Guidelines for the ParaQuad NSW Scholarships 2017
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Scholarship Program Funding Options</td>
<td>3</td>
</tr>
<tr>
<td>Student Eligibility Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Additional ParaQuad NSW Scholarships Eligibility Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Conditions of Scholarship</td>
<td>4</td>
</tr>
<tr>
<td>Ongoing Eligibility Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Deferral of ParaQuad NSW Scholarships</td>
<td>5</td>
</tr>
<tr>
<td>Termination of ParaQuad NSW Scholarships</td>
<td>5</td>
</tr>
<tr>
<td>Payment to Students</td>
<td>5</td>
</tr>
<tr>
<td>Commencement and Mode of Payment</td>
<td>5</td>
</tr>
<tr>
<td>Payment Arrangements</td>
<td>5</td>
</tr>
<tr>
<td>Rollover of Unspent Funds</td>
<td>6</td>
</tr>
</tbody>
</table>

Choice -Convenience - Independence 2
2017 Scholarship Program

Program Objectives

Current statistics suggest that less than 35% of people living with a spinal cord injury are able to gain employment.

ParaQuad NSW wants to turn these figures around. Thanks to the ParaQuad NSW Scholarships, people with a spinal cord injury can apply for assistance with education to improve their chances of securing employment and independence.

Scholarship Program Funding Options

There are a number of ‘ParaQuad NSW Scholarships’ valued at up to $5,000. The scholarship program aims to help with education at university, TAFE College or a registered private college.

A person with a spinal cord injury has many different needs to complete their studies; the scholarship funds can cover one or more of the following:

- Education fees for one year (beginning February as per application form, up to $2000)
- Course excursion funds or residential expenses – on campus
- Carer’s allowance contribution not funded by another source
- Computer, support system (hardware and software required for the course)
- Introductory computer use training tailored to the specific needs of the individual
- Textbooks and supplies (such as stationery and art supplies)
- Additional support eg tuition, scribe and typing services
- Travel costs up to $500 to cover transport costs to and from place of study

Other needs not identified above can be discussed.

Student Eligibility Requirements

Recipients are selected on the following criteria as defined by ParaQuad NSW:

- A member of ParaQuad NSW (membership forms available at: www.paraquad.org.au)
- Australian Citizens (or Permanent Residents) and residing in NSW/ACT
- A person with a spinal cord injury or other related disability
- A high level of academic record (if applicable)
- Motivation and perseverance towards goals
- Preference will be given to applicants on a low income (please refer to ‘Low Socio-economic Background Criteria)
Low Socio-economic Background Criteria

Scholarship applicants must meet one of the following criteria:

- The student is in receipt of a pension or allowance under the Social Security Act 1991, or Veterans’ Entitlements Act 1986, or ABSTUDY; or
- All applications will be considered; however, preference for funding will be given to individuals whose family income does not exceed $120,000 per annum.

Additional Scholarship Eligibility Requirements

- Successful applicants must accept the conditions of the scholarship and agree to provide personal information relevant to assessing their ongoing eligibility for the scholarship funds.
- Scholarship payments are made on proof that the student maintains a satisfactory rate of academic progress. The scholarship is paid once only for each session of study, hence where a student needs to repeat a session due to academic failure then the scholarship will be suspended until the failed subject(s) have been passed and the student progresses to the next session within that academic year.
- Should a student in receipt of a scholarship want to change their mode of study, for example from full-time to part-time, they must notify ParaQuad in writing. This may affect their continuing eligibility.
- Should a scholarship be awarded and at some later stage it is found that the student no longer satisfies the scholarship criteria, the scholarship will be withdrawn. However, no refund will be requested (please refer “Conditions of Scholarship”).

Conditions of Scholarship

Ongoing Eligibility Requirements

ParaQuad NSW requires recipients to achieve satisfactory academic progress to continue to be eligible for the ParaQuad NSW Scholarships.

ParaQuad NSW is responsible for monitoring the ongoing eligibility of the scholarship recipients by:

- Monitoring the current ParaQuad membership of recipients
- Monitoring the receipt of signed agreement forms
- Ensuring photo identification has been supplied
- Ensuring the provision of twice yearly reports ie in June and December of the academic year
- Ensuring the provision of a paragraph written by each recipient, describing their study progress and how the scholarship has assisted them. ParaQuad NSW may choose to use all or part of this material for promotional purposes.
Scholarship recipients are encouraged to be involved in ParaQuad activities, including articles for the ParaQuad magazine, website, media, volunteering at events and promoting their ParaQuad scholarship in all possible areas.

**Deferral of ParaQuad NSW Scholarships**

ParaQuad NSW may approve requests for periods of deferral in the recipient’s study and funding, once ParaQuad NSW has received a full report from the educational institution through which the recipient is studying. The recipient should resume study within the academic year for the scholarship funds to continue. The scholarship funds will not roll over to the following academic year.

**Termination of the ParaQuad NSW Scholarships**

ParaQuad NSW may terminate the ParaQuad NSW Scholarship in the following circumstances:

- Once the full value of the scholarship has been paid; or

- If the student ceases to meet the eligibility criteria specified under “Student Eligibility Requirements” and “Conditions of Scholarship” of these guidelines, excluding during a period in which the scholarship has been deferred; or

- If the student does not continue study; or

- If the student fails to maintain satisfactory academic progress as determined by the educational institution and ParaQuad NSW.

- If the educational institution determines that a student is guilty of serious academic misconduct.

A decision to terminate a scholarship will be made by ParaQuad NSW.

**Payments to Students**

**Commencement and Mode of Payments**

Scholarship payments to students will not be made prior to the student’s first day of attendance of the first term. Mode of payment will be by electronic transfer.

**Payment Arrangements**

Payments will be made directly to students, the educational institution, carer or tutor (once receipts or invoices have been received by ParaQuad NSW).

To ensure prompt reimbursement of scholarship funds scholarship recipients need to:

- Submit receipts to ParaQuad NSW not more than twice during the academic year. Payment will be made within a week of receiving receipts.
Submit receipts with a completed claim form stating the amount they wish to claim at that point in time and bank details.

Scholarship recipients should contact the scholarship co-ordinator for any problems relating to their scholarship reimbursement on 8741 5669.

Rollover of Unspent Funds

All recipients must spend all allocated funds within the period of the scholarship ie. February to December. All claims must be received by ParaQuad NSW no later than close of business, 31st December 2017. ParaQuad NSW will not accept any request to rollover unspent funds to the following year.