

## Terms of Reference

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### **THE AWARDS**

In 1994 Tai Poutini Polytechnic received a generous grant of \$29,000 from the South Westland Community Activities Trust. The following Awards have been established from that Grant.

#### **A. The South Westland Community Activities Trust *ATTENDANCE ASSISTANCE AWARDS***

1. **Four (4)** annual awards of **up to \$800** each (or \$200 per term) will be made to assist with costs associated in attending a programme of study at one of Tai Poutini Polytechnic's West Coast campuses. The Award may not be used for any other purpose.
2. Students enrolled, or preparing to enrol, in a full-time programme of at least 17 weeks' duration and who have lived in the West Coast/Buller region for a minimum of 12 months are eligible to apply for one of the four awards. [Note: In the absence of applicants who meet the criteria, the Awards Committee will consider other applicants.]
3. The assistance awards are made solely to assist with costs (for example - travel, child care) associated with attending a full-time programme (of at least 17 weeks' duration) at one of TPP's West Coast campuses, and may not be used for any other purpose.
4. The Student Awards Committee must be satisfied there is a need for assistance with costs associated with attending TPP and the application should reflect this.
5. The award is payable in instalments of \$200 each - at the end of the fourth week of each term attended.
6. If a student withdraws from their programme of study during the academic year, they will no longer be eligible for further instalments of this Award.
7. Assistance awards are for a single enrolment. Further applications may be made for subsequent or second year enrolments.

#### **B. The South Westland Community Activities Trust *ENTRANCE AWARDS***

1. **Three (3)** annual awards of up to \$1,000 each will be made to students enrolled in, or preparing to enrol in a full-time programme of at least 17 weeks' duration at one of TPP's West Coast campuses and who, at the time of application, have lived in the West Coast region for a minimum of 12 months. [Note: In the absence of applicants who meet the criteria, the Awards Committee will consider other applicants.]
2. The Entrance Awards are made solely to assist with programme fees, course-related costs or expenses (e.g., TPP accommodation rental, course-related tools or materials), and may not be applied to any non-academic purpose. Evidence of purchase of any course-related tools or materials will need to be submitted. For detail on how to access the funds, please contact the Executive Assistant at TPP.

3. The Entrance award is made primarily on the basis of the demonstrated potential of the individual to benefit from a full-time programme at Tai Poutini Polytechnic.
4. The funds will be disbursed once the student has completed 10% of their programme of study (this is normally the 4<sup>th</sup> week of Term 1).
5. This Award may not be held concurrently with any other TPP Entrance Award.

### **C. General Provisions**

1. Consideration will be given to meeting the needs of students commencing in both Semester 1 and Semester 2 programmes in any one academic year.
2. The successful recipients of all South Westland Community Activities Trust Awards will be decided by the TPP Student Awards Committee plus a member of the South Westland Community Activities Trust, on the basis of information submitted by the applicants on the form supplied for this purpose. The decision of the Awards Committee is final and no review will be undertaken.
3. The completed application form should include whatever supporting evidence the applicant wishes. The Student Awards Committee will review all supporting evidence and may consult with any other person or persons in the course of its deliberations.
4. The Subsidiary Academic Committee will approve the decisions of the Awards Committee prior to notification and presentation.
5. Successful applicants for these awards will be notified as soon as possible after the closing date.
6. Notice of the names of recipients of these awards may be printed in the three West Coast newspapers and in any approved Polytechnic publications.
7. The terms and conditions of the South Westland Community Activities Trust Awards are reviewable annually by the TPP Subsidiary Academic Committee. Any amendments to these terms and conditions must be with the approval of the South Westland Community Activities Trust.
8. The Awards Committee may consider any late applications, should there be any "unallocated" scholarships, three weeks after the start of each semester, i.e., approximately 7<sup>th</sup> March and 7<sup>th</sup> August each year.
9. Applications for all South Westland Community Activities Trust Awards should be sent to:

*Executive Assistant  
Tai Poutini Polytechnic  
73-87 Tainui Street  
Private Bag 607  
GREYMOUTH  
Email - [karenk@tpp.ac.nz](mailto:karenk@tpp.ac.nz)*

by the closing date (refer to Application Form).