

# **WENDY HALL SCHOLARSHIP**

# **RECIPIENT GUIDELINES 2019**

## INTRODUCTION

Shortly before passing away in early 2015, much loved long term Northcott staff member Wendy Hall asked her family and friends to donate money in lieu of flowers. Wendy requested the money be used to fund a Northcott scholarship that would enable people with disability to further their education.

After consulting with Wendy's family, it was decided Northcott will offer two \$3,000 scholarships annually to support people with disability access accredited further education like TAFE collage or university in New South Wales.

Wendy was passionate about ensuring people with disability from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse backgrounds, and rural and remote areas had equitable access to appropriate services. Given this, we will prioritise access to the scholarships for these groups.

The initial two Scholarships will run for three years and then, the scholarship will be reviewed on an annual basis to determine whether there are sufficient funds to continue.

## USE OF FUNDS

The scholarship will be paid in two instalments of \$1500 each. The first instalment is paid after the student submits to the Committee confirmation of enrolment in their selected course. The second instalment is paid once necessary mid year documentation has been provided (see below).

Funds may be used for the following purposes:

- Text books
- Library and internet charges
- On campus accommodation
- Residential school expenses (travel / accommodation)
- Field trip expenses
- Transport to and from University/TAFE

- Computer hardware and software
- Stationery
- Other equipment required to assist with study
- Scribes and tutors
- Personal care

Funds may not be used for:

- HECS fees
- Purchase of mobile phones or payment of phone bills
- Any other expenses not directly related to study

## DOCUMENTATION OF EXPENDITURE AND RESULTS

At the end of the first semester or term, (no later than 15 July) students must forward an official copy of their results and receipts for any expenditure incurred with the use of scholarship funds to:

The Wendy Hall Scholarship Advisory Committee

C/- Northcott

P.O. Box 4055

Parramatta NSW 2124

Or via email to [isabel.chapman@northcott.com.au](mailto:isabel.chapman@northcott.com.au).

This information is required by the Committee to approve payment of each instalment of scholarship funds. If the student wishes the receipts for expenditure can be sent to Northcott at any time during the year

If results are not available by the due dates, it is the student's responsibility to contact Isabel Chapman on 0439 166 268 or [isabel.chapman@northcott.com.au](mailto:isabel.chapman@northcott.com.au) and advise when the results will be forwarded. Where students fail to provide the results or contact the Scholarship Advisory Committee, it will be assumed that they do not wish to continue with the scholarship.

Receipts need to clearly indicate the nature of the purchase and the exact cost (including when only one item from a receipt is being claimed on scholarship funds). It may be advisable to keep duplicate copies of receipts as the payments will be considered only on the production of all receipts.

Where a student does not fully expend his/her funds during the semester, but can satisfactorily indicate how the funds will be used, the Committee may give approval for unexpended funds to be carried to the following semester. Otherwise, the Committee may not approve full payment of the second semester instalment.

## CONTINUATION OF SCHOLARSHIP

Students who undertake a course of study lasting longer than one year can reasonably expect that their scholarship will be renewed in subsequent years if their academic performance is satisfactory. However, they must reapply for a scholarship on a yearly basis.

In November each year an *Application for Continuation of Wendy Hall Scholarship* form will be forwarded to all students who have not completed their course of study. Students must return this form with the required documentation (results and receipts) no later than 14 January of the following year otherwise they will not be considered by the Committee.

In early February, the Committee will inform applicants in writing of the outcome of their application and of the value of the scholarship for the year.

## PUBLIC RELATIONS

Students may be asked to participate in publicity and promotions of the scholarship in an effort to recruit additional funds and mentors for the scheme. Northcott's Marketing Communications and Media team will be involved in interviewing students and preparing written material which may then be used in local and/or industry press and other forms of media. Permission from the student will be sought prior to participating in any public relations.