



Conditions of The Monsignor E. Sullivan Scholarship

The Monsignor E. Sullivan Scholarship (*Scholarship*) is administered in accordance with the following conditions:

1. NAME OF SCHOLARSHIP

The Monsignor E. Sullivan Scholarship.

2. PURPOSE OF SCHOLARSHIP

The purpose of the Scholarship is to assist and encourage students in financial need and who have demonstrated their contribution to community service, who are commencing their studies at The University of Notre Dame Australia, Fremantle (*University*).

3. VALUE OF SCHOLARSHIP

One cash Scholarship, equal to the total of the annual income earned on the endowment fund, will be awarded each year.

4. ELIGIBILITY REQUIREMENTS

To be eligible for the Scholarship, applicants must:

- a) Be a citizen or permanent resident of Australia;
- b) Be enrolled full time in their first year of studies at The University of Notre Dame Australia, Fremantle;
- c) Be undertaking their studies internally;
- d) Be able to demonstrate that their educational opportunities are limited due to adverse circumstances and exemplary community service, personal volunteer efforts and active involvement in helping others, as set out in the Selection Criteria.

5. SELECTION COMMITTEE

The Selection Committee for the Scholarship will comprise:

- a) The Pro Vice Chancellor & Head of Fremantle Campus (or nominee); and
- b) The Executive Director, Admissions & Student Services (or nominee).

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) Financial need;
- b) Personal circumstances which warrant special consideration;
- c) Personal qualities and motivation;
- d) Community service; and
- e) Academic merit.

7. SELECTION PROCESS

- a) The Scholarship will be advertised on the University website in the year preceding the award of the Scholarship.
- b) Written applications setting out compliance with the Eligibility Requirements and addressing the Selection Criteria must be made on the application form available from the University website.
- c) Selection Applications will be submitted to the Office of University Relations, Fremantle.
- d) The Selection Committee may interview selected applicants if required.
- e) The successful recipient will be notified in writing by the Office of University Relations.
- f) If in any year there are no eligible students, the Scholarship will not be awarded.

8. DURATION OF SCHOLARSHIP

- a) Subject to the conditions in Clause 11 below, the Scholarship will be tenable for the equivalent of one year full time study.
- b) The Scholarship is not transferable to another degree, Notre Dame Campus or another University.

9. CONCURRENT SCHOLARSHIPS

The Scholarship can be held concurrently with another University scholarship.

10. METHOD OF PAYMENT

- a) Scholarship funds will be paid directly to the student as determined by the University.
- b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
- c) Scholarship 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.

11. 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.

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;
- 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 Dean of the relevant School, outlining the circumstances and reasons relating to their personal situation. The Dean has discretion to determine the ongoing status of the Scholarship.

12. STUDENT REQUIREMENTS

Scholarship recipients are required to:

- a) Submit a mid-year and end of year report to the donor, outlining their progress;
 - i. 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.
 - ii. The Office of University Relations will notify the Scholarship recipients of the report submission due dates.
 - iii. Reports should be sent to the Office of University Relations and they will be forwarded to the donor.
- b) Participate in any publications, media and events related to the award of the Scholarship.

13. ADMINISTERING BODY

The Scholarship is administered by the Office of University Relations, Fremantle.

14. 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.

15. 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 donor, may vary the Conditions of the Scholarship at any time.

Purpose:	The purpose of the Scholarship is to assist and encourage students in financial need and who have demonstrated contributions to community service, who are commencing studies at The University of Notre Dame Australia, Fremantle.
Responsible Executive:	Director, Office of University Relations, Fremantle
Responsible Office:	Office of University Relations, Fremantle
Contact Officer:	Scholarship Program Manager, Office of University Relations, Fremantle
Effective Date:	1995
Campus Applicability:	Fremantle
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