

**NORTHCOTT &
SPINECARE
SCHOLARSHIPS FOR
TERTIARY
EDUCATION**

**RECIPIENT
GUIDELINES**



INDEX

1. INTRODUCTION
2. USE OF FUNDS
3. DOCUMENTATION OF EXPENDITURE AND RESULTS
4. CONTINUATION OF SCHOLARSHIP
5. PUBLICITY

1. INTRODUCTION

Northcott, together with The SpineCare Foundation, are proud to award a number of scholarships to people with a disability considering or currently enrolled in tertiary study. These offerings are made possible by the support of a number of Trusts and Foundations, united by a common commitment to the support of people with disabilities to further their education.

The Scholarship Advisory Committees of each Trust and Foundation determine eligibility of award of the associated scholarships. Successful applicants are advised of which scholarship they have been awarded. Further information about the particular scholarship is provided to each student on award.

2. USE OF FUNDS

The amount awarded each year for the scholarship is decided by associated Scholarship Advisory Committee, and is dependent on the funds available from the awarding Trust or Foundation. The scholarship is paid in two instalments.

The first instalment is paid after the student submits confirmation of enrolment in the selected course. The second instalment is paid once necessary mid year documentation has been provided (see Section 3).

Funds may be used for the following purposes:

- Textbooks
- Library and internet charges
- On campus accommodation
- Residential 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 that facilitates participation in education above and beyond usual daily care or everyday expenses (e.g. lunch while on campus, Support worker not funded through NDIS)

Funds may **not** be used for:

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

3. DOCUMENTATION OF EXPENDITURE AND RESULTS

Twice a year (no later than **15 July** for mid-year and **15 December** for year-end), students must forward an official copy of their **results and receipts** for any expenditure incurred with the use of scholarship funds to:

Email: scholarships@northcott.com.au

OR

Post: Scholarship Advisory Committee
C/- Northcott
P.O. Box 4055
Parramatta NSW 2124

This information is required by the Committee to approve payment of each instalment of scholarship funds (issued biannually). A short report is requested annually, expanding on the impact of the scholarship and related study experiences. A form will be supplied in November.

If results are not available by the due dates, it is the student's responsibility to contact Kayleen Flood on 0427 363 090 or scholarships@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 or electronic copies of receipts as the payments will be considered only on the production of all receipts.

4. SPECIAL CIRCUMSTANCES

Where a student does not fully expend their 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 forward to the following semester. Otherwise, the Committee may not approve full payment of the second semester instalment.

Where a student changes courses, defers studies or fails to pass mandatory subjects, the circumstances specific to the students are to be discussed with the Committee in order to determine suitability for continuation of funding.

Where a student is studying part-time, they are obliged to advise the committee of their subject weighting and estimated length of course. This assists in equitably distribution of funds and planning of availability of funds for the duration of study.

5. RETURN OF UNUSED SCHOLARSHIP FUNDS

If a student decides not to continue their studies in the next semester or year, they must repay any scholarship funds that have been paid but not used. The Scholarship Advisory Committee will decide how this repayment should be managed.

6. 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.

In November each year an *Application for Continuation of 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 15 December of the same academic year in order to be considered by the Committee for continued funding.

By no later than February in the new year, the Committee will inform applicants in writing of the outcome of their application and of the value of the scholarship for the forthcoming year.

7. 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 and Communications 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.

Any comments or quote provided in correspondence from the awarded student may be used for marketing and promotional material. Personal details will never be disclosed, however if you do not wish for your written statements to be shared publicly, please notify the committee

scholarships@northcott.com.au or Kayleen Flood on 0427 363 090.

8. SOCIAL MEDIA

You are invited to join the closed FaceBook group "Northcott and SpineCare Scholars and Alumni"
<https://www.facebook.com/groups/963843270799779/>

This group welcomes past and present recipients of Northcott & SpineCare administered tertiary scholarships, as well as Northcott customers considering study at University or TAFE College (or other accredited facility).

It is a place for peer support and mentoring, exchange of tips, resources and experiences. It is also a platform to unite voices on common issues that impact the access of people with disability to tertiary education and their chosen vocation.

All members must abide by the group rules.

1. Be kind and courteous
Foster a welcoming environment. Show respect always.
2. Create a safe space for all
Bullying of any kind will not be tolerated.
3. No media, marketing or spam
Self-promotion, spam and irrelevant links are not allowed.
4. Maintain confidentiality
Respect the privacy of others. All content shared is confidential. Exchanges of personal contact information may only occur via private message and not within the feed.