

Terms of Reference

THE AWARDS

In 1994 Tai Poutini Polytechnic received a generous grant of \$29,000 from the South Westland Community Activities Trust. The Trust has proposed, and the Polytechnic has agreed, that three categories of award should be established.

A. THE SOUTH WESTLAND COMMUNITY ACTIVITIES TRUST TRAVEL ASSISTANCE AWARDS

1. Three awards of up to **\$200** each will be made to students enrolled at the Greymouth Campus on full-time, full-year polytechnic programmes who are living south of the Taramakau River.
2. The awards are made solely to assist with travel costs to and from the Greymouth campus, and may not be used for any other purpose.
3. Recipients of travel awards will be decided by the Awards Committee, on the basis of information submitted by applicants on the form supplied for this purpose.
4. The Awards committee must be satisfied as to the nature of travel undertaken, and the associated costs, before making the award.
5. The travel award is payable in four instalments of \$50 each, payable at the end of the fourth week of each term. Should the Polytechnic subsequently alter its term-time structure, or should the dates for a particular programme differ from the normal four-term year, the amount and frequency of payment of the travel grant will be amended accordingly.
6. Nominations for this award will be invited by application from enrolled students to the Director Operations, on behalf of the Academic Board, by 10 March in the year in which you have enrolled or will be enrolling.
7. Successful applicants for these awards will be notified as soon as possible after the closing date.
8. Any student awarded a travel grant, who in the course of the academic year, subsequently moves to any area north of the Taramakau River, will receive no further instalments for the remainder of that year.
9. A student awarded a travel grant may be awarded a further travel grant for any subsequent year of full-time study.

**B. THE SOUTH WESTLAND COMMUNITY ACTIVITIES TRUST ENTRANCE AWARD
(STUDENT LIVING IN THE WEST COAST REGION)**

1. One annual award of up to **\$600** will be made to a Tai Poutini Polytechnic student enrolled at the Greymouth Campus on a full-time, full-year programme, and who at the time of application has lived in the West Coast region for a minimum of one year.
2. Nominations for this award will be invited by application from enrolling students to the Director Operations, on behalf of the Academic Board.
3. The completed application form should include whatever supporting evidence the applicant wishes. The Awards Committee will review all supporting evidence and may consult with any other person or persons in the course of its deliberations.
4. The 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.
5. The recipient of the Entrance Award will be decided by the Awards Committee, on the basis of information submitted.
6. Applications must be received by the Director Operations by 10 March in the year in which you have enrolled or will be enrolling.

**C. THE SOUTH WESTLAND COMMUNITY ACTIVITIES TRUST ENTRANCE AWARD
(STUDENT LIVING SOUTH OF THE TARAKAU RIVER)**

1. One annual award of up to **\$600** will be made to a Tai Poutini Polytechnic student enrolled at the Greymouth Campus on a full-time, full-year programme, and who normally lives south of the Taramakau River.

Students applying for this award must be able to demonstrate that they have lived south of the Taramakau River for at least one year at the time of application.

2. Nominations for this award will be invited by application from enrolling students to the Director Operations, on behalf of the Academic Board.
3. The completed application form should include whatever supporting evidence the applicant wishes. The Awards committee will review all supporting evidence and may consult with any other person or persons in the course of its deliberations.
4. The 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.
5. The recipient of the Entrance Award will be decided by the Awards Committee on the basis of the information submitted.
6. Applications must be received by the Director Operations by **10 March** in the year in which you have enrolled or will be enrolling.

D. GENERAL PROVISIONS

1. Selection for all South Westland Community Activities Trust awards will be made by the Awards Committee.
 2. The Academic Board will approve successful candidates prior to notification and presentation. The decision of the Academic Board is final, and no review will be undertaken.
 3. Notice of the names of recipients of these awards may be printed in the three West Coast newspapers and in any approved Polytechnic publications.
 4. A South Westland Community Activities Trust Entrance Award may not be held concurrently with a Fletcher Challenge Trust Annual Award.
 5. The terms and conditions of the South Westland Community Activities Trust Awards are reviewable annually by the Academic Board. Any amendments to these terms and conditions must be with the approval of the South Westland Community Activities Trust.
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