

St Joseph’s School Staff Scholarship ~ Application Criteria

(Financial assistance and support for further study and Professional Development)

This document is provided to assist in defining the parameters of the Staff Scholarship which is available to all current staff members of St Joseph’s School Northam to assist in supporting and encouraging them to seek opportunities to access or continue undertaking studies that will directly benefit the strategic focus and direction of the School as a whole.

The Principal and the Board recognise the significant commitment required by staff to undertake further study. With this in mind, there is a strong desire to offer financial support to staff who wish to undertake courses, units of study or other forms of Professional Development that can be clearly linked to existing curriculum and student benefit.

Criteria:

* Applicants are current staff members of St Joseph’s School and are expected to remain on staff during the study period financed by this Scholarship.
* Study that is able to be clearly linked to existing School Curriculum or will provide benefit in the school community will be eligible for financial support.
* Allocation funds will be made available upon the provision of the relevant Fee Schedule or receipts.
* Successful applicants are required to provide a copy of their final results or Certificate of Completion for the subsidised unit or course of work.
* Study that is deferred to the Higher Education Contribution Scheme (HECS) will be ineligible for the support of the Scholarship but applicants may apply for a resource allowance.

This opportunity will require staff to submit a formal Staff Scholarship Application Form, together with copies of supporting documentation as requested in the Application Form, to the School Board. Further detailed information that highlights the benefit towards your personal role within the School and the wider St Joseph’s School community.

Staff are encouraged to access other opportunities for financial assistance, e.g. CEWA and/or Knights of the Southern Cross Scholarships. Those recipients are not excluded from applying for this Scholarship for any outstanding costs involved with that study.

Serious consideration will be given to all applicants. However, as funds are limited, the Board reserves the right to allocate Scholarships in such a way as to maximise the benefit to St Joseph’s School Community.

The Board will consider Applications at the April and October meetings for study in the following semesters respectively and successful applicants will be advised of their Scholarship allocation by formal letter.

St Joseph’s School, Northam

**STAFF SCHOLARSHIP APPLICATION FORM**

Name of Staff Member

Years Teaching at St Joseph’s School

Currently teaching

Please highlight your current contract status Permanent OR Temporary

Title of University unit or course wishing to be studied

Name of University or Institution

$

Cost of the unit or course

Course commencement date

Please explain why you feel that this study will benefit not only your personal role within the School but also the wider St Joseph’s School community.

**Conditions of Scholarship**

1. Applicant must attach a copy of the unit or course outline and fees required to this Application Form.
2. Allocation of funds can be made in two ways:
   1. Applicant to pay in full prior to the course starting and be reimbursed by the Business Manager.
   2. Arrange with the Business Manager for payment to be made directly to the University or Course Provider offering the unit of study or course being applied for.
3. Upon completion of the course or unit of study, the Applicant must produce a Statement or Certificate of completion to the School Board which will be filed together with this Application.
4. If the course is not completed then, depending on the circumstances advised, the Applicant may be required to refund the Scholarship allocation, partially or in full, to the School Board.

I, …………………………………………………………………….. have read the conditions of the Staff Scholarship and understand my responsibilities.

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Staff Signature Date

Office use only:

Application approved by the School Board YES / NO Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to be subsidised $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy of Unit of Study/Course Outline and associated fees provided YES / NO

Copy of Statement or Completion of Course Certificate provided YES / NO Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_