



## **SCHOLARSHIP FUND INFORMATION FORM**

The New South Wales Lactation College has established a scholarship fund for the purpose of promoting education and research in the field of lactation. The scholarship funding, administration and allocation is controlled by the current incumbents of the executive committee of the New South Wales Lactation College. For the purposes of this document the New South Wales Lactation College shall be hereafter referred to as the 'College' and the scholarship funds referred to as the 'fund/s'. Any reference to a "year" is defined as a "financial year". The following guidelines re application, eligibility and level of assistance will apply.

### **1: AREAS OF ASSISTANCE PROVIDED BY THE 'FUND':**

- 1.1 Registration fees for conferences, seminars and internationally recognised overseas courses pertaining to lactation (excluding HECS/University programmes).
- 1.2 Travelling and accommodation expenses incurred in attending conferences, seminars and courses pertaining to lactation.
- 1.3 Financial support for the undertaking of research directly related to lactation education and practice relevant to Australia.
- 1.4 Financial support for projects in a field directly related to lactation education and practice within Australia.
- 1.5 Financial assistance in the form of seeding grants for conferences and seminars organised by members of the 'College'.
- 1.6 Financial assistance for the purchases of equipment and reference material that is to be used for the purposes of research and/or education will be considered.

### **2: LEVEL OF FINANCIAL ASSISTANCE PROVIDED BY THE 'FUND':**

- 2.1 The executive of the 'College' will be under no obligation to award scholarships in anyone year.
- 2.2 The yearly allocation of monies to the 'Fund' for the provision of scholarships will be at the discretion of the executive committee of the College' (\$5,000 per financial year will be set aside – and each applicant may apply for up to \$2,000 funding).

- 2.3 Monies for overseas travel and course/conference attendance will be paid in Australian dollars to an Australian address. Applicants are responsible for obtaining all necessary passports, visas and payment of departure tax.

### **3: PUBLICATION OF SCHOLARSHIP INFORMATION:**

- 3.1 The availability of scholarship funds will be announced on an annual basis in the association minutes of meetings and in the 'College' Newsletter at a time deemed appropriate by the executive of the 'College'.
- 3.2 Information re successful applicants, type and purpose of scholarships granted, may be published by the 'College' at its discretion.

### **4: ELIGIBILITY TO APPLY FOR A SCHOLARSHIP:**

- 4.1 Funds are available to all current financial members of the 'College' who have been financial members for a period of at least twelve months prior to the application for scholarship funds.
- 4.2 Applicants will not be eligible for 'funds' if they have received any scholarship from any source within the past three years.
- 4.3 Applicants must submit evidence of being currently active in the field of lactation practice and/or education.

### **5: APPLICATION FOR SCHOLARSHIP:**

- 5.1 Application for scholarship must be made on the form supplied by the 'College'
- 5.2 Members seeking scholarship funds need to supply a typed written submission to the 'College' detailing the amount of funds sort and the purpose for which the monies will be used in conjunction with the " Application for Scholarship" form.
- 5.3 Applicants seeking funding for conferences/seminars need to supply a copy of the programme, travelling itinerary and itemized list of expenditure.
- 5.4 Applicants seeking assistance with funds to undertake overseas study programmes need to provide evidence of their acceptance for candidature by the institution involved.
- 5.5 Applicants seeking research funding need to submit a copy of the research proposal and appropriate ethics committee approval.
- 5.6 Funding for projects must be made at least two months before the intended commencement date of that project.
- 5.7 Applications for projects commencing before December of any given financial year will need to be submitted prior to October of the same year. Applications for projects commencing before June of any given financial year will need to be submitted prior to April of the same year.

## **6: GRANTING OF SCHOLARSHIPS:**

- 6.1 All application are reviewed by the executive committee of the 'College'. Appropriate persons may be co-opted at the discretion of the committee to assist with the processing, review. A recommendation is put before the executive for approval and granting of scholarship funds. In the event that approval of a scholarship application is needed before the application can be brought before a College executive meeting, such approval can be obtained from no less than three members of the College executive.
- 6.2 The executive of the 'College' reserves the right to the final decision on the awarding of 'funds'. The decision shall be final and binding on all parties.
- 6.3 The executive of the 'College' shall not be obliged to furnish reasons for its decision to an applicant.
- 6.4 The executive of the 'College' reserves the right to determine the amount of funds granted to each successful applicant.
- 6.5 All successful applicants must agree to furnish a type written report to the executive of the 'College' within three months of the completion of the project.
- 6.6 These reports may be made available for publication in the 'College' newsletter or for study by members of the 'College'.
- 6.7 Successful applicants undertaking courses must agree to provide evidence of completion of their studies.
- 6.8 Successful applicants attending conferences/seminars must provide proof of attendance e.g attendance certificate, within four weeks.

## **7:SUSPENSION OF SCHOLARSHIPS:**

- 7.1 A scholarship may be suspended or terminated at any time during its currency, either at the recipient's request or if in the opinion of the executive of the 'College'-
  - (a) the recipient's performance is unsatisfactory; OR
  - (b) the recipient's fails to observe the conditions of the scholarship; OR
  - (c) the recipients fails to undertake or complete the course, visits, whatever the 'fund' was granted to cover.
- 7.2 In extenuating circumstances, the recipient may apply to the 'College' for an extension to fulfil the terms of the scholarship. The 'College' reserves the right to refuse the extension.
- 7.3 Applicants that fail to complete the course, study, or are unable to complete the project for which funding was granted are to notify the 'College' in writing of the fact.
- 7.4 In the event of a scholarship being terminated or suspended the recipient is required to return all monies within four weeks of notification.