The Leonard & Ursula Keating Scholarship (Scholarship) is administered in accordance with the following conditions:

1. **NAME OF SCHOLARSHIP**
   The Leonard & Ursula Keating Scholarship.

2. **PURPOSE OF SCHOLARSHIP**
   The purpose of the Scholarship is to assist and encourage students in financial need who are continuing their 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.

3. **VALUE OF SCHOLARSHIP**
   The value of each Scholarship is equal to the total of the annual income earned on the endowment fund.

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 from second year onward at The University of Notre Dame Australia, Fremantle;
   c) Be undertaking their studies internally; and
   d) Be able to demonstrate:
      i) that their educational opportunities are limited due to adverse circumstances such as distance, financial need, disability or responsibility for the care of the ill or the elderly; 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 Executive Director, Admissions & Student Services (or nominee); and
   b) Two Deans nominated by the Head of Campus, Fremantle.

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 qualities and motivation;
   c) Personal circumstances or backgrounds which warrant special consideration for the Scholarship fund; and
   d) Academic merit.

7. **SELECTION PROCESS AND AWARDING 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 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.
   d) The Selection Committee will interview selected applicants if required.
   e) The successful recipient will be notified in writing by the Office of University Relations.
f) The Scholarship is not transferable to another degree, Notre Dame Campus or another University.
g) If in any year there are no eligible students, the Scholarship will not be awarded.

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

9. **CONCURRENT SCHOLARSHIPS**
A recipient of The Leonard & Ursula Keating 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 student as determined by the University.
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.

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 donor, may vary the Conditions of the Scholarship at any time.
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<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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<td><strong>Contact Officer:</strong></td>
<td>Development Manager</td>
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<td><strong>Effective Date:</strong></td>
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<td><strong>Campus Applicability:</strong></td>
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