The awarding of The Sisters of Charity Foundation Scholarship is governed by the following Conditions:

1. **NAME OF SCHOLARSHIP**
The Sisters of Charity Foundation Scholarship (Scholarship).

2. **PURPOSE OF SCHOLARSHIP**
The purpose of the Scholarship is to provide financial support to an applicant from a disadvantaged background who is currently residing in, or has resided in, out-of-home care (foster/kinship care, group home or refuge accommodation) and who wishes to enrol in or is currently enrolled in the first year of an undergraduate degree at the University of Notre Dame Australia, Sydney. The financial support will be provided towards the cost of tuition fees, educational expenses and living expenses throughout the duration of their course.

3. **VALUE OF SCHOLARSHIP**
The value of the Scholarship is $30,000 over the duration of the recipient’s undergraduate degree. The recipient will be able to have up to $7,500 per annum from the total scholarship value allocated towards the cost of tuition fees, educational and living expenses.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for the Scholarship an applicant must:
   (i) Be a citizen or permanent resident of Australia;
   (ii) Have applied to enrol as a student at the University of Notre Dame Australia, Sydney;
   (iii) Be able to meet minimum entry requirements for the course applied for; and
   (iv) Be currently residing in, or have resided in, out-of-home care (foster/kinship care, group home or refuge accommodation).

5. **SELECTION COMMITTEE**
The Scholarship Selection Committee will be convened in January and will comprise of:
   (i) Pro Vice Chancellor, Student Engagement and Services (Sydney Campus) or their nominee;
   (ii) Manager, Admissions Office (UNDA); and
   (iii) One nominated staff from the Sisters of Charity Foundation.

Recommendations from the Selection Committee regarding proposed Scholarship recipients will be provided to the Board of the Sisters of Charity Foundation. The Board will consider the recommendations provided and make a final decision regarding the successful applicant by the end of January to The University of Notre Dame Australia, who in turn will advise all applicants of the outcome.
6. **SELECTION CRITERIA**

The Scholarship will be awarded to the applicant on the basis of demonstrated hardship and/or disadvantage which is impacting on their ability to continue their education. The Selection Committee may consider any factors it considers relevant including, but not limited to:

(i) Geographical or originating location of the applicant and their living arrangements;
(ii) Current personal or domestic situation of applicant, including emotional support available;
(iii) Personal characteristics and/or special needs of the applicant;
(iv) Any other personal circumstances or background which warrants special consideration;
(v) Motivation of the applicant to undertake tertiary studies and likelihood of the applicant continuing with their education;
(vi) Whether there is any financial assistance from other sources already being received by the applicant or which they may be eligible to receive;
(vii) Any other extenuating circumstances.

The Selection Committee must be satisfied the recipient will be motivated to succeed and complete their chosen course of study and will have the required emotional support and stable living arrangements to ensure adequate academic progress until course completion. In reaching its recommendation on the award, the Selection Committee will determine the type and extent of the assistance to be awarded based on the course chosen, period of study required, tuition fees set and what would be of greatest benefit to the recipient.

7. **AWARDING PROCEDURE**

Applicants must complete the relevant UNDA ‘Sisters of Charity Foundation Scholarship Application’ Form available from the Admissions Office and/or downloadable from the University’s website.

All Scholarship applications must be submitted to the Office of University Relations (Sydney Campus) through the Admissions Office.

All relevant supporting documentation must be submitted with the Scholarship Application Form by the published due date.

The Scholarship recipient will be advised of the outcome by telephone prior to receiving a formal Offer of Scholarship by mail. Unsuccessful applicants will be advised by mail of the outcome of their application. Notification of outcome will normally occur by the middle of February.

