

COUNCIL POLICY



Policy Name

Gunnedah Community Scholarship Fund

Abstract

To establish and maintain a Scholarship Fund for the benefit of local students.

To encourage and assist local students to continue their education at a tertiary level.

Dates	Policy or amendment approved	21 Sep 2011
	Policy or amendment takes effect	21 Sep 2011
	Policy is due for review (up to 4 years)	21 Sep 2011
Endorsed by	Council	
Approved by	Gunnedah Shire Council at its Ordinary Meeting held on 18 Feb 2009	
Policy Custodian	General Manager	
Relevant to	Council	
Superseded Policies		
Related documents		
Related legislation		

ELIGIBILITY FOR AWARD FOR SCHOLARSHIP

Eligibility Criteria includes:

- Local Students, any person **under 25 years of age** by 31 December in the year of first application, that has **attempted the HSC** at a Gunnedah Secondary School or the Certificate IV in Tertiary Preparation at Gunnedah TAFE **OR** Attempted the HSC at a **Secondary School within a 100km radius of Gunnedah with family's principle place of residence within Gunnedah Shire.**
- **Accepted** into an approved tertiary course (minimum Certificate IV)
- **Not in receipt** of another scholarship in excess of \$5,000
- **Maintain satisfactory progress** in the course(s) of the tertiary award
- Should an applicant be successful and then **decide to defer their course**, they must return the funds in full within one (1) month and then, if they so wish, reapply the following year.
- Recipients of a Community Scholarship are **only eligible to receive this Scholarship on two (2) occasions** throughout their course at university/TAFE.

LODGEMENT OF APPLICATIONS

Application Forms and supporting documentation addressed to the General Manager to be lodged:

By mail:	Gunnedah Community Scholarship Fund PO Box 63 GUNNEDAH NSW 2380
Email:	council@infogunnedah.com.au
Fax:	02 6740 2119
In person	Gunnedah Shire Council Administration Building 63 Elgin Street GUNNEDAH NSW 2380

ASSESSMENT OF APPLICATIONS

- The Gunnedah Community Scholarship Committee will review and rank all applications in accordance with intent of this policy in accordance with the Mission Statement of the Fund.

ACCOUNTABILITY REQUIREMENTS

- Funds should be used to cover expenses associated with the tertiary study, including living expenses. The recipient shall acknowledge via statutory declaration that funds shall be spent in accordance with the intent of the policy.
- The Quantum of funds to be distributed and individual value of each scholarship will be at the discretion of the committee and reviewed annually.

DEFINITIONS

- **Local Students** - any person under 25 years of age by 31 December in the year of first application that has attempted the HSC at a Gunnedah Secondary School or the Certificate IV in Tertiary Preparation at Gunnedah TAFE **OR** Attempted the HSC at a Secondary School within a 100km radius of Gunnedah with family's principle place of residence within Gunnedah Shire.
- **Tertiary Level Education** – includes but not limited to courses conducted by TAFE, Business/Arts Colleges etc, or University.
- **Approved Tertiary Course** – undertaking tertiary studies at Certificate IV level or higher.

RELEASE OF SCHOLARSHIP FUND AGREEMENT

I, _____ of _____

having received a scholarship grant of \$_____ from the Gunnedah Community Scholarship Fund agree to:

1. Forward a copy of my “**confirmation of enrolment**” in:

Course name: _____

Location where undertaking course: _____

by _____ *Note: GCSF needs to receive the “confirmation of enrolment” before releasing your scholarship.*

2. Forward a copy of my “**academic results**” as they become available at the end of the first semester

by _____

3. Inform the Committee immediately if my circumstances change eg Defer, cease studying.
4. Expend the grant on expenses related to my tertiary study (including but not limited to student fees, textbooks, accommodation, etc).
5. Provide feedback on how the scholarship assisted me; the progress towards my academic and personal goals; and the scholarship process eg application form, presentation etc.

Signed: _____ Date: _____

Guardian / Witness Name: _____
please print

Signed: _____ Date: _____

E Groth
 GENERAL MANAGER
 21 September 2011

Version Control and change history

Date	Version	Approved by & Resolution No.	Amendment
21 Sep 2011	1	Council Meeting 21 Sep 2011	