



Industry Scholarship Terms and Conditions

Policy purpose

This document outlines the Terms and conditions for the Scholarships administered by North Regional TAFE (NR TAFE).

Policy scope

Students that apply and or are in receipt of a NRTAFE Scholarship must meet all conditions as outlined in the scholarship information and Scholarship Terms and Conditions.

Definitions

The following definitions apply in this document:

Scholarship	<i>meaning any scholarship offered and administered by NRTAFE.</i>
Industry Scholarship Program	<i>The Industry scholarships having been endorsed by EMT.</i>
Competitive round	<i>the period or duration of time taken from when scholarship is the published calling for students to apply for the scholarship to the close date for applications.</i>
Selection Panel	<i>A group of at least three (3) staff members delegated to assess scholarship applications, shortlist and nominate successful scholarship recipients.</i>
Application Form	<i>An approved Scholarship application form that students complete to apply for a scholarship.</i>
Assessment Criteria	<i>the elements the Selection Panel will assess and use to shortlist suitable applicants.</i>
Scholarship Eligibility	<i>the eligibility conditions that apply to a scholarship.</i>

Industry Scholarship Terms and Conditions

1. On Application

- 1.1. A condition of Scholarship Application is the applicant declares that they have read and understood the Terms and Conditions Policy. The Scholarship acceptance constitutes the applicant is agreeing to the all Terms and Conditions detailed within this policy.
- 1.2. NRTAFE is responsible (unless otherwise indicated) for:
 - a. taking applications for Scholarships
 - b. making all Scholarship offers
 - c. Scholarship payments
 - d. the maintenance of records relating to Scholarships; and
 - e. reviewing the academic progress and eligibility of Scholarship holders.



1.3. For course related enquiries, please contact NRTAFE via:

- In person at any North Regional TAFE campus
- Phone: 1300 996 573
- Email: info@nrtafe.wa.edu.au

or

- In writing:

North Regional TAFE
PO Box 1380
Broome WA 6725

1.4. For all scholarship enquires we prefer you submit your correspondence and application via email to scholarships@nrtafe.wa.edu.au.

2. You must keep your Contact Details Up To Date

2.1. As a Scholarship recipient you are required to keep your student contact details up to date. All hardcopy correspondence during the application process will be sent to your postal address submitted in your Scholarship application. You must notify NRTAFE of any changes to your personal circumstances, such as change of address or phone number within 14 days of the change by submitting information directly to NRTAFE via:

- In person at any North Regional TAFE campus
- Phone: 1300 996 573
- Email: info@nrtafe.wa.edu.au

or

- In writing:

North Regional TAFE
PO Box 1380
Broome WA 6725

2.2. Email correspondence

NRTAFE's preferred method of correspondence is via email and it is essential you check your email account regularly.

3. Accepting Your Scholarship

3.1. All students offered Scholarships will receive a Scholarship offer pack containing an offer letter and these Terms and Conditions. You will be advised how to accept or reject your Scholarship in your offer letter. If you do not complete the acceptance as instructed, your Scholarship may be withdrawn and/or reallocated.

3.2. You must accept your Scholarship offer by the due date, as instructed in your offer letter to be eligible to receive funding towards your course.



4. Scholarship Value

- 4.1. The total value of your Scholarship is outlined in your offer letter. Your Scholarship will be deemed completed once you have used the total Scholarship value or become ineligible to continue receiving funding under these Terms and Conditions Policy.
- 4.2. Industry Scholarship Program value only covers the prescribed tuition costs and resource fees for the published scholarship course. Note some travel and accommodation expenses may be considered and included in scholarships in certain circumstances.
- 4.3. Scholarship payments are made internally within NRTAFE. NRTAFE will apply the Scholarship funds to each relevant unit of scholarship study undertaken in the applicable year of study. Being awarded a scholarship there will be no direct payments made to the scholarship recipient. The value of the scholarship is entirely an internal financial transaction taking place within North Regional TAFE enrolment process.
- 4.4. Scholarship funds cannot be applied to units of study undertaken at another institution or TAFE college.

5. Eligibility Criteria and Conditions of Scholarships

- 5.1. Applicant and successful scholarship recipient must enrol in their scholarship course during the scholarship semester the scholarship is awarded, or alternatively the nominated time in the scholarship letter of offer.
- 5.2. Scholarships are awarded based on established eligibility criteria. You must meet the eligibility requirements to receive funding in accordance with your Scholarship. The eligibility requirements are outlined in the Scholarship Applicant Information form.
- 5.3. An applicant can only apply, be awarded and accept one scholarship course at any given time.
- 5.4. International Students are not eligible to apply. To be eligible for a Scholarship the applicant must be an Australian Citizen. Applicants must be residents of Western Australia and Australian Citizens.
- 5.5. Enrolment Requirements
This Scholarship is awarded on the basis that you will maintain an enrolled status for the whole calendar year the Scholarship applies. Your Scholarship may be terminated if your enrolment status is inactive at census date.
- 5.6. Scholarship Duration
Scholarships are payable for the normal duration for the course and must be commenced as soon as practical unless otherwise specified or approved by NRTAFE.
- 5.7. Deferring Your Scholarship
You cannot defer your Scholarship.



5.8. Leave of Absence

If a Scholarship recipient wishes to take a leave of absence from your studies, you must notify NRTAFE in writing of any planned leaves of absence from your studies and request approval to take a leave of absence from your Scholarship. A leave of absence from a Scholarship may be approved for a maximum of one semester. Scholarship recipient will need to outline why you wish to take a leave of absence from your studies. All requests will be considered by NRTAFE and you will be advised of the outcome.

5.9. Transfer of Scholarship to another course

If Scholarship recipient wants to transfer to a new course, the Scholarship recipient must make a request and notify NRTAFE in writing and obtain an approval prior to transferring.

