



# Appendix 1. Scholarship Terms and Conditions

## Policy purpose

The purpose of the policy appendix 1 is to provide Terms and Conditions for Student Scholarships administered by North Regional TAFE (NR TAFE). 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.

## Policy Scope

Covers NR TAFE scholarships or awards, and applies to all NR TAFE employees and students.

## Definitions

The following definitions apply in this document:

<b>Applicant Declaration</b>	<i>The declaration within the application for a scholarship a student must sign to acknowledge they understand and agree to the terms and conditions</i>
<b>Application Form</b>	<i>The Scholarship application form the student is required to complete to apply for a scholarship.</i>
<b>Assessment Criteria</b>	<i>the elements the Selection Panel will assess and use to rank and shortlist suitable applicants.</i>
<b>Letter of Offer</b>	<i>The formal scholarship letter of offer sent to successful scholarship applicants specifying the approved value of scholarship, scholarship course and expiry date a student must enroll by to accept the offer.</i>
<b>NR TAFE Scholarships</b>	<i>NR TAFE Organisational Services staff that are responsible for administering the Scholarship Program</i>
<b>Selection Panel</b>	<i>A group of at least three (3) staff members delegated to assess scholarship applications, shortlist and nominate successful scholarship recipients.</i>
<b>Scholarship</b>	<i>Meaning a student scholarship / award made available by NRTAFE.</i>
<b>Scholarship Course</b>	<i>The course the student is awarded a scholarship for. Note a student cannot transfer their scholarship value to another course without gaining approval from NR TAFE Scholarships</i>
<b>Scholarship Information</b>	<i>The published scholarship information that made available to students during the scholarship round</i>



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<b>Scholarship Eligibility</b>	<i>The specified eligibility conditions that apply to a scholarship.</i>
<b>Scholarship Partner</b>	<i>The external organisation that provides funding for a scholarship or award through formal agreement partnership/arrangement.</i>
<b>Scholarship Program</b>	<i>The collective of all approved scholarships published within a Semester or year. Approved by the Executive Management Team</i>
<b>Scholarship Round</b>	<i>The period from when scholarship is published as open calling for students to apply for a scholarship, to the close date for applications.</i>
<b>Terms and Conditions</b>	<i>The scholarship terms and conditions made available to all students specifying scholarship rules and requirements a student must abide by to be awarded and retain their scholarship.</i>

## Industry Scholarship Terms and Conditions

### 1. On Application

- 1.1. Scholarship applications received late or incomplete will not be accepted or considered by the scholarship panel
- 1.2. 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.
- 1.3. 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.
- 1.4. 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](mailto:info@nrtafe.wa.edu.au)
- 1.5. For all scholarship enquires we prefer you submit your correspondence and application via email to [scholarships@nrtafe.wa.edu.au](mailto:scholarships@nrtafe.wa.edu.au).

### 2. Your Student Contact Details

- 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, in person, by phone or email.
- 2.2. Email correspondence, NRTAFE's preferred method of correspondence is via email and it is essential you check your email account regularly, especially when you are waiting to be notified on your scholarship application outcome.

### 3. Accepting Your Scholarship

- 3.1. All students offered Scholarships will receive a Scholarship Letter of Offer that will contain



important Scholarship enrolment information, including an expiry date when your Scholarship may be withdrawn.

- 3.2. You must accept your Scholarship offer by the due date, and commence your course as instructed in your offer letter or your Scholarship may be withdrawn.

#### 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. Successful scholarship recipients can only use their scholarship awarded amount for the NRTAFE course applied for.
- 4.3. The scholarship amount awarded is an indicative amount based on full tuition fees (non-concession) and any unused amount on completion, withdrawal or termination is returned to NR TAFE scholarship fund.
- 4.4. Industry Scholarship Program value only covers the prescribed tuition costs and resource fees for the published scholarship course.
- 4.5. Scholarship payments are made internally within NRTAFE. There are no direct payments made to the scholarship recipient unless. The value of the scholarship is entirely an internal financial transaction as part of your enrolment process.
- 4.6. Scholarship funds cannot be applied to units of study undertaken at another institution or TAFE college.

#### 5. Eligibility and Retaining your Scholarship

- 5.1. Applications that are submitted past the close date or incomplete will not be accepted or considered by the scholarship panel.
- 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. This scholarship is only valid if you meet the course entry preconditions requirements and eligibility requirements. Please discuss your course entry eligibility with the enrolling officer or lecturer.
- 5.4. An applicant can only apply, be awarded one scholarship course at any given time.  
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. A 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. The Scholarship duration covers the normal duration for the course.
- 5.7. You cannot defer your Scholarship.
- 5.8. Leave of Absence. If a Scholarship recipient wishes to take a leave of absence from studies, the student must notify NRTAFE in writing and request approval to take a leave of absence from your Scholarship. A leave of absence should not be approved for a longer than one semester. Scholarship recipient will need to outline the reason for a leave of absence. 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.

**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.

**5.11. Secondary Schools successful applicants**

If you are offered a Scholarship, your Scholarship details may be passed on to your secondary school, however 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.

**5.12. 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.

**5.13. A scholarship recipient must maintain their Western Australian residency status and advise NRTAFE within fourteen days if residency circumstance changes.**

**5.14. 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, administrative policies and student code of conduct; and
- You must also meet any additional criteria as outlined in your offer letter.

**5.15. 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.

**6. Scholarship Termination**

**6.1. Grounds for Scholarship Termination**

NRTAFE may terminate your Scholarship if you have:

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

**6.2. Consequences of termination**

If your Scholarship is terminated you will not receive any further payments.



### 6.3. Academic Requirements

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

### 6.4. 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 it is found you provided incorrect, false or misleading information or withhold relevant information.

## 7. Appeals, Grievances and Complaints

### 7.1. Appeals

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

### 7.2. 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](mailto:info@nrtafe.wa.edu.au)

### 7.3. Complaints

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

## 8. 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>