The recipient will have 14 calendar days of receipt of notification by mail to accept the Offer of Scholarship. If a Scholarship recipient does not accept the Offer of Scholarship by this date, the University reserves the right to withdraw its offer.
8. **CONDITIONS AND CONTINUATION OF SCHOLARSHIP**

The Scholarship may be withdrawn if the recipient:

(i) Fails to maintain all the requirements of enrolment in the course in which they are enrolled at the time the Scholarship is awarded including, but not limited to, attendance and ongoing and final assessments;

(ii) Is found guilty of misconduct in accordance with the University’s regulations, policies or procedures;

(iii) Discontinues their degree;

(iv) Takes a leave of absence; and/or

(v) Defers their enrolment.

If the Scholarship is withdrawn the recipient will be formally notified via postal mail.

9. **COURSE FEES AND RELATED EDUCATION EXPENSES COVERED**

The Scholarship will have a total value of $30,000 and will be allocated to cover the total or partial costs of any or all of the following:

(i) Tuition fees;

(ii) Living expenses;

(iii) Education Expenses.

The recipient will be advised at the point of notification of Scholarship which expenses will be covered and in what amounts.

“Education Expenses” refers only to compulsory text books and uniforms required in order to undertake the unit(s) in which the recipient is enrolled. It does not extend to ‘recommended’ text books.

The Scholarship recipient may be liable for some or all of the costs for their studies and may incur a personal debt which will not be covered by the Scholarship, if:

(i) The Scholarship only partially covers course/tuition costs. In this case, the recipient, if eligible*, will have access to the Government deferred payment loan scheme of either HECS-HELP* or FEE-HELP* (*subject to the enrolled course) and be personally liable for any/all outstanding portion of their fees not covered by the Scholarship. *Only Australian Citizens are eligible.

(ii) The Scholarship only partially covers Education Expenses. In this case, the recipient will be personally liable for any/all costs associated with Education Expenses which are not covered by the Scholarship.

(iii) The recipient fails any unit during their program which will need to be repeated as part of compulsory or elective course requirements. The costs of repeating such unit(s) will not be covered by the Scholarship and will be the financial responsibility of the Scholarship recipient.

For clarity, the recipient will be liable to cover the costs of any expenses not contemplated or expressly covered by the Scholarship.
Scholarships may affect a student’s eligibility for payments through Centrelink. It is the responsibility of the recipient to ensure any direct or indirect benefit obtained via scholarship is disclosed to Centrelink.

10. **METHOD OF PAYMENT**
   (i) Scholarship funds allocated to covering the cost of the recipient’s tuition fees will be applied by the University towards the recipient’s course fees prior to the Census date of each semester, with the recipient required to pay any remaining fees in accordance with the University’s requirements.
   (ii) Scholarship funds allocated to covering Education Expenses or living expenses will be paid by the University to the recipient. The recipient will be required to produce invoices or receipts as required by the University to verify payment of expenses.

11. **ADMINISTERING BODY**
    The Prize will be administered by the Office of University Relations, Sydney.

12. **CONCURRENT SCHOLARSHIPS**
    The Scholarship may be held concurrently with other awards, except other economically disadvantaged scholarships. Other externally or University funded scholarships held by an applicant will be relevant to a decision to award a Scholarship to a student but will not operate to preclude an applicant from being awarded this Scholarship.

13. **GENERAL PRINCIPLES**
    These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.

    The Vice Chancellor may vary the Conditions of the Scholarship at any time.

14. **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 Prize to any third party without the written consent of the recipient.

    | Purpose: | The purpose of the Scholarship is to provide financial support to an applicant from a disadvantaged background who is currently residing in, or has resided in, out-of-home care (foster/kinship care, group home or refuge accommodation) and who wishes to enrol in or is currently enrolled in the first year of an undergraduate degree at the University of Notre Dame Australia, Sydney. The financial support will be provided towards the cost of tuition fees, educational expenses and living expenses throughout the duration of their course. |
    | Responsible Executive: | National Manager, University Relations |
    | Responsible Office: | Office of University Relations |
    | Contact Officer: | Development & University Relations Officer |
    | Effective Date: | October 2015 |
    | Campus Applicability: | Sydney |