



Conditions of The Roy & Amy Galvin Family Scholarship

The Roy & Amy Galvin Family Scholarship (*Scholarship*) is administered in accordance with the following conditions:

1. NAME OF SCHOLARSHIP

The Roy & Amy Galvin Family Scholarship.

2. PURPOSE OF SCHOLARSHIP

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 (*University*).

3. VALUE OF SCHOLARSHIP

The value of the Scholarship is the tuition fees for the recipient's first academic year only, up to a maximum of \$7,500.

4. ELIGIBILITY REQUIREMENTS

To be eligible for the Scholarship, applicants must:

- a) Be a School Leaver;
- b) Be enrolled full time in an undergraduate degree in the School of Business, Fremantle;
- c) Be undertaking their studies internally; and
- d) Have achieved an ATAR of 90 or above.

5. SELECTION COMMITTEE

The Selection Committee for the Scholarship will comprise:

- a) The Dean of the School of Business, Fremantle, (or nominee); and
- b) The Executive Director of Admissions & Student Services, Fremantle (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 for admission and supporting documentation:

- a) Academic merit.
- b) Community service and contribution to school; and
- c) Personal qualities and motivation.

7. SELECTION PROCESS

- a) Written applications will not be required as eligible students are automatically nominated for consideration by the Selection Committee.
- b) Selection of the recipient will be based on the Selection Criteria and will be made at the sole discretion of the Selection Committee.
- c) The successful recipient will be notified in writing by the Office of University Relations.
- d) The Scholarship will be awarded by the University at the annual University Awards Ceremony.
- e) 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 cannot be held concurrently with another University scholarship.

10. METHOD OF PAYMENT

- a) The recipient's course fees will be offset by the Fees Office on the advice from the Office of University Relations.
- b) Recipients are required to complete a Gift Expenditure Form for transfer 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 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.

12. STUDENT REQUIREMENTS

Scholarship recipients are required to:

- a) Submit a mid-year and end of year report to the family of 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 family of 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, and the Admissions Office, 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 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, Fremantle
Contact Officer:	Scholarship Program Manager, Office of University Relations, Fremantle
Effective Date:	December 1991
Campus Applicability:	Fremantle
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