1. **BACKGROUND**  
   (a) The University has established a fund, known as the Education Students’ Assistance Fund (“Fund”), to provide financial assistance to students of its School of Education, Fremantle who experience unexpected and relatively short-term financial hardship.  
   (b) One off amounts (“Grants”) will be paid to students eligible for assistance from interest accrued on the principal amount in the Fund.  
   (c) This document sets out the conditions of the Fund and eligibility for Grants.

2. **NAME OF FUND**  
The Education Students’ Assistance Fund.

3. **PURPOSE OF FUND**  
The Fund is intended to help alleviate financial burden for a student experiencing unexpected and short-term difficulty and enabling them to continue their education.

4. **VALUE OF GRANT**  
   (a) Grants are made from interest accrued on the Fund only (ie Grants will not be made from the principal amount in the Fund).  
   (b) Applications will be considered in the order they are received. Once available funds for any particular year have been exhausted, the University may in its discretion decide that no further applications will be considered for the remainder of the year.  
   (c) The amount of each Grant is not fixed and will depend on the needs of the individual applicant.

5. **ELIGIBILITY REQUIREMENTS**  
To be eligible for the Grant, applicants must:  
   (a) be enrolled full-time in a pre-service degree in the School of Education, Fremantle;  
   (b) be able to demonstrate:  
      (i) that their educational opportunities are limited due to adverse circumstances causing financial hardship such as, but not limited to:  
          A. illness or injury creating a temporary inability to continue work;  
          B. fire or other destruction or theft of property;  
          C. immediate repatriation relating to the death of a close relative;  
          D. being required to provide immediate emergency care to children; and  
          E. relationship breakdown; and  
      (ii) that the award of the Grant would assist the applicant by alleviating the financial hardship and enabling them to continue their education.

6. **BODY RESPONSIBLE FOR SELECTION**  
The Selection Committee for the Grant will comprise:  
   (a) The Dean of the School of Education, Fremantle (Dean) (or nominee), who will chair the Selection Committee; and  
   (b) Two staff members from the School of Education, Fremantle, selected by the Dean.
7. **SELECTION CRITERIA**

(a) If an applicant meets the Eligibility Requirements set out in clause 5 above, the Selection Committee will determine whether the Grant should be awarded by considering the following Selection Criteria:

(i) academic performance of the applicant;
(ii) financial need of the applicant;
(iii) whether there is any financial assistance from other sources already being received by the applicant or for which they might be eligible;
(iv) any emotional/psychological support currently in place;
(v) whether or not the awarding of a Grant will enable the student to remain in the course for at least the semester in which they are currently enrolled;
(vi) any personal circumstances or background which warrants special consideration for a Grant; and
(vii) any other matters the Selection Committee deems relevant.

(b) In deciding whether to award a Grant, the Selection Committee may request any further information it requires from the applicant and may interview the applicant if it wishes but is not obliged to do so.

(c) The Selection Committee may decide to:

(i) award a Grant to the applicant in the amount for which they applied;
(ii) award a Grant to the applicant in an amount that is less than that for which they applied; or
(iii) not award a Grant to the applicant.

(d) The decision is at the absolute discretion of the Selection Committee and the decision of the Selection Committee is final. For clarity, there is no right of appeal from a decision of the Selection Committee.

(e) In the event that the Selection Committee cannot reach agreement on the application, the Chairperson will make the final decision.

(f) The applicant will be notified in writing as soon as practicable of the outcome of their application.

8. **APPLICATION PROCEDURE**

(a) Applications must be made in writing using the application form published on the University website and must be submitted to the Dean.

(b) Applications must provide confirmation of compliance with the Eligibility Requirements and address the Selection Criteria.

(c) Applications must be accompanied by:

(i) Documented evidence of the applicant’s need for financial assistance (which may include, but is not limited to, doctor’s certificate; letter from counsellor; support of Course Coordinator; a signed and witnessed Statutory Declaration); and

(ii) Details of any other financial assistance currently being received by the applicant or for which the applicant has applied.

9. **METHOD OF PAYMENT**

(a) Successful applicants must complete a Scholarship Discharge Form (available from the School of Education) and submit it to the Dean in order to receive the Grant.

(b) The Grant may be paid, at the sole discretion of the University:

(i) directly to the successful applicant, into their nominated bank account; or

(ii) to a third party to whom the applicant owes a debt.
10. **CONCURRENT AND REPEAT GRANTS**
Recipients of a Grant are eligible for repeat awards provided the eligibility requirements continue to be met. A student who has previously received a Grant will be required to apply in accordance with the procedures set out in these Conditions each time they are in need of financial assistance.

11. **ADMINISTERING BODY**
The Fund will be administered by the School of Education, Fremantle and the Office of University Relations and Development.

12. **PRIVACY**
The University is committed to the principles contained in the Privacy Act 1988 (Commonwealth) and the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and will not disclose any personal information (as defined in the Privacy Act) relating to this scholarship to any third party without the written consent of the applicant.

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