



## Conditions of The Willetton Parish Scholarship

The Willetton Parish Scholarship (*Scholarship*) is administered in accordance with the following conditions:

**1. NAME OF SCHOLARSHIP**

The Willetton Parish Scholarship.

**2. PURPOSE OF SCHOLARSHIP**

The purpose of the Scholarship is to provide tuition assistance to a commencing student in the School of Arts & Sciences 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 Arts & Sciences, 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 Arts & Sciences, 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 Arts & Sciences, 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 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, 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.

<b>Purpose:</b>	The purpose of the Scholarship is to provide tuition assistance to a commencing student in the School of Arts & Sciences at The University of Notre Dame Australia, Fremantle.
<b>Responsible Executive:</b>	Director, Office of University Relations, Fremantle
<b>Responsible Office:</b>	Office of University Relations, Fremantle
<b>Contact Officer:</b>	Scholarship Program Manager, Office of University Relations, Fremantle
<b>Effective Date:</b>	December 1991
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