the award of a scholarship is conditional upon the signing and returning to TAFE NSW the scholarship offer and acceptance form.

7 Award and payment

- 7.1 Following the completion and return of the scholarship offer and acceptance form, the scholarship funds will be paid as a cheque up to the value of \$500.
- 7.2 TAFE NSW and the Rotary Club of Mudgee Sunrise are under no obligation to pay or make available any part of the scholarship until it has received a signed and completed scholarship offer and acceptance form.

8 Conditions

- 8.1 The recipient acknowledges and agrees that the following conditions apply to the award of the Sandy Smith Memorial scholarship:
 - 8.1.1 On request by the TAFE NSW, the successful recipient must provide an update on how the scholarship has assisted them in their 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 panel regarding a 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 TAFE NSW and uphold the values of the organisation and to behave at all times in accordance with the TAFE NSW Student Code of Conduct.

9 Variation

- 9.1 TAFE NSW may vary these terms and conditions or any form or process referred to herein at any time and without notice.

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