

Bean Counters Achievement Award Terms & Conditions

1.0 Establishment and purpose

- 1.1 The Bean Counters Achievement Award was established by members of the local chapters of Chartered Accountants Australia and New Zealand, CPA Australia and Hunter TAFE Foundation to offer support and encouragement to promising students currently undertaking studies in Certificate IV in Accounting and Bookkeeping at a TAFE NSW location within the Hunter or Central Coast regions, or with TAFE Digital - and be a resident of the Hunter or Central Coast regions.
- 1.2 The Bean Counters Achievement Award is funded by members of Chartered Accounts, CPA Australia and managed and administered by the Hunter TAFE Foundation.
- 1.3 A panel will be established comprising a representative from the Bean Counters Ball, TAFE NSW and Hunter TAFE Foundation to determine successful award nominees.
- 1.4 Each award delivers \$500 to the successful nominee, with the remaining \$2,000 paid to the successful nominees upon course completion of the Certificate IV in Accounting and Bookkeeping at a TAFE NSW location within the Hunter or Central Coast regions, or with TAFE Digital, within 18 months of receiving the award and up to a five hour mentor program provided by a member of the Bean Counter's Committee.
- 1.5 The successful nominee must reside within either the Central Coast or Hunter regions.

2.0 Definitions

- 2.1 **"Award recipient"** means a successful nominee who accepts the Bean Counters Achievement Award, by completing and returning the Bean Counters Achievement Award offer and acceptance form, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.2 **"Bean Counters Achievement Award"** means each of the two awards to the value of \$500, as awarded by the Hunter TAFE Foundation in accordance with these terms and conditions. If the award recipient course completes in the Certificate IV in Accounting and Bookkeeping at a TAFE NSW location in the Central Coast or Hunter regions, or at TAFE Digital, and resides within the Central Coast or Hunter regions within Central Coast, Hunter regions within 18 months of receiving the award, they will be eligible to receive the remaining funds of \$2000.00.
- 2.3 **"Bean Counters Achievement Award nomination"** means a nomination for the Bean Counters Achievement Award made by a nominator in accordance with these terms and conditions.
- 2.4 **"Bean Counters Achievement Award nomination form"** means the form which must be completed by the nominator.
- 2.5 **"Bean Counters Achievement Award offer and acceptance form"** means the form which must be completed by the successful nominee and is to be issued by the Hunter TAFE Foundation.
- 2.6 **"Nominee"** means a student who is nominated for the Bean Counters Achievement Award.
- 2.7 **"Nomination 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
- 2.8 **"Panel"** means a panel comprised of a representative from the Bean Counters Ball, TAFE NSW, and Hunter TAFE Foundation, to assess applicants on their nomination form.
- 2.9 **"Successful nominee"** means an eligible student who is offered the Bean Counters Achievement Award by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these terms and conditions.
- 2.10 **"Student"** means a currently enrolled student of TAFE NSW.
- 2.11 **"Eligible nominee"** means a nominee who meets the criteria for eligibility for the award of the Bean Counters Achievement Award, as set out in clause 4.0 of the terms and conditions.

3.0 Nomination process

- 3.1 A nominator must complete a Bean Counters Achievement Award nomination form, and submit it via the Award Force platform, by the required closing date, as detailed on the nomination form.
- 3.2 The nominator and the nominee must acknowledge and accept the Bean Counters Achievement Award terms and conditions, by accepting the declaration on the nomination form on Award Force prior to submitting it, in the manner set out in clause 3.1.

4.0 Nomination process

4.1 The Bean Counters Achievement Award may be awarded to two eligible nominees who, the panel determines (in its sole discretion), have satisfied all of the following criteria:

4.1.1 is currently enrolled in Certificate IV in Accounting and Bookkeeping at a TAFE NSW located in the Central Coast or Hunter regions, or with or TAFE Digital.

4.1.2 resides within the Central Coast or Hunter regions.

4.1.3 is committed to their studies and has a good attendance record.

4.1.4 is ambitious and devoted to study.

4.1.5 displays professionalism and is self-disciplined.

4.1.6 is motivated to work in the financial and/or accounting sectors.

4.1.7 displays potential to establish themselves in the industry.

4.1.8 is not in receipt of any other Hunter TAFE Foundation scholarship or award. 4.1.7 displays potential to establish themselves in the industry.

4.2 Incomplete Bean Counters Achievement Award nomination forms will not be considered by the panel.

4.3 The panel is under no obligation to attempt to contact any nominator who incorrectly completes and/or submits, a nomination form and will, at his or her discretion, contact a nominator on no 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 Bean Counters Achievement Award nomination forms will be withdrawn by the competition panel, and notice sent to the nominator.

5.0 Offer of Bean Counters Achievement Award

5.1 The panel will determine the Bean Counters Achievement Award recipients in its sole discretion.

5.2 The successful nominee will be notified by telephone and mail, and will be sent a Bean Counters Achievement Award offer and acceptance form to complete.

5.3 If unsuccessful, a nominee will be notified in writing of that outcome.

6.0 Acceptance of Bean Counters Achievement Award

6.1 The award recipient must complete and return the Bean Counters Achievement Award offer and acceptance form, prior to the Hunter TAFE Foundation presentation event, and as a pre-condition to payment of the award.

6.2 For the avoidance of doubt, the award recipient acknowledges and agrees that the issue of this award is conditional upon the signing and returning to the Hunter TAFE Foundation, the Bean Counters Achievement Award offer and acceptance form.

7.0 Award and Payment of the Bean Counters Achievement Award

7.1 Following the completion and return of the Bean Counters Achievement Award offer and acceptance form, the award funds will be paid at the Hunter TAFE Foundation Awards presentation ceremony.

7.2 The Hunter TAFE Foundation is under no obligation to pay or make available, any part of the Bean Counters Achievement Award, until it has received a signed and completed Bean Counters Achievement Award offer and acceptance form.

7.3 The successful nominee will need to notify the Hunter TAFE Foundation in writing to confirm that they have course completed the Certificate IV in Accounting and Bookkeeping at TAFE NSW located in the Hunter or Central Coast region, or with TAFE Digital. The remaining \$2,000 will then be paid to the recipient.

8.0 Conditions of the Bean Counters Achievement Award

8.1 The recipient acknowledges and agrees that the following conditions apply to the awarding of the Bean Counters Achievement Award:

8.1.1 On request of the Hunter TAFE Foundation, the successful recipient must provide an update on how the Bean Counters Achievement Award has assisted them on 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 Bean Counters Achievement Award nomination, 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, and uphold the values of the organisation, behaving in accordance with the TAFE NSW Student Code of Conduct, at all times.

8.1.5 The Hunter TAFE Foundation reserves the right to withdraw any unpaid monies, or request repayment of monies awarded as for the Bean Counters Achievement Award, should a 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.