Conditions of
The Wilfred and Gracinda D’Souza Scholarship

The Wilfred and Gracinda D’Souza Scholarship (Scholarship) is governed by the following conditions.

1. **NAME OF SCHOLARSHIP**
   The Wilfred and Gracinda D’Souza Scholarship.

2. **PURPOSE OF SCHOLARSHIP**
   The Scholarship is to assist and encourage a student for whom educational opportunities are limited because of financial or personal hardship.

   The Scholarship is limited to students enrolled in one of the following Schools:
   i. School of Health Sciences;
   ii. School of Medicine;
   iii. School of Nursing and Midwifery; or
   iv. School of Physiotherapy.

3. **VALUE OF SCHOLARSHIP**
   The value of the Scholarship is $5,000 per annum.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for a Scholarship, applicants must:
   i. Be enrolled as a full-time student at The University of Notre Dame Australia, Fremantle in one of the above listed Schools; and
   ii. Be able to demonstrate that their educational opportunities are limited due to adverse circumstances as set out in the Selection Criteria.

5. **CONCURRENT AND REPEAT SCHOLARSHIPS**
   Recipients of the Scholarship are eligible for repeat awards provided the eligibility requirements continue to be met. Recipients must reapply each year.

6. **BODY RESPONSIBLE FOR SELECTION**
   The Selection Committee for the Scholarship will comprise:
   i. The Pro Vice Chancellor & Head of Fremantle Campus (or nominee);
   ii. The Manager, Campus Ministry, Fremantle Campus (or nominee); and
   iii. The Campus Manager, Office of University Relations (or nominee).

7. **SELECTION PROCESS**
   i. Written applications setting out compliance with the eligibility requirements and addressing the selection criteria must be made on the application form available from the Office on University Relations on the Fremantle website;
   ii. Applicants must submit:
      a. A copy of their academic transcript;
      b. A brief curriculum vitae including present and previous relevant work experience, if any;
      c. Two written current references with the names and contact details of the referees;
      d. A personal statement as outlined in the application form; and
      e. Any other documentation specified in the application form.
iii. Applications will be reviewed by the Office of University Relations for the purposes of developing a short list of no more than ten applicants to submit to the Selection Committee.

iv. The Selection Committee might choose to interview the short-listed applicants if they wish to do so.

8. SELECTION CRITERIA
In making their recommendation as to which applicant/s shall receive the Scholarship the Selection Committee will consider:

i. The demonstrated financial need of the applicant;

ii. Any responsibility the applicant may have for others (for example, significant carer responsibilities);

iii. Personal circumstances or background which warrants special consideration;

iv. The ways in which the award of the Scholarship would assist the applicant;

v. Academic merit; and

vi. Any other matters deemed relevant by the Office of University Relations.

9. APPLICATION PROCEDURE

i. Scholarships will be advertised annually in September of the year preceding the year in which the Scholarship is to be awarded.

ii. Applications must be submitted to the Senior Development Officer, Office of University Relations, Fremantle by the advertised closing date.

10. METHOD OF PAYMENT

i. Scholarship funds will be paid directly to the student as determined by the University.

ii. Recipients are required to complete a Gift Expenditure Form for payment of funds.

iii. Award funds will be paid in two instalments, at the beginning of semesters 1 and 2, providing the student’s Satisfactory Academic Progress has been confirmed by the School.

11. REPORTING REQUIREMENTS

i. Scholarship recipients are required to submit a mid-year and end of year report to the donors, outlining their progress throughout the year.

ii. Reports should include academic results for the semester, an update regarding the circumstances which warrant the recipient to be in receipt of the scholarship, and other relevant feedback.

iii. Failure to adhere to these requirements in a timely matter will result in Scholarship funding being terminated.

iv. The Senior Development Officer, Office of University Relations, will notify the Scholarship recipients of any relevant due dates.

v. Reports should be sent to the Senior Development Officer, Office of University Relations, who will forward to the donor.

12. ADMINISTERING BODY
The Scholarship will be administered by the Office of University Relations.

13. UNIVERSITY REGULATIONS
Any regulations regarding the awarding of this Scholarship must comply with these Terms and Conditions.
14. **PUBLICATIONS**

Any thesis, dissertation or other publications resulting from research undertaken by the recipient while in receipt of the Scholarship must acknowledge the assistance of the Scholarship and carry the University by-line.

15. **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.

16. **GENERAL PRINCIPLES**

i) These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.

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

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<tr>
<th>Purpose:</th>
<th>The Scholarship is to assist and encourage a student for whom educational opportunities are limited because of financial or personal hardship.</th>
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<tr>
<td>Responsible Executive:</td>
<td>Campus Manager, Office of University Relations, Fremantle</td>
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<td>Responsible Office:</td>
<td>Office of University Relations</td>
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<tr>
<td>Contact Officer:</td>
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