

### 1 Establishment and purpose

- 1.1 The Newcastle Lord Mayors Inclusion Scholarship Program was established in 2023, to nurture local talent in their quest for excellence. The scholarship recognises the City of Newcastle commitment to the region's social inclusion. The scholarship is intended to offer financial support to financially disadvantaged students, undertaking studies at TAFE NSW.
- 1.2 Newcastle Lord Mayors Inclusion Scholarship Program is funded by the City of Newcastle and coordinated by the Hunter TAFE Foundation.
- 1.3 The scholarships will be made available to students that are either living or studying within the Newcastle local government area
- 1.4 A selection panel will be established to determine successful applicants.

### 2 Definitions

- 2.1 **"Applicant"** means an individual who applies for Lord Mayors Inclusion Scholarship Program, by completing and submitting Newcastle Lord Mayors Inclusion Scholarship Program application form, in accordance with the application process.
- 2.2 **"Application 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.
- 2.3 **"Recipient"** means successful applicant who accepts Lord Mayors Inclusion Scholarship Program, by completing and returning Newcastle Lord Mayors Inclusion Scholarship Program offer and acceptance form, in accordance with the process set out in clause 6.0 of these terms and conditions.
- 2.4 **"Newcastle Lord Mayors Inclusion Scholarship Program"** means a scholarship that is available as paid work placement to gain industry skills whilst studying with TAFE NSW and is awarded by the Hunter TAFE Foundation in accordance with these terms and conditions.
- 2.5 **"Newcastle Lord Mayors Inclusion Scholarship Program application form"** means the form which must be completed by a nominator, and is available at [tafensw.edu.au/scholarships](http://tafensw.edu.au/scholarships)
- 2.6 **"Newcastle Lord Mayors Inclusion Scholarship Program offer and acceptance form"** means the form that must be completed by the successful applicant, and is to be issued by the Hunter TAFE Foundation.
- 2.7 **"Student"** means a currently enrolled student at TAFE NSW.
- 2.8 **"Successful applicant"** means an eligible applicant, who is offered Newcastle Lord Mayors Inclusion Scholarship Program by the Hunter TAFE Foundation, in accordance with the process set out in clause 5.0 of these terms and conditions.

### 3 Application process

- 3.1 An applicant must complete an application form, and submit it via the Award Force platform, by the required closing date, as detailed on the application form.
- 3.2 The applicant must acknowledge and accept Newcastle Lord Mayors Inclusion Scholarship Program terms and conditions, by accepting the declaration on the application on Award Force prior to submitting it, in the manner set out in clause

### 4 Eligibility

- 4.1 Newcastle Lord Mayors Inclusion Scholarship Program may be awarded to an eligible applicant who has completed and lodged an application form, and who, as determined by the panel being as eligible (in its discretion), satisfies all of the following criteria:
  - 4.1.1 Women Empowered Scholarship eligibility -
    - open to students who identify as female and are currently studying with TAFE NSW.
    - be either living or studying within the Newcastle Local Government Area (LGA)
    - be currently enrolled with TAFE NSW
    - be a deserving individual who has consistently applied themselves to achieving their career goals and would benefit from the support and encouragement provided by this scholarship.
    - be an ideal ambassador for the City of Newcastle and the Hunter TAFE Foundation
    - does not hold other scholarships for the same course of equivalent or more substantial benefit.
  - 4.1.2 Pride Scholarship eligibility -
    - students who are part of the LGBTIQ+ community and are currently studying with TAFE NSW.
    - be either living or studying within the Newcastle local government area.
    - be currently enrolled with TAFE NSW.
    - be a deserving individual who has consistently applied themselves to achieving their career goals and would benefit from the support and encouragement provided by this scholarship.
    - demonstrate their commitment to, and involvement in, their community, e.g. volunteer positions, community activities, advisory groups, etc.
    - be an ideal ambassador for the City of Newcastle, TAFE NSW and the Hunter TAFE Foundation
    - does not hold other scholarships for the same course of equivalent or more substantial benefit.
  - 4.1.3 CALD Scholarship eligibility
    - identify as being from a non-English speaking background.
    - be either living or studying within the Newcastle local government area.

Please retain a copy of these terms and conditions for future reference.

- be currently enrolled with TAFE NSW.
- be a deserving individual who has consistently applied themselves to achieving their career goals and would benefit from the support and encouragement provided by this scholarship.
- be an ideal ambassador for the City of Newcastle and the Hunter TAFE Foundation.
- Does not hold other scholarships for the same course of equivalent or more substantial benefit.

- 4.2 Incomplete Newcastle Lord Mayors Inclusion Scholarship Program application form application forms will not be considered.
- 4.3 The Hunter TAFE Foundation is under no obligation to attempt to contact any applicant who incorrectly completes and/or submits an application form, and will, at his or her discretion, contact and applicant on not more than two (2) occasions in an effort to obtain information which is missing, or has not been completed correctly on the application form. Should all required information not be provided, the application form will be withdrawn by the Hunter TAFE Foundation and notice sent to the applicant.

### **5 Offer of scholarship**

- 5.1 The selection panel will determine Newcastle Lord Mayors Inclusion Scholarship Program successful applicants in their sole discretion.
- 5.2 The successful applicants will be notified by telephone and email and will be sent a scholarship offer and acceptance form to be completed.
- 5.3 If unsuccessful, an applicant will be notified in writing of that outcome.

### **6 Acceptance of scholarship**

- 6.1 A successful applicant must complete and return the scholarship offer and acceptance form as soon as possible, and as a pre-condition to payment of the scholarship.
- 6.2 For the avoidance of doubt, the scholarship recipient acknowledges and agrees that the scholarship is conditional upon signing the offer and acceptance form and returning it to the Hunter TAFE Foundation.

### **7 Award and payment**

- 7.1 Completion and return of the offer and acceptance form is required to formally accept the scholarship.
- 7.2 The Hunter TAFE Foundation is under no obligation to make available, any part of Newcastle Lord Mayors Inclusion Scholarship Program, until it has received a signed and completed offer and acceptance form.

### **8 Conditions**

- 8.1 The recipient acknowledges and agrees that the following conditions apply to Newcastle Lord Mayors Inclusion Scholarship Program:
- 8.1.1 On request by the Hunter TAFE Foundation, the successful recipient must provide an update on how the Newcastle Lord Mayors Inclusion Scholarship Program has assisted them in their studies and career journey.
- 8.1.2 The successful recipient must agree to be available for promotional and marketing photography, in line with TAFE NSW's Authority to Publish.
- 8.1.3 Any decision of the selection panel regarding a Newcastle Lord Mayors Inclusion Scholarship Program application is final, and no correspondence will be entered into.
- 8.1.4 The successful recipient is expected to be an ambassador for the Hunter TAFE Foundation, upholding the values of the organisation, and behave in accordance with the TAFE NSW Student Code of Conduct at all times.
- 8.1.5 The Hunter TAFE Foundation reserves the right to withdraw any of the requirements, as outlined in these terms and conditions (as determined by the Hunter TAFE Foundation).

### **9 Variation**

- 9.1 The Hunter TAFE Foundation may vary these terms and conditions, or any form or process referred to herein, at any time and without notice.

**Please retain a copy of these terms and conditions for future reference.**