



## Conditions of The Sir Frank Ledger Trust Scholarship

The Sir Frank Ledger Trust Scholarship (*Scholarship*) is administered in accordance with the following conditions:

**1. NAME OF SCHOLARSHIP**

The Sir Frank Ledger Trust Scholarship.

**2. PURPOSE OF SCHOLARSHIP**

The purpose of the Scholarship is to assist and encourage commencing students in the School of Business, Fremantle, who have demonstrated drive and commitment to achieve academically, despite financial need or other personal difficulty.

**3. VALUE OF SCHOLARSHIP**

The Scholarship will cover the recipient's tuition fees up to a maximum of \$5,000 per annum for the duration of their three (3) year undergraduate degree in the School of Business, Fremantle. Up to two (2) scholarships may be awarded annually.

**4. ELIGIBILITY REQUIREMENTS**

To be eligible for the Scholarship, applicants must:

- a) Be enrolled in their first year of studies in the School of Business, Fremantle; 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 Dean of the School of Business, Fremantle (or nominee);
- b) The Director of Admissions & Student Services, 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) 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) Applications will be submitted to the Office of University Relations, Fremantle.
- d) The Selection Committee will interview selected applicants.
- e) The successful recipient will be notified in writing by the Office of University Relations.
- f) If in any year there are no applicants of sufficient merit, no Scholarship will be awarded.
- g) The donor of the Scholarship will be notified in writing of the successful recipient by the Office of University Relations.

**8. DURATION OF SCHOLARSHIP**

- a) Subject to the conditions in Clause 11 below, the Scholarship will be tenable for the duration of the recipient's undergraduate degree in the School of Business (maximum of three years of full time study) for which they were enrolled when the Scholarship was offered.
- 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 payment of funds.
- c) Scholarship funds will be paid at the beginning of each semester. Ongoing semester payments 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 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 School of Business, Fremantle, and 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 commencing students in the School of Business, Fremantle, who have demonstrated drive and commitment to achieve academically, despite financial need or other personal difficulty.
<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>	February 2019
<b>Campus Applicability:</b>	Fremantle
<b>Modification History:</b>	