

Public Education Foundation Ltd

Scholarship (Award) Terms and Conditions

July 2025

Phone 02 7814 2806

Email scholarships@publiceducationfoundation.org.au

Address 105 Philip Street, Parramatta NSW 2150

Mail GPO Box 33, Sydney NSW 2001

ABN 12 129 228 413

CFN 21831

Contents

Introduction	3
Eligibility and General Conditions	3
Accepting a Scholarship	4
Payments and Fund Use	4
Maintaining Your Scholarship	5
Changing Your Circumstances	5
Deferral (University/TAFE Students)	6
Termination and Repayment	6
Tax and Centrelink	7
Use of Scholarship for Equipment (if applicable)	8
Media and Publicity Consent	8
Keeping Your Contact Details Up to Date	9
Privacy and Data Sharing	9
Liability and Acknowledgements	10
Parental or Guardian Consent (if under 18)	10
Amendments to Terms	10
Contact Us	11
Scholarship Acceptance and Parental/Guardian Consent Form	12

Introduction

These Terms and Conditions apply to all scholarships and awards administered by the Public Education Foundation (the “Foundation”). For simplicity, all such opportunities are referred to as “scholarships” throughout this document.

By accepting a scholarship from the Foundation, you confirm that you have read, understood, and agreed to comply with these Terms and Conditions. If you are under 18 years of age, a parent or guardian must also read and agree to these Terms and Conditions on your behalf.

For more information about individual scholarships, please visit our website at www.publiceducationfoundation.org.au/scholarships or contact us at scholarships@publiceducationfoundation.org.au.

We’re here to help you succeed.

Eligibility and General Conditions

To be eligible for a scholarship from the Foundation, you must meet the specific criteria outlined in your scholarship offer. All scholarships are awarded on the understanding that recipients will remain enrolled:

- at a public school for school-based scholarships, or
- in full-time study for university, TAFE or vocational education scholarships.

If your enrolment status changes, your scholarship may be reviewed or cancelled. This includes, but is not limited to:

- moving to a non-government school or private training provider,
- reducing your study load to part-time or withdrawing from your course, and
- changing your place of study to a different geographical area from where your scholarship was originally awarded.

To continue receiving your scholarship, you must also:

- maintain satisfactory attendance and academic progress,
- follow the rules and policies of your school or tertiary institution,
- notify the Foundation within 14 days if your residency status changes,
- meet any additional requirements outlined in your scholarship offer, and
- respond to any requests from the Foundation to confirm or update your circumstances.

If you are unable to meet any of these conditions due to personal or extenuating circumstances, please contact the Foundation as soon as possible at scholarships@publiceducationfoundation.org.au.

Accepting a Scholarship

If you are selected for a scholarship, the Foundation will send you an email outlining the details of your award, including the scholarship name, benefits, and timing of payments. If you do not wish to accept the scholarship offered, please notify the Foundation in writing as soon as possible.

In some cases, the Foundation may offer you a different scholarship to the one you applied for. If this happens, the new offer will replace your original application – you may only hold one scholarship per year from the Foundation. You cannot receive multiple scholarships from the Foundation at the same time.

The Foundation may share your name and scholarship details with your school, scholarship donor or partner organisation (where applicable). If you do not wish for your details to be shared, you must let the Foundation know in writing.

The Foundation also reserves the right to update the name or title of a scholarship based on donor contributions. In such cases, recipients will be informed, but changes to the name of a scholarship may occur without notice.

Payments and Fund Use

The Foundation will advise you of your payment method once you have completed the required Scholarship Commencement Survey.

For school students

Scholarship payments are usually sent directly to your school. You must meet with your principal or a nominated school representative to discuss how the funds will be used. The Foundation is not responsible for any part of the payment that is held or managed by the school.

For higher education students (e.g. university, TAFE or CIT)

Payments are made directly to you once you have completed the commencement survey and provided proof of your full-time enrolment in your course.

Reporting Requirement

At the end of each academic year for the duration of your scholarship, you must submit a brief written report outlining how the funds were used. This is your responsibility as a scholarship recipient.

The Foundation will advise you of the deadline for submitting this report.

If you do not provide your report on time, your future payments may be withheld or cancelled.

Maintaining Your Scholarship

To continue receiving your scholarship, you must meet the ongoing requirements outlined by the Foundation and in your offer letter.

You are expected to:

- remain enrolled at a public school or in full-time tertiary/vocational education (as applicable to your scholarship),
- attend regularly and maintain a standard of academic performance similar to when you applied,
- comply with your school's or institution's policies and behavioural expectations,
- notify the Foundation of any significant changes, such as:
 - withdrawing from study,
 - transferring to a non-government school or private provider,
 - changing your residency status (e.g. from domestic to international),
 - relocating outside the region in which the scholarship was originally awarded,
- meet any additional criteria listed in your offer letter, and
- respond promptly to any request for confirmation of your circumstances.

