

# Guidelines of The KSC Education Foundation Inc.

The KSC Education Foundation Inc. Scholarship (*Scholarship*) is supported by the KSC Education Foundation Inc. (*Foundation*) and administered in accordance with the following conditions:

## 1. NAME OF SCHOLARSHIP

The KSC Education Foundation Inc. Scholarship.

## 2. PURPOSE OF SCHOLARSHIP

The Scholarship is to assist and encourage meritorious students enrolled at The University of Notre Dame Australia, Fremantle Campus (*University*). **Students considered will be pursuing career/work/vocation as a teacher and/or leader of Religious Education with Catholic Education Western Australia (CEWA), in addition to seminarians of Redemptoris Mater Seminary (RMS).**

## 3. VALUE OF SCHOLARSHIP

The value of the Scholarship is for one or two courses in religious related course as per your application form which will be based on proof of enrolment at the University.

Please note: to maximise the number of Scholarship recipients, no book allowance will be granted.

## 4. ELIGIBILITY REQUIREMENTS

To be eligible for consideration, applicants must be enrolled at The University of Notre Dame Australia, Fremantle Campus, have an active Student Identification Number, and be **in pursuit of a career/work/vocation as a teacher and/or leader of Religious Education with CEWA and/or a seminarian of RMS.**

## 5. DURATION OF SCHOLARSHIP

- a) The Scholarship is awarded for one year only and funding in subsequent years cannot be guaranteed by the Foundation.
- b) The Scholarship is not transferable to another degree, Notre Dame Campus or another University.

## 6. METHOD OF PAYMENT

- a) Scholarship funds will be paid **directly to the University** in one instalment upon presentation of enrolment verification.
- b) Scholarship funds will be offset by the Fees office upon receipt of the scholarship funds which will be paid by the Foundation before the Standard Census Date.

## 7. CONDITIONS OF SCHOLARSHIP

- a) **Meet the abovementioned Eligibility requirements.**
- b) If the Scholarship recipient withdraws from their studies at any stage during semester, they must notify the Foundation immediately.
- c) If the Scholarship recipient withdraws after the Standard Census Date, they will forfeit the Scholarship and will be liable for full payment of the course covered by the Scholarship to the Foundation.
- d) If the Scholarship recipient defers their studies in any semester, they will forgo the funding of that course for that semester and will only be entitled to the payment of the course completed.
- e) If the recipient's circumstances change from that which appeared on the application for the Scholarship (including address or name change), the recipient must notify the Foundation in writing to [office@kscwa.org.au](mailto:office@kscwa.org.au) or PO Box 1048, South Perth, WA 6951.
- f) If the recipient changes their nominated course of study without notifying the University or the Foundation immediately, this might result in Scholarship funding being terminated, **in which case they will be liable for full payment of the course covered by the Scholarship to the Foundation.**

# Collection and Disclosure Statement

Personal information and the role of the Trustee of the KSC Education Foundation Inc.

The Trustee of the KSC Education Foundation understands that privacy is important to Scholarship applicants.

In its capacity as a provider of scholarships to The University of Notre Dame Australia, the Trustee of the KSC Education Foundation collects personal information. Such information may include the applicant's name, address, current and past employment records and details of academic studies and achievements. The primary purpose of the collection of personal information is facilitating the process of awarding of the Scholarship.

The applicant's personal information may be disclosed to other persons in the process of determining the awarding of the Scholarship. Namely, the relevant staff at the Catholic Education Office of Western Australia and the relevant staff at The University of Notre Dame Australia and Members of the Board of the KSC Education Foundation Inc. These disclosures are required to enable the Trustee to complete the process of awarding the Scholarship. The name and the name of the School of a successful applicant will be published by the Foundation, unless a successful applicant elects in writing to the contrary.

Under the National Privacy Principles the applicant can access personal information that Foundation holds about them. The applicant also has the right to request that the Foundation corrects information about them which is inaccurate, incomplete or out of date. If they wish to do so, they will need to contact the Trustee at the address set out in the documentation sent to the applicant in relation to the Scholarship application.

The application forms from unsuccessful applicants will be destroyed six months after the closing date for Scholarship applications. Application forms from successful applicants will remain as part of the documentary records of the KSC Education Foundation Inc.