



## Conditions of The D'Souza Family Scholarship

The D'Souza Family Scholarship (*Scholarship*) is administered in accordance with the following conditions:

**1. NAME OF SCHOLARSHIP**

The D'Souza Family Scholarship.

**2. PURPOSE OF SCHOLARSHIP**

The purpose of the Scholarship is to assist and encourage a student for whom educational opportunities are limited because of financial or personal hardship.

The Scholarship is limited to students enrolled in one of the following Schools:

- a) School of Health Sciences;
- b) School of Medicine;
- c) School of Nursing & Midwifery; or
- d) School of Physiotherapy

**3. VALUE OF SCHOLARSHIP**

The value of the Scholarship is \$5,000 per annum.

**4. ELIGIBILITY REQUIREMENTS**

To be eligible for the Scholarship, applicants must:

- a) Be enrolled as a full-time student at The University of Notre Dame Australia, Fremantle (*University*) in one of the above listed schools; and
- b) Be able to demonstrate that their educational opportunities are limited due to adverse circumstances 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);
- b) The Manager, Campus Ministry, Fremantle (or nominee); and
- c) The Director, Office of University Relations, 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 and supporting documentation:

- a) Financial need;
- b) Personal circumstances which warrant special consideration; and
- c) Academic merit.

**7. SELECTION PROCESS**

- a) 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) Applications will be submitted to the Office of University Relations, Fremantle.
- d) The Selection Committee may interview selected applicants.
- e) The successful recipient will be notified in writing by the Office of University Relations.  
If in any year there are no applicants of sufficient merit, no Scholarship will 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. REPEAT SCHOLARSHIPS**

Recipients of the Scholarship are eligible for repeat awards provided the eligibility requirements continue to be met. Recipients must reapply each year.

## **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 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 relevant Dean 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.

<b>Purpose:</b>	The purpose of the Scholarship is to assist and encourage a student for whom educational opportunities are limited because of financial or personal hardship.
<b>Responsible Executive:</b>	Director, Office of University Relations, Fremantle
<b>Responsible Office:</b>	Office of University Relations
<b>Contact Officer:</b>	Scholarship Program Manager, Office of University Relations, Fremantle
<b>Effective Date:</b>	May 2014
<b>Campus Applicability:</b>	Fremantle
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