If you are facing personal or academic challenges that may affect your ability to meet these conditions, we encourage you to contact the Foundation as early as possible so that we can discuss your options.

Changing Your Circumstances

If your circumstances change during the scholarship period, you must notify the Foundation in writing within 14 days. This includes (but is not limited to):

- withdrawing from school, university, TAFE or your training provider,
- moving to a non-government school or private training organisation,
- reducing your study load to part-time,
- changing your place of residence to a different geographical area,
- changing your residency or visa status,
- taking a leave of absence or break from study, and
- changing your name, contact details or school/institution.

These changes may affect your eligibility to continue receiving your scholarship. The Foundation will assess your situation on a case-by-case basis and determine whether your scholarship can continue, be paused (deferred), or needs to be cancelled.

If you are unsure whether a change will affect your scholarship, please contact the Foundation at scholarships@publiceducationfoundation.org.au before making any decisions.

Deferral (University and TAFE Students Only)

If you need to take a break from your studies, you may request to defer your scholarship. Deferral is only available to students enrolled in university, TAFE, or vocational education, and requests are assessed on a case-by-case basis at the sole discretion of the Foundation.

Scholarship payments will not be made while you are:

- on a formal leave of absence, or
- temporarily withdrawn from your course of study.

To request a deferral, you must:

- 1 Notify the Foundation in writing as soon as possible
- 2 Provide supporting documentation, such as your institution's approval of your leave
- 3 Confirm your intention to return to full-time study

The Foundation will confirm in writing whether your scholarship can be deferred and, if so, the conditions for resuming support.

Termination and Repayment

The Foundation reserves the right to terminate your scholarship if you no longer meet the eligibility requirements or breach the Terms and Conditions.

Your scholarship may be terminated if you:

- discontinue your study or have an inactive enrolment,
- transfer to a non-government school or private training provider,
- move outside the region in which your scholarship was originally awarded,
- fail to meet attendance or academic performance expectations,
- breach your school's or institution's behavioural or academic policies,
- spend scholarship funds on unapproved items or services (as outlined in the Acceptable Funds Usage document),
- are suspended or excluded from your school or course,
- were awarded a scholarship in error, or
- provided false, misleading or incomplete information during the application or after being awarded

If your scholarship is terminated, you will not receive further payments, and in some cases, you may be required to repay part or all of the scholarship.

Repayment

You may be asked to repay scholarship funds if:

- you were paid in error or overpaid,
- you are found to be ineligible after payment has been made,
- you use the funds for purposes not approved by the Foundation, or
- your scholarship is terminated for any of the reasons listed above.

If repayment is required, you must return the funds to the Foundation within four (4) weeks of receiving written notice.

Tax and Centrelink

The Foundation does not provide individual advice regarding taxation or Centrelink payments. The information below is general in nature and may not apply to your specific situation.

Tax

- If you are a full-time student, your scholarship is generally not taxable
- If you are not enrolled full-time, your scholarship may be subject to tax
- Scholarship funds must be declared as assessable income in your tax return

You are responsible for seeking advice from a qualified tax professional or the Australian Taxation Office (ATO) to determine how your scholarship may affect your individual tax obligations.

Centrelink

Receiving a scholarship may affect your eligibility for Centrelink payments such as Youth Allowance, Austudy or ABSTUDY. This depends on:

- the type of scholarship,
- the amount received, and
- your overall income and personal circumstances.

We recommend contacting Centrelink directly to find out how your scholarship might impact your payments.

Useful links

- [ATO – Scholarships and Tax](#)
- [Centrelink](#)
- [Social Security Law Guide](#)

The Foundation is not liable for any tax or Centrelink obligations you may incur as a result of receiving a scholarship.

Use of Equipment

If your scholarship includes a device or other technical equipment (e.g. a laptop, tablet, or similar), please note the following conditions:

- The Foundation does not offer warranty, insurance, or ongoing technical support for equipment provided
- The Foundation is not liable for any loss, theft, damage or malfunction of equipment after it has been distributed
- You are responsible for the care, maintenance and appropriate use of any equipment received as part of your scholarship

If your device is damaged or stolen, please report the incident to your school and the Foundation as soon as possible. Replacement devices are not guaranteed.

