

### 1.0 Establishment and purpose

- 1.1 The Henry Harding Memorial Encouragement Award was established in 2021, by Chris Harding and Annette Harding, in memory of Henry Harding, an excellent former TAFE NSW student.
- 1.2 The Henry Harding Memorial Encouragement Award is managed and administered by the Hunter TAFE Foundation.
- 1.3 Two Henry Harding Memorial Encouragement Awards will be awarded annually, to TAFE NSW students who study pathology related courses at TAFE NSW Newcastle.
- 1.4 The nominator will nominate a nominee, by submit a nomination form and 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 awarding of the Henry Harding Memorial Encouragement 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 pathology related courses at TAFE NSW Newcastle.
- 2.5 **“Nominee”** means a student who is nominated for the Henry Harding Memorial Encouragement Award, by their nominator completing and submitting a Henry Harding Memorial Encouragement Award nomination form in accordance with the nomination process.
- 2.6 **“Recipient”** means a successful nominee who accepts the Henry Harding Memorial Encouragement Award, by completing and returning the Henry Harding Memorial Encouragement Award offer and acceptance form, in accordance with the process set out in clause 6.0 of these Terms and Conditions.
- 2.7 **“Henry Harding Memorial Encouragement Award”** means a scholarship to the value of \$1,000, awarded by the Hunter TAFE Foundation in accordance with these Terms and Conditions.
- 2.8 **“Henry Harding Memorial Encouragement Award nomination form”** means the form that must be completed by a nominator and is available from [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships)
- 2.9 **“Henry Harding Memorial Encouragement Award offer and acceptance form”** means the form which must be completed by the successful nominee and is to be issued by the Hunter TAFE Foundation coordinator.
- 2.10 **“Student”** means a currently enrolled student of TAFE NSW.

- 2.11 **“Successful nominee”** means an eligible student, who is offered the Henry Harding Memorial Encouragement 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 Henry Harding Memorial Encouragement Award nomination form and submit to the Hunter TAFE Foundation prior to the closing date, as outlined on the Henry Harding Memorial Encouragement Award nomination form, either by post, email, or in person.
- 3.2 The nominee, nominator, and endorser must acknowledge and accept the Henry Harding Memorial Encouragement Award Terms and Conditions, by signing and dating the nomination form, prior to submitting the Henry Harding Memorial Encouragement Award nomination form in the manner set out in 3.1.

### 4.0 Student eligibility

- 4.1 The Henry Harding Memorial Encouragement Award may be awarded 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 the following criteria:
  - 4.1.1 Enrolled at TAFE NSW Newcastle, in one of the following courses:
    - HLT37215 Certificate III in Pathology Collection
    - HLT37415 Certificate III in Pathology Assistance
    - MSL40116 Certificate IV in Laboratory Techniques
    - MSL50116 Diploma of Laboratory Technology (Pathology)
  - 4.1.2 Under the age of 35 years, as of 31 December 2024
  - 4.1.3 Does not hold other scholarships for the same course of equivalent or more substantial benefit
  - 4.1.4 Deserving student who is committed to their studies, has overcome challenges to achieve the goal
  - 4.1.5 Has a good attendance record
  - 4.1.6 Intends to study further at TAFE NSW, in a relevant field, or is preparing to enter the workforce.
- 4.2 Incomplete Henry Harding Memorial Encouragement 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 occasions in an effort to obtain information which is missing, or has not been completed correctly, on a Henry Harding Memorial Encouragement Award nomination form. Should all required information not be provided, the Henry Harding Memorial Encouragement Award nomination forms will be withdrawn by the Hunter TAFE Foundation and notice sent to the Nominator.

### 5.0 Offer of Henry Harding Memorial Encouragement Award

- 5.1 The Henry Harding Memorial Encouragement Award, awarded by the Hunter TAFE Foundation, will be determined by Chris Harding and Annette Harding, at their sole discretion.
- 5.2 The successful nominee will be sent a Henry Harding Memorial Encouragement Award offer and acceptance form.
- 5.3 If unsuccessful, the nominee and nominator will be notified in writing, of that outcome.

### 6.0 Acceptance of the Henry Harding Memorial Encouragement Award

- 6.1 The successful nominee must complete and return the Henry Harding Memorial Encouragement 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 and returning to the Hunter TAFE Foundation, the Henry Harding Memorial Encouragement Award offer and acceptance form.

### 7.0 Award and payment of the Henry Harding Memorial Encouragement Award

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

### 8.0 Conditions of the Henry Harding Memorial Encouragement Award

- 8.1 The successful nominee acknowledges and agrees, that the following conditions apply to the awarding of the Henry Harding Memorial Encouragement Award:
  - 8.1.1 The Hunter TAFE Foundation reserve the right to withdraw any unpaid monies, or request repayment of any monies awarded, should the successful recipient withdraw from studies or not successfully complete, or fail to meet, any of the requirements as 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 Henry Harding Memorial Encouragement Award has assisted them on 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 Chris Harding and Annette Harding, regarding a Henry Harding Memorial Encouragement 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, behaving 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 Henry Harding Memorial Encouragement Award, may vary these Terms and Conditions or any form or process referred to herein, at any time and without notice.