



Townsville Business Women's Circle ("TBWC")

Marsh Education Bursary

The following terms and conditions apply to TBWC Marsh Education Bursary to ensure fairness and equity amongst all applicants and grant recipients.

1. Definitions

"Applicant" is any person who submits an application for the TBWC Education Bursary

"Closing Date" is 28 May 2023.

"Eligible Applicant" is any female aged 15 years or above who resides in the Townsville region as at the date of making the application.

"TBWC" is Townsville Business Women's Circle Incorporated.

"Purpose" includes further education or professional development or training with a view to increasing an individual's capabilities, either through access to education and training through outside organisations or attending an event or opportunity to develop a skill.

"Recipient" is a successful applicant who has received payment or is to receive payment of an Education Bursary from TBWC.

2. Application Process

2.1. All applicants must be eligible applicants.

2.2. All applicants must provide completed applications by the closing date.

2.3. By submitting an application, all applicants agree to be bound by these terms and conditions.

3. Selection process

3.1. All applications will be considered by the TBWC Management Committee.

3.2. The TBWC may request an interview with the applicant and/or the provision of further documentation from the applicant further to their application.

3.3. The TBWC will determine which, if any of the applicants, have been successful. The decision of the TBWC is final and TBWC shall not be required to provide reasons to the applicants.

4. Amount

- 4.1. The amount of the Education Bursary will be determined by the TBWC on a case by case basis. The TBWC shall not be required to provide reasons for the determination of the amount.
- 4.2. The determination of the amount paid to the recipient is at the total discretion of the TBWC and the decision of the TBWC is final.
- 4.3. The calculation and/or payment of the amount of the bursary to the recipient is not tied to or calculated with any reference to the total amount of the cost of the purpose.
- 4.4. If the cost of the recipient completing the purpose exceeds the value of the bursary, the applicant is personally responsible for those costs. TBWC will not be responsible for or obliged to pay monies additional to the amount of the bursary paid.

5. Use of Funds

- 5.1. The applicant agrees the payment of the Education Bursary is to be used strictly for the payment, or part payment thereof, of the purpose as referred to in the applicant's application and for no other purpose.
- 5.2. The TBWC may, in its discretion, determine to pay the bursary directly to the recipient or to a third party provider of the educational or professional development purpose for which the application has been made.
- 5.3. The TBWC may require the applicant to provide copies of invoices and/or receipts relevant to the payment of the costs of the purpose referred to in the application.

6. Expenditure of Bursary

- 6.1. The applicant must make use of the full amount of the bursary for the purpose within twelve (12) months of the date of payment by the TBWC to the recipient and/or third party provider on behalf of the recipient. If the applicant does not make use of the full amount within this period, the applicant forfeits their entitlement to the bursary funds.

7. Information in Support of Application

- 7.1. Within five (5) days of a request being made by the TBWC, the applicant must provide any information and/or documentation to substantiate the purpose for which the bursary has been sought, including but not limited to course information, enrolment status, information relating to the costs of the applicant completing the purpose and any information ancillary thereto.

8. Refund

- 8.1. If, at any time, the purpose for which the application has been made is no longer possible and/or cannot be completed in the manner described in the application, the bursary recipient must, within fourteen (14) days of becoming aware of same, notify the TBWC.



- 8.2. The TBWC may agree to a variation of the purpose for which the application has been made, at the total discretion of the TBWC. The decision of the TBWC is final.
- 8.3. If the TBWC does not agree to a variation of the purpose for which the application has been made, the recipient must provide a full refund of the amount of the bursary.
- 8.4. If the cost of the recipient completing the purpose is less than the value of the bursary, the applicant will be required to refund any excess funds to the TBWC upon request.

9. Marketing and Promotion

- 9.1. Bursary recipients agree to participate in TBWC promotional and marketing events relating to the receipt of the bursary. The recipient shall not do or say anything or cause anyone else to do or say anything that may prejudice or cause damage to the name and/or reputation of TBWC.
- 9.2. Bursary recipients agree to being contacted by Marsh for the purpose of marketing and promotional events relating to the receipt of the bursary.

10. GST

- 10.1. The amount of the bursary received by each recipient is inclusive of any GST payable by the bursary recipient.