The Shire of Christmas Island Scholarship (Scholarship) is administered in accordance with the following conditions:

1. **NAME OF SCHOLARSHIP**
   The Shire of Christmas Island Scholarship.

2. **PURPOSE OF SCHOLARSHIP**
   The purpose of the Scholarship is to assist a Year 12 student from the Christmas Island District High School who wishes to commence their undergraduate studies at The University of Notre Dame Australia, Fremantle (University).

   These students will have demonstrated drive and commitment to achieve academically, despite financial hardship or other personal difficulty. The Scholarship may support a student who wishes to study in any School at the University's Fremantle Campus.

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

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for the Scholarship, applicants must:
   a) Have graduated or be due to graduate from full time Year 12 studies at the Christmas Island District High School in the year immediately prior to the year in which the Scholarship commences;
   b) Have been accepted as a full time first year or Tertiary Pathway Program student at the University;
   c) Be planning to undertake their studies at the University internally;
   d) Be able to demonstrate that their educational opportunities are limited because of the remoteness of the location they reside in; and
   e) Be able to demonstrate drive and commitment to achieve academically, despite financial hardship or other personal difficulty.

5. **SELECTION COMMITTEE**
   The Selection Committee for the Scholarship will comprise:
   a) The Chief Executive Officer of the Shire of Christmas Island (or nominee);
   b) The Principal of the Christmas Island District High School (or nominee); and
   c) The University Pro Vice Chancellor and Head of Campus (or nominee).

6. **APPLICATION PROCEDURE**
   a) Applications for the Scholarship open in April each year and close in December of the same year;
   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.

7. **SELECTION CRITERIA**
   The Scholarship will be awarded by the Selection Committee to an eligible applicant using an equal weighting allocation to each of the following criteria:
   a) Academic merit;
   b) Personal qualities and motivation;
   c) Personal circumstances or backgrounds which warrant special consideration; and
   d) Financial Need.

Students who are enrolled in first year at the University and have completed Year 12 ATAR subjects will be given first preference. If insufficient suitable applications are received from such students, the Selection Committee will then consider applications from students enrolled in the University's Tertiary Pathway Program.
8. **SELECTION PROCESS AND AWARDING PROCESS**
   a) Selection of the recipient will be based on the applicant’s financial need, academic record and contribution to community life as presented in the application form and supporting documents.
   b) Applicants are advised of the outcome of their application by the end of January of the awarding year.
   c) If in any year, there are no applicants of sufficient merit, no Scholarship will be awarded and funds will be carried out to the following year.

9. **DURATION OF SCHOLARSHIP**
   A Scholarship will be tenable for the equivalent of one year full time study.

10. **CONCURRENT SCHOLARSHIPS**
    A recipient of The Shire of Christmas Island Scholarship may hold it in conjunction with another scholarship.

11. **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.

12. **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.

13. **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.

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.
<table>
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<tr>
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<tbody>
<tr>
<td><strong>Responsible Executive:</strong></td>
<td>Director, Office of University Relations, Fremantle</td>
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<td><strong>Responsible Office:</strong></td>
<td>Office of University Relations</td>
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<tr>
<td><strong>Contact Officer:</strong></td>
<td>Development Manager</td>
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<td><strong>Effective Date:</strong></td>
<td>January 2016</td>
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<td><strong>Campus Applicability:</strong></td>
<td>Fremantle</td>
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<td><strong>Modification History:</strong></td>
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