5.10. Withdrawal

If a Scholarship recipient withdraws from a course, the Scholarship will be terminated. The Scholarship recipient must notify NRTAFE in writing if cancelling/withdrawing or have cancelled/withdrawn the enrolment. If you are unsure how changes to your enrolment will affect your Scholarship, you can submit an enquiry by email to: info@nrtafe.wa.edu.au.

5.11. NRTAFE Events and Publications

If you attend any NRTAFE events, photos of you at the event (along with your name and Scholarship), may be forwarded to your secondary school or used for NRTAFE purposes. If you do not wish NRTAFE to forward or use these photos, you must notify NRTAFE in writing prior to the event.

5.12. Secondary Schools successful applicants

If you are offered a Scholarship, your Scholarship details may be passed on to your secondary school. Details of the Scholarship you have received may also be given to your secondary school. Details of the selection process or reasons you were awarded the Scholarship will remain confidential. If you do not wish for NRTAFE to forward these details to your secondary school, you must notify NRTAFE in writing.

5.13. NRTAFE Staff

You are not eligible for this Scholarship if you are, or become, employed full-time by NRTAFE on a continuing basis or a fixed term contract for 12 months or greater. You must notify NRTAFE if you are or become a staff member.

5.14. Centrelink

In 2019, up to \$8,223 per year from an equity or merit based scholarship in your income test. If your scholarship pays or waives your course fees and you have no choice in how your scholarship is paid (i.e. you cannot choose to receive the scholarship into your bank account), your scholarship will not be considered income by Centrelink.

5.15. Please retain your offer letter

Your Scholarship details will be required by Centrelink. To request an additional letter outlining your scholarship payments, submit an enquiry by email to: info@nrtafe.wa.edu.au. Further information can be found via the Centrelink website: www.humanservices.gov.au/customer/enablers/income



6. Retaining your Scholarship

6.1. To retain your Scholarship, you must:

- Maintain your residency status and advise NRTAFE within fourteen days if you change your residency status;
- Unless there are exceptional circumstances, you must make satisfactory progress in the course or the scholarship will be cancelled;
- Advise NRTAFE of any changes to your personal details and enrolment within 14 days of the change;
- Maintain enrolment in an approved course at an NRTAFE campus;
- Adhere to NRTAFE's academic and administrative policies; and
- You must also meet any additional criteria as outlined in your offer letter.

6.2. Academic Requirements

Your academic progress will be reviewed each semester, to assess your continued eligibility for your Scholarship.

6.3. Procedure for Underperforming Students

Academic progress will be assessed each semester. If you are deemed to have not made satisfactory progress:

- a. You will be notified in writing by NRTAFE that your academic performance has been unsatisfactory; and
- b. You will be given the opportunity explain your unsatisfactory performance by a due date set by NRTAFE.

It is at the sole discretion of NRTAFE if your explanation is found acceptable, and if so your Scholarship will be reinstated otherwise your Scholarship will be terminated.

7. Scholarship Termination

7.1. Grounds For Scholarship Termination

NRTAFE may terminate your Scholarship if you have:

- a. discontinued from your course or have inactive enrolment;
- b. failed to meet the eligibility criteria and conditions of your Scholarship;
- c. failed to maintain satisfactory academic progress;
- d. been suspended or excluded for misconduct under NRTAFE statutes and regulations; or
- e. been made an incorrect Scholarship offer as determined by NRTAFE in its sole discretion.

7.2. Consequences Of Termination

If your Scholarship is terminated you will not receive any further payments. You may be required to repay some or all of your Scholarship.

7.3. Repayment Of Your Scholarship

You are required to repay your Scholarship within 4 weeks of receiving notice from NRTAFE. This will occur if:

- a. the payment is made to you in error or you have been overpaid
- b. you are no longer enrolled in the semester the Scholarship is paid



- c. you do not meet the conditions of the Scholarship or are ineligible for the Scholarship (including situations where you have provided false information under 8.4); or
- d. you have been made a Scholarship offer in error.

7.4. Academic Requirements

You must meet the academic requirements of NRTAFE, maintain enrolment status and meet the eligibility requirements of the Scholarship.

7.5. Providing False Information

The awarding of your Scholarship is based on the information that you provide to NRTAFE. Your Scholarship may be withdrawn at any stage if you provide incorrect, false or misleading information or withhold relevant information. This includes circumstances where the false information is unrelated to the assessment in awarding the Scholarship.

Providing false or misleading information is an offence. If NRTAFE knows or has reason to believe that you have provided false or misleading information, NRTAFE may notify the Department of Education of the circumstances and provide a copy of your application and any other relevant information to them. If NRTAFE terminates the Scholarship, you will be liable to repay to NRTAFE the total sum of any payments incorrectly made to you.

8. Appeals, Grievances and Complaints

8.1. Appeals

For issues concerning your Scholarship first contact NRTAFE in person or call 1300 996 573 or email scholarships@nrtafe.wa.edu.au. NRTAFE may be able to resolve your issue or assist with your inquiry.

8.2. Grievances relating To NRTAFE's Policies And Procedures

You may lodge complaints about academic and or administrative matters under the Grievance Resolution Policy available by emailing: info@nrtafe.wa.edu.au

8.3. Complaints

You may lodge complaints about services and products provided under the Complaints Management Policy available by emailing: info@nrtafe.wa.edu.au

9. Privacy

NRTAFE is bound by Western Australia privacy laws. The NRTAFE Privacy Policy applies only to personal information that a person provides to an NRTAFE campus. For information on the collection of your personal information, refer to Privacy Page: <http://www.northregionaltafe.wa.edu.au/privacy>