

FULL TERMS AND CONDITIONS

1. Administration of scholarship:

- a selection committee comprising the Student Scholarships and Welfare Officer and a representative from the Benefactor/Trust/Foundation and/or the Gordon will be responsible for short listing and interviewing potential recipients for the award
- in the event of a disagreement, the Foundation member will have the final say and these decisions are final
- in the event of insufficient suitable applicants, the selection committee has discretion to not award a scholarship in any given year or to award less than the allocated scholarship monies in one year
- if the scholarships monies are not awarded in the first semester the scholarship may re-open for mid-year intake, subject to the Benefactors discretion
- each scholarship is for the academic year in which it was awarded
- the scholarship will be reviewed annually
- all information supplied to the selection committee and to the appropriate student services and administration officers is treated as confidential and private, as per The Gordon's policy and relevant legislation.
- the scholarship will be managed and administered by the Gordons' Scholarship and Welfare Officer
- the administrative process shall include:
 - establishment of appropriate opening and closing dates
 - advertising of the scholarship 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 Foundation/Benefactor/Trust
 - administration of the scholarship pursuant to award
 - administration of all mentoring and workshop activities undertaken by scholarship winners as part of their award
 - report collation and submission to the Foundation/Benefactor/Trust
 - be present at award ceremonies for scholarships

2. Conditions of Award:

- the scholarship will be paid depending on each round. The mode of payment is at the discretion of the selection committee and may be altered in consultation with the recipient of the scholarship
- a scholarship is not transferable to another Institute
- if I receive a Scholarship, I am unable to defer my Tuition Fees or Materials costs. This is paid from Scholarship monies owing to me first; then I will receive the remaining amounts (via bank transfer)
- I understand that 20% of the Scholarship amount will be held until I have completed my Final Report for The Gordon and Benefactor (Early November); or earlier if your course completion is mid-year
- each scholarship is to be spent on expenses associated with study. This includes course fees, books and materials related to study, travel costs, basic living expenses (please note, for the Soroptimist International scholarship, the scholarship can only be spent on course fees, books and materials).
- any current outstanding course fees can and may be deducted from the scholarship amount
- successful recipients are required to accept their scholarship at an awards ceremony held in April (in person or online, pending Covid limitations)
- each recipient is to use best endeavour to successfully complete the program of study
- I will provide an update on my progress mid-way through the year
- If I withdraw from the course, I understand that a full refund of Scholarship monies is required
- in signing the terms and conditions each recipient is providing written permission to contact relevant teachers for updates on academic performance during the year
- each recipient must give at least one month's notice in writing in the event of any of the following:
 - transfer to another course within the Gordon
 - transfer to another Institute
 - transfer from full time study to part time study or vice versa
 - withdrawal from the course

3. Termination of Award:

The Gordon has discretion to terminate a scholarship and to recover payment in the event of:

- the behaviour of the recipient on or off campus is considered by the selection committee to bring disrepute upon the Foundation or the Gordon

- the program of study is being undertaken with insufficient diligence or not in accordance with the terms of the Scholarship
- cancellation of enrolment/transfer to another Institute
- deferral of study in the year of award without suitable rationale
- In the event that a scholarship is terminated, it is reactivated only in the event that the termination occurred in error.

4. Report Requirements:

Each recipient will submit a written report once their final results are known to them. This report will include:

- the recipient's name, amount awarded, course of study and date of report
- a statement outlining how the grant was spent and how it assisted with furthering studies and career development (receipts attached)
- a short written summary to the Foundation stating how the scholarship assisted them, expressing a view on the value of the scholarship and its importance to the recipient
- the Student Scholarship and Welfare Officer will provide an annual report on the overall administration and financial acquittal to the Foundation

5. Agreement to Terms and Conditions

I have read and accept the terms and conditions of the scholarship monies as outlined within this document.