



FORT STREET FOUNDATION

Bursary Terms and Conditions

This document outlines the Terms and Conditions for bursaries administered by the Fort Street Foundation (FSF).

You must read these Terms and Conditions in full. In accepting a bursary from the Foundation, it is understood that you have read and agree to comply with these Terms and Conditions.

Please note, if you are under 18 years of age, your parent or guardian must read and consent to these terms and conditions on your behalf.

Further information about each bursary is available on the [Fort Street High School website](#) or obtained by emailing fortstreetfoundation1@gmail.com

ACCEPTING YOUR BURSARY

Successful bursary applicants will receive an email detailing the bursary benefits and payment timing. If you do not wish to accept a bursary that you have been offered, you should advise us immediately in writing.

Your bursary details will be passed on to your school, donors or partner organisation (where applicable). If you do not wish for your details to be passed on, you must advise the Foundation in writing.

HOW YOUR BURSARY IS PAID

The method of payment will be advised to you once you have completed your bursary commencement survey. Students must meet with their principal or a nominated representative to discuss how the scholarship funds are to be spent.

Higher education students (e.g. university, TAFE or CIT) receiving bursaries will receive payment directly once they have completed their survey and provided proof of their full-time enrolment in tertiary or vocational education.

At the end of each academic year for the duration of your scholarship you will be asked to provide a report detailing how the scholarship funds have been spent. It is the responsibility of the scholarship recipient to provide this report to the Foundation by the specified time. Failure to return reports by the specified time may result in future payments being withheld.

ELIGIBILITY REQUIREMENTS

All bursaries are awarded on the basis that you will maintain an enrolled in your approved course of tertiary or vocational education. Your bursary may be terminated if your enrolment status changes, for example if you discontinue your university course, TAFE course or private training.

PO Box 36 Westgate NSW 2048

phone. 02 8585 1600 email. fortstreetfoundation1@gmail.com

www/fortstreet-h.schools.nsw.gov.au/community/foundation.html



To retain your bursary you must also:

- maintain your attendance and academic performance as at the time of your application, and immediately notify the Foundation of any extenuating circumstances that may prevent you doing so;
- adhere to the academic and administrative policies of the school and/or education institution at which you are enrolled;
- maintain your residency status and advise the Foundation within fourteen days if you change your residency status;
- meet any additional criteria outlines in your letter of offer; and
- provide confirmation of your circumstances during the term of the bursary if requested by the Foundation.

DEFERRING YOUR BURSARY

Requests for deferment of bursary will be determined on an individual basis and at the discretion of the Foundation. Bursaries will not be paid while students are on leave of absence or on temporary withdrawal from their course of study.

BURSARY TERMINATION

The Foundation may terminate your scholarship if you have:

- discontinued from your approved course of study or have inactive enrolment;
- failed to meet the eligibility requirements of your bursary;
- failed to meet the bursary terms and conditions;
- failed to maintain satisfactory attendance and academic progress;
- spent your bursary funds on items not accepted by the Foundation, as listed on the Acceptable Funds Usage document emailed once your application has been deemed successful
- been suspended or excluded from your course of study;
- been made an incorrect bursary offer as determined by the Foundation at its sole discretion; and/or
- have provided incorrect, false or misleading information or withheld relevant information on your bursary application or after receiving a bursary offer.

If your bursary is terminated, you will not receive any further payments. You may be required to repay some or all of your bursary.

REPAYMENT OF YOUR BURSARY

You will need to repay the bursary if:

- the payment is made to you in error or you have been overpaid;

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- you have spent your funds on unacceptable items or services
- you do not meet the conditions of the bursary or are deemed to be ineligible for the scholarship; and/or
- you have been made a bursary offer in error.

In the event you are required to repay your bursary, you must do so within 4 weeks of receiving the notification.

KEEPING YOUR CONTACT DETAILS UP TO DATE

All correspondence during the application process will be sent to the applicant's school's postal address, residential address or primary email address submitted in the bursary application form.

It is the responsibility of the bursary recipient to inform the Foundation of any changes to their email, postal or residential address. It is also the responsibility of the bursary recipient to inform the Foundation if they change their place of school / tertiary institute during the course of their bursary.

Please note, if you are under 18 years of age, it is understood that your parent or guardian has read and agreed to the Bursary Terms and Conditions on your behalf.

The Fort Street Foundation reserves the right to amend these Terms and Conditions for commencing and continuing bursary holders.

Any questions about these Terms and Conditions should be directed to:

Fort Street Foundation

PO Box 36

Westgate NSW 2048

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