The HELYRON Education Scholarship (Scholarship) is administered in accordance with the following conditions:

1. **NAME OF SCHOLARSHIP**
   The HELYRON Education Scholarship.

2. **PURPOSE OF SCHOLARSHIP**
   The Scholarship is to assist and encourage meritorious students, for whom educational opportunities are limited because of financial need, to commence a teaching degree through providing assistance with their education related expenses and by meeting the cost of their course tuition fees.

   These students will have demonstrated motivation and commitment to achieve academically, despite financial hardship, in order to commence studies at the Fremantle Campus of The University of Notre Dame Australia (University).

3. **VALUE OF SCHOLARSHIP**
   The value of each Scholarship is a cash payment of $3,000 plus the recipient's course tuition fees being waived for the recipient's first year in the School of Education, Fremantle when enrolled in one of the following courses:
   a) Bachelor of Education; or
   b) Graduate Diploma of Education; or
   c) Master of Teaching.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for the Scholarship, applicants must at the time of application:
   a) Be enrolled at the University on a full time basis;
   b) Be enrolled in the applicant's first year of the following courses:
      i) Bachelor of Education; or
      ii) Graduate Diploma of Education; or
      iii) Master of Teaching.
   c) Be a citizen of permanent resident of Australia;
   d) Have completed their secondary education at a Catholic School in Western Australia;
   e) Be able to demonstrate that their educational opportunities are limited due to financial need as evidenced by:
      i) The receipt of a means tested Commonwealth income support payment (such as Youth Allowance, Health Care Card, Austudy, or ABSTUDY); or
      ii) The provision of a statutory declaration/s demonstrating financial hardship; and
   f) Have their application for the Scholarship endorsed by their school Principal if the applicant is a first year Bachelor of Education is listed in 4.a)i).

5. **SELECTION COMMITTEE**
   The Selection Committee for the Scholarship will comprise:
   a) The Executive Director of Admissions & Student Services (or nominee);
   b) The Dean of the School of Education (or nominee); and
   c) A member of the donor’s family (or nominee).

6. **SELECTION PROCESS AND AWARDING PROCESS**
   a) Selection of the recipient will be based on the applicant’s academic record and contribution to school and community life as presented in their application for admission, supporting documents and admission interview and will be made at the sole discretion of the Selection Committee.
   b) The Selection Committee may interview selected applicants.
   c) The successful recipient will be notified in writing.
d) The Scholarship will be awarded by the University at the annual University Awards Ceremony.
e) The Scholarship is not transferable to another degree, Notre Dame Campus or another University.
f) If in any year there are no eligible students, the Scholarship will not be awarded.

7. DURATION OF SCHOLARSHIP
Subject to the conditions in Clause 10 below, the Scholarship will be tenable for the equivalent of one year full time study.

8. CONCURRENT SCHOLARSHIPS
The Scholarship may not be held concurrently with any other tuition fees University scholarship.

9. METHOD OF PAYMENT
a) The Scholarship funds will be paid directly to the Fees Office to offset the recipient’s course fees.
b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
c) Award funds will be paid in two instalments, at the beginning of Semesters 1 and 2. The second payment will be dependent on the student’s Satisfactory Academic Progress being confirmed by the School.

10. CONDITIONS OF CONTINUATION
The Scholarship will continue to be paid subject to the recipient:
   a) Maintaining satisfactory performance each semester; and
   b) Maintaining full time enrolment in the degree for which they were enrolled in when the Scholarship was offered.

   The recipient forfeits the Scholarship if they:
   a) Fail to meet the requirements 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) Take a leave of absence; or
   d) 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 Dean of the School of Business, Fremantle outlining the circumstances and reasons relating to their personal situation. The Dean has discretion to determine the ongoing status of the Scholarship.

11. STUDENT REQUIREMENTS
   a) Scholarship recipients are required to submit mid-year and end of year reports to the donor, outlining their progress throughout the year.
   b) 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.
   c) The Senior Development Officer, Office of University Relations, will notify the Scholarship recipients of the report submission due dates.
   d) Reports should be sent to the Senior Development Officer, Office of University Relations.
   e) Scholarship recipients are required to participate in any publications, media and events related to the award of the Scholarship.

12. ADMINISTERING BODY
The Scholarship is administered by the Office of University Relations and the Admissions Office, Fremantle.

13. 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

14. 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 provide tuition assistance to a commencing student in the School of Business at The University of Notre Dame Australia, Fremantle. |
| **Responsible Executive:** | Director, Office of University Relations, Fremantle |
| **Responsible Office:** | Office of University Relations |
| **Contact Officer:** | Development Manager |
| **Effective Date:** | December 1991 |
| **Campus Applicability:** | Fremantle |
| **Modification History:** | August 2016 |