Conditions of The Catenian Association (Province 20) Youth Scholarship Broome
(The Catenians - strengthening Catholic family life through friendship and faith)

The Catenian Association (Province 20) Youth Scholarship Broome (The Catenians – strengthening Catholic family life through friendship and faith) (Scholarship) is governed by the following conditions:

1. **NAME OF SCHOLARSHIP**  
The Catenian Association (Province 20) Youth Scholarship Broome (The Catenians - strengthening Catholic family life through friendship and faith).

2. **PURPOSE OF SCHOLARSHIP**  
The purpose of the Scholarship is to assist students enrolled at The University of Notre Dame Australia’s Broome Campus (University), whose educational opportunities are limited due to adverse circumstances such as financial need.

3. **VALUE OF SCHOLARSHIP**  
The value of the Scholarship is $2,000 per annum.

4. **ELIGIBILITY REQUIREMENTS**  
To be eligible for consideration, applicants must:
   a) Be a citizen or permanent resident of Australia;
   b) Be enrolled full time at the Broome Campus;
   c) Be 18 to 24 years of age; and
   d) Be able to demonstrate:
      i) That their educational opportunities are limited due to adverse circumstances such as financial need; and
      ii) How the award of the scholarship would assist the applicant in addressing the limitations referred to in i).

5. **SELECTION COMMITTEE**  
The Selection Committee for the Scholarship will comprise:
   a) The Head of Campus, Broome (or nominee);
   b) The Vocational Education and Training (VET) Manager, Broome (or nominee); and
   c) A representative of the Catenian Association of Western Australia.

6. **SELECTION CRITERIA**  
The Scholarship is awarded to the applicant who, in the opinion of the Selection Committee, best demonstrates through their application and supporting documentation:
   a) Demonstrated adverse circumstances such as financial need;
   b) Personal qualities and motivation;
   c) Contribution to school and community; and
   d) Recommendations by schools and/or employers and/or other referees.

7. **SELECTION PROCESS AND AWARDING PROCESS**  
a) All eligible students will be advised of the closing date for applications which will be during the last week of May.
   b) All applicants will be required to submit an application to the VET Manager, Broome Campus.
   c) Applications will be considered by the VET Manager, Broome Campus, and the Head of Campus, Broome Campus, and submitted to the Development Manager, Office of University Relations, Fremantle Campus, for the donor’s consideration.
   d) If the Selection Committee wishes to interview any of the shortlisted applicants or seek any further information from any shortlisted applicant it may do so.
   c) The recipients will be determined by the Selection Committee. If a unanimous decision cannot be reached in relation to any applicant, the Donor’s decision will prevail.
8. **DURATION OF SCHOLARSHIP**
Subject to the conditions in Clause 12 below, the Scholarship will be tenable for the duration of the recipient’s course for which they were enrolled when the Scholarship was offered. The Scholarship will not be awarded again until such time as the recipient completes their course or the award of their Scholarship is otherwise terminated or withdrawn in accordance with these Conditions.

9. **CONCURRENT SCHOLARSHIPS**
A recipient of the Scholarship may hold it in conjunction with another scholarship.

10. **AWARDING PROCEDURE**
The Scholarship will be awarded by the University on the recommendation of the Selection Committee.

11. **METHOD OF PAYMENT**
   a) Scholarship funds will be paid directly to the recipient’s nominated bank account.
   b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
   c) Award funds will be paid in two instalments, in June and November each year. The second payment will be dependent on the student’s Satisfactory Academic Progress.

12. **CONDITIONS OF CONTINUATION**
The Scholarship will continue to be paid subject to the recipient:
   a) Maintaining satisfactory performance each semester/stage; and
   b) Maintaining full time enrolment.

   The recipient forfeits the Scholarship if they:
   a) Fail to meet the requirement in a) and b) above;
   b) Are found to have behaved in a manner that is in breach of the University's Student Code of Conduct or is the subject of disciplinary action under the University's General Regulations;
   c) Discontinue their degree/diploma;
   d) Take a leave of absence; or
   e) Defer their enrolment for a period greater than 12 months.

   The exception to this is if the recipient makes an application in writing to the University outlining the circumstances and reasons relating to their personal situation. The University has discretion to determine the ongoing status of the Scholarship.

13. **STUDENT REQUIREMENTS**
   a) Scholarship recipients are required to submit a progress report to the University, a copy of which will be provided to the Donor, outlining their progress.
   b) Reports should include progress to date, an update regarding the circumstances which warrant the recipient to be in receipt of the Scholarship, and other relevant feedback.
   c) Failure to adhere to these requirements in a timely matter will result in Scholarship funding being terminated.
   d) The VET Manager will notify the Scholarship recipient of the relevant due dates.
   e) Reports should be sent to the VET Manager, who will forward to the Office of University Relations for submission to the Donor.

14. **ADMINISTERING BODY**
The Scholarship is administered by the Office of University Relations, Fremantle.

15. **PRIVACY**
The University will collect, use, hold and disclose personal information in accordance with the *Privacy Act 1988* (Commonwealth) and the University’s Privacy Policy.

16. **GENERAL PRINCIPLES**
   a) These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.
   b) The Vice Chancellor, in consultation with the donors, may vary the Conditions of the Scholarship at any time.
| **Purpose:** | The purpose of the Scholarship is to assist students enrolled at The University of Notre Dame Australia’s Broome Campus, whose educational opportunities are limited due to adverse circumstances such as financial need. |
| **Responsible Executive:** | Director, Office of University Relations |
| **Responsible Office:** | Office of University Relations |
| **Contact Officer:** | Development Manager |
| **Effective Date:** | January 2017 |
| **Campus Applicability:** | Fremantle |
| **Modification History:** | March 2018 |