

## THE GEORGE ALEXANDER FOUNDATION STUDY SUPPORT SCHOLARSHIP (Full-time students plus apprentices and trainees)

### FULL TERMS AND CONDITIONS

In 2006 the George Alexander Foundation established scholarships and bursaries to assist Gordon Institute students with study costs. The bursaries and scholarships are managed by the Gordon Foundation Ltd on behalf of the George Alexander Foundation.

Applicants must be able to demonstrate outstanding academic ability or proven skill in a trade and have the commitment to succeed in their education and chosen career. There are two types of George Alexander awards:

- Three scholarships for two years of study, each worth \$10,000, to assist full-time students plus apprentices or trainees with the cost of undertaking any certificate, diploma or degree course at the Gordon Institute.
- Five annual bursaries worth \$1000 each to assist full-time students plus apprentices or trainees with the cost of undertaking any certificate, diploma or degree course at the Gordon Institute.

#### 1. The scholarship structure:

- Scholarships are awarded in April to worthy applicants who, at the absolute discretion of the selection panel, have fulfilled the selection criteria.
- Each two-year scholarship is for the academic year in which it is awarded and the immediate year following.
- Each bursary is for the academic year in which it is awarded.
- Payments will be made at the Gordon Foundation's discretion.

#### 2. Selection criteria: Applicants must

- Be of excellent academic and/or trade standing
- Have commenced or are commencing full-time studies in a certificate, diploma or degree course or are classed as full-time/ part-time students in an apprenticeship or traineeship at the Gordon Institute.
- Be keen to overcome financial problems and achieve in their studies.
- Demonstrate initiative and commitment in their academic, professional or personal life (e.g. employment, community involvement or voluntary work).
- Show how the scholarship will assist with their studies and career path.
- Have no outstanding debt to the Gordon Institute.
- Provide financial information to determine the basis of their own and their parental/partner taxable income and proof of need.
- Be an Australian citizen.

### **3. Administration of scholarships and bursaries:**

- The Selection Committee, comprising two representatives of the Gordon Institute nominated by the Gordon Foundation Ltd and at least one representative of the George Alexander Foundation, will oversee the scholarship and bursary policies relating to advertising, selection, criteria setting, award, progress, etc.
- The Committee will make decisions on the award of scholarships and bursaries. In the event of a disagreement, the Governors of the George Alexander Foundation will have the final say, and these decisions are final.
- All information and documentation supplied to the Committee, and to the appropriate student services and administration officers, is treated as confidential.
- In the event of insufficient suitable candidates, the Committee has discretion to award less than three scholarships and five bursaries per year.

### **4. Conditions of award:**

- Each scholarship or bursary is to be paid in instalments throughout the year/s of award. The mode of payment is at the discretion of the Selection Committee and in consultation with the recipient.
- Each scholarship is valid for a two-year period.
- Each bursary is valid for a one-year period.
- Each scholarship/bursary is to be spent on living expenses and course related costs.
- Each recipient is to use best endeavour to complete the program of study. Each recipient is to provide written permission to the Alumni Officer to contact relevant teachers for updates on the student's academic performance.
- Students who are in receipt of a two-year scholarship will be expected to participate in a mentoring program. The mentor will be someone who is experienced in the student's field of study and will be chosen by the Selection Committee to provide guidance.
- Each recipient must give at least one month's notice in writing to the Alumni Officer in the event of any of the following:
  - Transfer to another course within the Gordon Institute.
  - Transfer to another Institute.
  - Transfer from full-time study to part-time study, or vice versa.

### **5. Termination of award:**

The Gordon Foundation Ltd has discretion to terminate a scholarship or bursary and to recover payment in the event of any of the following:

- The behavior of the recipient on or off campus is considered by the Selection Committee to bring disgrace upon the Scholarship, the Institute or the George Alexander Foundation.
- 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 the award without suitable rationale.
- Failure to maintain high standards of academic excellence.
- Failure to submit half yearly reports on time. Please note late reports will not be accepted.
- Refusal to participate in promotional activities.
- Failure to participate in the mentor program, if they receive a scholarship

Written appeals against a Gordon Institute decision to terminate a scholarship must be made within 15 working days of advice of termination and must be forwarded to the attention of:

*Executive Officer  
Gordon Foundation Ltd  
Private Mail Bag 1  
Geelong Mail Centre  
Victoria 3221*

**6. Report requirements:**

Recipients will submit a written report to the Alumni Officer at the end of each semester. This report will include:

- Recipient's name, course of study, date of report
- Completed 'purchase' form detailing what grant monies were spent on. Recipients will also need to attach receipts.
- Scholarship recipients will also need to submit a detailed statement outlining how the grant was spent and how it has assisted with furthering studies and career development.
- A short written summary directed to the George Alexander Foundation, stating how the scholarship or bursary has assisted them.

Reports will be presented formally to the Chief Executive Officer of the George Alexander Foundation by the Gordon Foundation Ltd.