Media and Publicity Consent

If you receive a scholarship, the Foundation or its partner organisations may request to use your name, school name, photograph, video, or details of your scholarship for publicity and promotional purposes. This may include:

- social media channels,
- the Foundation's website,
- printed materials and reports,
- media releases or newspaper articles, and
- event photography and videos.

By accepting a scholarship, you give permission for this material to be used for non-commercial, educational, or promotional purposes related to the Foundation and its partners.

This may include the right to:

- display, publish, and share content publicly,
- modify or adapt material (e.g. for design/layout purposes), and
- use your story or image in combination with others.

You will not be paid for the use of your image or story, and you waive the right to approve final content before it is published.

If you do not wish to be included in any media or promotional materials, you must notify the Foundation in writing by emailing events@publiceducationfoundation.org.au. You may withdraw your consent at any time, but this must also be done in writing.

Keeping Your Contact Details Up to Date

It is your responsibility to keep your contact information current during the term of your scholarship.

You must notify the Foundation as soon as possible if you:

- change your email, postal, or residential address,
- change schools or education providers, or
- change your name or legal status.

Most correspondence will be sent to the email address and/or postal address provided in your application. If you do not update your contact details, you may miss important communications about your scholarship, including payment or reporting reminders.

If you are under 18 years of age, it is understood that your parent or guardian has read and agreed to these Terms and Conditions on your behalf.

Please email all updates to: scholarships@publiceducationfoundation.org.au

Privacy and Data Sharing

By accepting a scholarship, you consent to the Foundation collecting, storing and sharing certain personal information required to administer your scholarship.

This may include:

- your name and contact details,
- details about your school, course or institution,
- academic progress and reporting information,
- your scholarship application and outcome, and
- relevant information shared during your time as a scholarship recipient.

Your information may be shared with:

- your school or tertiary institution,
- scholarship donors or partner organisations (as applicable),
- media (with your consent for publicity purposes), and
- government or education bodies where legally required.

The Foundation handles all personal information in accordance with relevant privacy legislation. We will never sell your personal information or use it for purposes unrelated to your scholarship. If you have any concerns about how your information is used or wish to access or correct your personal data, please contact us at scholarships@publiceducationfoundation.org.au.

Liability and Acknowledgements

By accepting a scholarship, you acknowledge and agree to the following:

- The Foundation is not liable for any loss, damage, personal injury, or other outcomes that may occur during your scholarship period, including during participation in events or travel associated with the scholarship
- The Foundation makes no guarantees about the ongoing availability or continuation of scholarships beyond the terms outlined in your offer
- You agree to release, waive, and discharge the Foundation, its staff, officers, and partner organisations from any claims or liability arising from your involvement in the scholarship program, including but not limited to negligence, except where required by law
- This waiver applies to all activities undertaken as part of your scholarship, whether in person or online, including communications, events, or travel related to the program

Parental or Guardian Consent

If you are under 18 years of age, your parent or legal guardian must read and agree to these Terms and Conditions on your behalf.

By signing the consent form provided with your scholarship documentation, your parent or guardian confirms that they:

- have read and understood the scholarship Terms and Conditions,
- agree to your participation in the scholarship program, and
- give permission for your personal details and (if applicable) media materials to be used as outlined in these Terms.

Without a signed consent form, your scholarship may not be activated, or payments may be delayed. If you or your parent/guardian have any questions about the consent process, please contact the Foundation at scholarships@publiceducationfoundation.org.au.

Amendments to Terms

The Foundation reserves the right to amend these Terms and Conditions at any time. If any changes are made that affect you as a current scholarship recipient, the Foundation will make reasonable efforts to notify you of those changes in writing (usually by email).

It is your responsibility to ensure you have read and understood the most current version of the Terms and Conditions, which is available on the Foundation's website.

Contact Us

If you have any questions about your scholarship, these Terms and Conditions, or need support at any stage, please get in touch with us.

Public Education Foundation
105 Phillip Street
Parramatta NSW 2150

Email: scholarships@publiceducationfoundation.org.au
Phone: 02 7814 2806
Website: www.publiceducationfoundation.org.au

Scholarship Acceptance and Parental/Guardian Consent Form

Please complete and return this form to confirm your acceptance of the scholarship and agreement to the Terms and Conditions. If the applicant is under 18 years of age, this form must be completed and signed by a parent or legal guardian.

Scholarship Recipient Name

Name of Scholarship Awarded

I acknowledge that:

- I have read and understood the Public Education Foundation's Scholarship Terms and Conditions,
- I accept the scholarship under the terms outlined, and
- I understand and accept the media and publicity conditions (unless I notify the Foundation otherwise in writing).

If recipient is under 18:

Parent/Guardian Name

Relationship to Student

Signature of Parent/Guardian

Date