

### 1.0 Establishment and purpose

- 1.1 The Sonia Walkom Memorial Award was established in 2015, by Scott Walkom and the team at Walkom Real Estate, in memory of Sonia and her enthusiasm for continuous learning throughout a career that provided her with so much.
- 1.2 The Sonia Walkom Memorial Award is funded by Walkom Real Estate and managed and administered by the Hunter TAFE Foundation.
- 1.3 One (1) Sonia Walkom Memorial Award to the value of \$1,500, will be awarded per semester to a TAFE NSW student enrolled in the CPP41419 Certificate IV in Real Estate Practice at TAFE NSW.
- 1.4 The nominator will submit a nomination providing the best nominee using the selection criteria as outlined on the nomination form.
- 1.5 The endorser, the head teacher will endorse the nomination.

### 2.0 Definitions

- 2.1 **“Eligible nominee”** means a nominee who meets the criteria for eligibility for the award of the Sonia Walkom Memorial Award as set out in clause 4.0 of the terms and conditions.
- 2.2 **“Endorser”** means the head teacher.
- 2.3 **“Nomination process”** means the process set out in clause 3.0 of these terms and conditions as amended or varied by the Hunter TAFE Foundation from time to time in its sole discretion.
- 2.4 **“Nominator”** means the teacher of Certificate IV in Property Services (Real Estate) at TAFE NSW.
- 2.5 **“Nominee”** means a student who is nominated for the Sonia Walkom Memorial Award by their nominator completing and submitting a Sonia Walkom Memorial Award nomination form in accordance with the nomination process.
- 2.6 **“Recipient”** means successful nominee who accepts the Sonia Walkom Memorial Award by completing and returning the Sonia Walkom Memorial Award offer and acceptance form in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.7 **“Sonia Walkom Memorial Award”** means a Award to the value of \$1,500 awarded by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.8 **“Sonia Walkom Memorial Award nomination form”** means the form which must be completed by a nominator and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships)
- 2.9 **“Sonia Walkom Memorial Award award offer and acceptance form”** means the form that must be completed by the successful nominee and is to be issued by the Hunter TAFE Foundation.
- 2.10 **“Student”** means a currently enrolled student at TAFE NSW.
- 2.11 **“Successful nominee”** means an eligible student who is offered the Sonia Walkom Memorial Award by the Hunter TAFE Foundation in accordance with the process set out

in clause 5.0 of these terms and conditions.

### 3.0 Nomination process

- 3.1 A nominator must complete a Sonia Walkom Memorial Award nomination form and submit to the Hunter TAFE Foundation prior to the closing date, as outlined on the Sonia Walkom Memorial Award nomination form either by post, email, or in person as detailed on the Sonia Walkom Memorial Award nomination form.
- 3.2 The nominee, nominator and endorser must acknowledge and accept the Sonia Walkom Memorial Award terms and conditions by signing and dating the nomination form prior to submitting the Sonia Walkom Memorial Award nomination form in the manner as set out in 3.1.

### 4.0 Eligibility

- 4.1 The Sonia Walkom Memorial Award may be given to an eligible nominee who has completed and lodged a nomination form and who, as determined by the selection panel as eligible (in its sole discretion), satisfies all of the following criteria:
  - 4.1.1 Is enrolled in CPP41419 Certificate IV in Real Estate Practice at TAFE NSW
  - 4.1.2 resides in the Newcastle or Hunter local government area
  - 4.1.3 is committed to their studies and has a good attendance record
  - 4.1.4 is motivated to work in the real estate sector
  - 4.1.5 is ambitious and devoted to study
  - 4.1.6 displays professionalism and is self-disciplined.
  - 4.1.7 not hold another award for the same course of study.
- 4.2 Incomplete Sonia Walkom Memorial Award nomination forms will not be considered.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any nominator who incorrectly completes and/or submits a nomination form and will, at his or her discretion, contact a nominee on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly, in a Sonia Walkom Memorial Award nomination form. Should all required information not be provided, the Sonia Walkom Memorial Award nomination forms will be withdrawn by the Hunter TAFE Foundation and notice sent to the nominator.

### 5.0 Offer of the award

- 5.1 Following assessment by the selection panel of a Sonia Walkom Memorial Award nomination, the selection panel will determine the outcome of the Sonia Walkom Memorial Award.
- 5.2 The Sonia Walkom Memorial Award given by the Hunter TAFE Foundation will be determined by the selection panel at its sole discretion.
- 5.3 The successful nominee will be sent a Sonia Walkom Memorial Award offer and acceptance form.
- 5.4 If unsuccessful, the nominee and nominator will be notified in writing of that outcome.

### 6.0 Acceptance of the award

- 6.1 The successful nominee must complete and return the Sonia Walkom Memorial Award offer and acceptance form as soon as possible and as a pre-condition to payment of the award.
- 6.2 For the avoidance of doubt, the successful nominee acknowledges and agrees that the award is conditional upon the successful nominee signing the Sonia Walkom Memorial Award offer and acceptance form, and returning it to the Hunter TAFE Foundation.

### 7.0 Award and payment

- 7.1 Following the successful Nominee's completion and return of the Sonia Walkom Memorial Award offer and acceptance form, the award funds will be presented at the Hunter TAFE Foundation Award presentation.
- 7.2 The Hunter TAFE Foundation is under no obligation to pay or make available any part of the Sonia Walkom Memorial Award until it has received a signed and completed Sonia Walkom Memorial Award offer and acceptance form.

### 8.0 Conditions

- 8.1 The successful nominee acknowledges and agrees that the following conditions apply to the award of the Sonia Walkom Memorial Award:
  - 8.1.1 The Hunter TAFE Foundation reserves the right to withdraw any unpaid monies or request repayment of monies awarded, should the successful recipient withdraw from studies or not successfully complete or fail to meet any of the requirements outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).
  - 8.1.2 On request by the Hunter TAFE Foundation, the successful nominee must provide an update on how the Sonia Walkom Memorial Award has assisted them in their career journey.
  - 8.1.3 The successful nominee must agree to be available for promotional and marketing photography in line with TAFE NSW's Authority to Publish
  - 8.1.4 Any decision of the selection panel regarding a Sonia Walkom Memorial Award nomination is final and no correspondence will be entered into.
  - 8.1.5 The Successful Nominee is expected to be an ambassador for the Hunter TAFE Foundation and uphold the values of each organisation and behave in accordance with the TAFE NSW student code of conduct at all times.

### 9.0 Variation

- 9.1 The Hunter TAFE Foundation, in consultation with TAFE NSW and Sonia Walkom Memorial Award, may vary these terms and conditions or any form or process referred to herein at any time and without notice.