

## **PUBLIC EDUCATION FOUNDATION SCHOLARSHIPS & AWARDS TERMS AND CONDITIONS FOR TEACHERS, PRINCIPALS & EXECUTIVES**

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This document outlines the Terms and Conditions for scholarships and awards administered by the Public Education Foundation (PEF). All scholarships and awards will be referred to as 'scholarships' herein. You must read these Terms and Conditions in full. In accepting a scholarship from the Foundation, it is understood that you have read and agree to comply with these Terms and Conditions.

Further information about each scholarship is available on the website [www.publiceducationfoundation.org.au/scholarships](http://www.publiceducationfoundation.org.au/scholarships) or obtained by emailing [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au)

### **ACCEPTING YOUR SCHOLARSHIP**

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

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

PEF reserves the right to change the title of the scholarship awarded depending on funding contributions from external parties. If the funding level or eligibility changes, PEF will advise the recipient before changing any details but name changes can occur without notice.

If a scholarship applicant is offered a different scholarship to the one they applied for, this will be considered instead of, rather than in addition to, the original scholarship. PEF will only issue one scholarship per applicant per year.

### **HOW YOUR SCHOLARSHIP IS PAID**

The method of payment will be detailed in your email of offer and is dependent on the scholarship awarded. It may be a direct payment to the scholarship recipient or The Public Education Foundation may arrange and pay for travel or training on your behalf.

At the end of each academic year for the duration of your scholarship you may 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, if applicable.

### **ELIGIBILITY REQUIREMENTS**

All scholarships are awarded on the basis that you will maintain your current employment status at a public school or within the Department of Education, as stated on your application form. Your scholarship may be terminated if your employment status changes from that stated in your application, such as you resign from your job or transfer to a non-government school.

To retain your scholarship you must also:

- adhere to the academic and administrative policies of the school and/or education institution at which you are employed;
- 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

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PO Box 1393, Darlinghurst NSW 1300 Australia

**T:** 02 9266 8681 | **F:** 02 9244 5665 | **E:** [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au)

**W:** [www.publiceducationfoundation.org.au](http://www.publiceducationfoundation.org.au)

- provide confirmation of your circumstances during the term of the scholarship if requested by the Foundation.

### **DEFERING YOUR SCHOLARSHIP**

Requests for deferment of scholarship will be determined on an individual basis and at the discretion of the Foundation. Please contact us as soon as possible to avoid forfeiting the scholarship.

### **SCHOLARSHIP TERMINATION**

The Foundation may terminate your scholarship if you have:

- discontinued your employment at your government school or government department
- failed to meet the eligibility requirements of your scholarship;
- failed to meet the scholarships terms and conditions;
- been found guilty of professional misconduct or suspended from your employment;
- been made an incorrect scholarship 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 scholarship application or after receiving a scholarship offer.

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

### **REPAYMENT OF YOUR SCHOLARSHIP**

You will need to repay the value of your scholarship if:

- the payment is made to you in error or you have been overpaid;
- your scholarship is terminated
- you do not meet the conditions of the scholarship or are deemed to be ineligible for the scholarship; and/or
- you have been made a scholarship offer in error.

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

### **TECHNICAL EQUIPMENT**

If you have also been provided with technical equipment as part of your scholarship, the Foundation does not offer any warranty period and accepts no liability for any loss or damage of the equipment.

### **PUBLICITY & PROMOTION**

If you are offered a scholarship, your details including name, school or department, photograph, video and scholarship awarded may be passed on to media and used by the Foundation and / or partner organisations for promotional purposes, including but not limited to the Foundation's website, social media channels, print and electronic media.

If you attend events held by the Foundation, photos and videos of you at the event (along with your name, school and scholarship), may be used for promotional purposes by the Foundation and / or our partner organisations, including but not limited to the Foundation website, social media channels, print and electronic media.

It is agreed that the use of these photographs and videos shall in no way be used in any other forum other than official Foundation business. The scholarship recipient also waives the right to inspect or approve the finished product, the advertising copy or other matter that may be used in connection therewith or

the use to which is may be applied. If you do not wish for photographs and videos of you to be used in this way, you must notify the Foundation in writing.

You are expected to make yourself available for media publicity either prior to or following the study and travel provided under your scholarship. The Public Education Foundation will work to identify times for these opportunities that are mutually convenient. However, in accepting this scholarship you commit in good faith to making yourself available as much as is reasonably possible.

### **HOW DOES MY SCHOLARSHIP AFFECT MY TAX AND / OR CENTRELINK PAYMENTS**

The Public Education Foundation cannot provide you with advice on taxation or Centrelink matters. The information provided here is of a general nature only and does not take into account your individual circumstances. The Public Education Foundation is not liable for the payment of any tax or any other obligations you may incur as a result of accepting a scholarship from us. You must seek appropriate financial advice prior to accepting a scholarship.

Further information can be obtained from the ATO website: [www.ato.gov.au](http://www.ato.gov.au), the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au) or the Social Security Law website <http://guides.dss.gov.au/guide-social-security-law/4>

### **LIABILITY WAIVER**

In accepting a scholarship from the Public Education Foundation you agree to WAIVE, RELEASE, AND DISCHARGE the Public Education Foundation, its officers, associates and partner organisations from any and all liability, including but not limited to, any liability arising from the negligence or fault of the entities or persons released, for death, disability, personal injury, property damage, property theft, or actions of any kind which may occur to you during or after the scholarship period, including during or after any travel undertaken as part of the scholarship.

### **KEEPING YOUR CONTACT DETAILS UP TO DATE**

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

It is the responsibility of the scholarship recipient to inform the Foundation of any changes to their email, postal or residential address. It is also the responsibility of the scholarship recipient to inform the Foundation if they change their place of employment during the course of their scholarship.

The Public Education Foundation reserves the right to amend these Terms and Conditions for commencing and continuing scholarship holders.

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

Public Education Foundation  
PO Box 1393  
Darlinghurst NSW 1300

Alternatively you may email [info@publiceducationfoundation.org.au](mailto:info@publiceducationfoundation.org.au) or call us on 02 9266 8452