

## The George Alexander Foundation Study Support Scholarship Program with the Gordon

The George Alexander Foundation was established by Mr Alexander AM in 1972 to provide grants for public charitable purposes in Australia. The objectives of the Foundation reflect the Founder's special interests in the areas of Education and Environment and Conservation.

### FULL TERMS AND CONDITIONS

The George Alexander Foundation Study Support Scholarship was established in 2007 at The Gordon. The following outlines the Guidelines underlying this Program.

#### 1. Name and Objectives:

- the Scholarship will be “*The George Alexander Foundation Study Support Scholarship*”
- approved by the Governors of The George Alexander Foundation (“the Foundation”) in 2012 the objective of the Scholarship Program is to assist with course and associated study and living costs for full-time students of The Gordon who have outstanding academic ability or proven skill in a trade and possess the will to succeed in tertiary education and with their careers

#### 2. Scholarship Structure:

- each Scholarship is valued at \$5,000 over one year and is to assist students with the cost of undertaking a certificate or diploma course at any campus of The Gordon
- each Scholarship is for the academic year in which it is awarded. Deferral of the Scholarship is not permitted
- the total value of *The George Alexander Foundation Study Support Scholarship Program* to the Gordon is \$75,000 payable over three years (2019 to 2021 inclusive)

#### 3. Eligibility Criteria:

##### Scholarships are open specifically to:

- applicants of excellent academic and/or with a proven skill in a trade who have commenced or are commencing full-time studies in a certificate, diploma or

advanced diploma course at the Gordon

- applicants who have paid their fees and have no outstanding debt to the Institute
- applicants applying for, and accepted to study certificate, diploma course at any of The Gordon campus in the immediate calendar year of the closing date for applications for a Scholarship
- open only to applicants who are Australian citizens
- applicants who complete the grant application in full and who lodge it with the appropriate Gordon Alumni office by the advertised closing date

#### **4. Selection Criteria:**

Specific selection criteria for the Scholarship include:

- the applicant's academic ability and/or their proven skill in a trade. This is a key criterion
- the applicant's desire to overcome financial impediments to their studies
- activities undertaken by applicants that show a measure of initiative and commitment in their academic, professional or personal life (for example, part-time employment, community involvement or voluntary work)
- the degree to which the scholarship would enable the applicant to achieve academic success, a demonstrable career pathway and employment opportunities

#### **5. Administration of the Scholarships and Grants:**

- the Scholarships shall be managed through an Advisory Committee
- the Committee will comprise two representatives of The Gordon and at least one representative of The George Alexander Foundation
- the Committee shall oversee Scholarship Program policies and procedures that relate to advertising, selection, criteria setting, award, progress, etc
- the Committee will make decisions on the award of Scholarships. In the event of a disagreement, the Chief Executive Officer of The Gordon has the final decision
- the Student Scholarships, Welfare and Alumni Officer shall administer the Scholarships. Administrative processes shall include the following:
  - the establishment of appropriate closing dates (open in early November and closing mid-February)
  - advertising of the Scholarships to ensure that applicants with appropriate selection criteria receive timely notice and sufficient information to facilitate submission
  - the receiving and administering of applications and the interviewing of applicants as deemed necessary
  - the presentation of a short-list for Scholarships to the Advisory Committee and the associated administration prior to and following such meetings of the Advisory Committee
  - the award ceremonies for Scholarships
  - administration of the Scholarships pursuant to award
  - report collation and submission to the Foundation
  - the administration of all mentoring and workshop activities undertaken by Scholarship winners as part of their award
- all information and documentation supplied to the Committee and to the

appropriate student services and administration offices, is treated as confidential

- in the event of no, or a low number of, suitable candidates, the Committee has discretion to award less than five Scholarships per year

## **6. Conditions of Award:**

- each recipient of a George Alexander Foundation Study Support Scholarship will have satisfied the eligibility criteria for selection, and be currently enrolled in an approved certificate, diploma or advanced diploma course
- each Scholarship is to be paid in a single payment over a one year period unless otherwise recommended by the Advisory Committee
- each Scholarship is valid for a one-year period
- a Scholarship is not transferable to another institute
- each Scholarship is to be expended upon living expenses and The Gordon course-related costs
- each recipient of a Scholarship is to use best endeavour to complete the program of study
- scholarship recipients are required to accept their certificate at a scholarship ceremony held in April
- in signing the terms and conditions, scholarship recipients consent to the Student Scholarships, Welfare and Alumni Officer acquiring their end of year results for reporting purposes
- each recipient of a Scholarship must give at least one month's notice to The Gordon Student Scholarships Coordinator in writing in the event of any of the following:
  - transfer to another study program within The Gordon Institute
  - transfer to another institute
  - transfer from full-time study to part-time study, or vice versa

## **7. Termination of Award:**

The Gordon has discretion to terminate a Scholarship and to recover payment in the event of any of the following:

- the conduct and behaviour of the recipient of the Scholarship on or off campus is considered by the Advisory Committee to bring disgrace upon the Scholarship, the Gordon or the Foundation
- the program of study is being undertaken with insufficient due diligence by the recipient of the Scholarship or Bursary, or not in accordance with the terms of this Agreement
- cancellation of enrolment
- transfer of the recipient of the Scholarship to another institute
- deferral of study by the recipient in the year of the award

In the event that a Scholarship is terminated, it is reactivated only in the event that the termination occurred in error.

## **8. Report Requirements:**

Each recipient of a Scholarship will submit a written report to the Student Scholarships, Welfare and Alumni Officer by mid-November of each year of the award. This report shall include the following:

- name of the recipient of The George Alexander Foundation Study Support Scholarship
- the Course of study being undertaken and year of study
- amount awarded
- date that the report was written
- a statement outlining how the grant was spent under each of two categories:
  - living expenses
  - education
- an explanation of the benefits to the recipient of the Scholarship in undertaking the program of study, for career development and employment opportunity, in participating in activities at The Gordon, community involvement, voluntary work, etc
- an outline of the features of the Scholarship Program that contributed to its success and of any that could be improved
- a short written summary directed to Mr Craig Connelly, Chief Executive Officer (of the Foundation) expressing a view on the value of the Scholarship and its importance to the recipient
- the Gordon is to supply an annual report on the overall administration and financial acquittal of the Bursary Program each year
- release of payments for the subsequent Scholarships year is subject to satisfactory and timely reporting by The Gordon
- reports will be presented to the Foundation by the Student Scholarships, Welfare and Alumni Officer

## **9. Agreement to Terms and Conditions**

I, \_\_\_\_\_ as the recipient of the George Alexander Foundation Study Support Scholarship/Bursary have read and accept the terms and conditions of the scholarship monies as outline within this document.

I **do** ☐ **do not** ☐ give permission for the Gordon and the George Alexander Foundation to use my photograph for promotional and/or reporting purposes.

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Recipient signature

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Date

**All correspondence relating to the George Alexander Foundation Scholarship or Bursary should be directed to:**

Melissa Ferris  
Student Scholarships, Welfare and Alumni Officer  
PMB 1  
Geelong VIC 3221  
[scholarships@gordontafe.edu.au](mailto:scholarships@gordontafe.edu.au)  
(03) 5225 0639