



Friends of Nepal - Adelaide Inc.

Proud Supporters of Education for the Youth of Nepal

EDUCATION SCHOLARSHIPS GUIDELINES 2017

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PART 1 INTRODUCTION

1.1 PURPOSE

The purpose of these Guidelines is to specify FONAI Education Scholarship Programs

1.2 INTERPRETATION

Item	Definition
<i>FONAI</i>	Friends of Nepal-Adelaide Inc
<i>FES</i>	FONAI scholarship
<i>ESM</i>	Education Scholarship Manager
<i>course start date</i>	the actual day the course starts i.e. the first day of classes
<i>cross-institutional programs</i>	a student is enrolled in a cross-institutional program if the following criteria are met: <ul style="list-style-type: none"> • a program of study comprising a unit or a set of units of study is being undertaken as part of a course of study for which the student is enrolled with another institution • there is an arrangement for recognition between the two institutions. • FONAI has approved course of study
<i>eligible enabling course</i>	provides a pathway into a Year 1+2 or undergraduate course or further study
<i>scholarship period</i>	length of scholarship
<i>suspension/leave</i>	in respect of a scholarship, means a period of time during which a scholarship holder is not attending a course of study & during which a scholarship holder is not receiving scholarship payments
<i>transfer</i>	in respect of a scholarship, means a period of time during which a scholarship holder is not attending original course of study but has transferred to another FONAI approved course of study
<i>termination</i>	in respect of a scholarship, means the suspension of all scholarship funding
<i>partnership</i>	in respect of a scholarship, means the partnering of <i>FONAI</i> with a donor/NGO for provision of scholarship funding
<i>T&C</i>	in respect of a scholarship, means terms & conditions

PART 2 FONAI SCHOLARSHIPS PROGRAM

2.1 PROGRAM OBJECTIVES

The goals of our life-changing education scholarships are to enable *FES* scholarship recipients, who were born in & reside in Nepal, to overcome barriers to education created by social &/or economic disadvantage.

FONAI Education Scholarships are for study in Nepal only, as *FONAI* strongly believes that supporting local Institutions will aid the developing economy.

FONAI education scholarships are available for either:

- Senior Secondary High School Year 1 + 2
- Post secondary education & /or vocational training
- Enabling courses to prepare for study

The Education Scholarship Program aims to provide access to education opportunities for *FES* scholarship recipients whose family, social, or economic circumstances hinder or prevent their ability to undertake further education opportunities beyond Year 10.

Educational disadvantage is currently assessed by *FONAI* on the following criteria-

- a) Recent school leavers (between 16- 20 years of age at time of application) from low socio-economic circumstances.
- b) Students from regional or remote backgrounds where it is necessary for the student to live away from their regional or remote home to complete their secondary or post-secondary schooling at a high school or college in a major city.
- c) All requests for scholarships are considered individually on the basis of an assessment conducted by or on behalf of *FONAI*.

2.1.1 STATEMENT OF ETHICAL PRINCIPLES

Friends of Nepal-Adelaide Inc is committed to:

- Removing financial barriers for severely disadvantaged Nepalese youth who wish to pursue senior secondary &/or post-secondary learning.
- Being aware of the issues affecting *FES* scholarship recipients & applicants & advocating for their interests.
- Supporting efforts to encourage all *FES* scholarship applicants & recipients to aspire to & plan for education beyond high school.
- Respecting the dignity & protecting the privacy of *FES* scholarship applicants & recipients & ensuring the confidentiality of student records & personal circumstances.
- The highest level of ethical behaviour
- Maintaining the highest level of professionalism.
- Respectful collaboration with our key stakeholders
- Conducting annual reviews of all programs to ensure the best outcomes for *FES* scholarship applicants & recipients.

2.2 SCHOLARSHIP DESCRIPTIONS.

SCHOLARSHIP A: 'FULL ACADEMIC SCHOLARSHIP'

This scholarship provides funding for all study & living costs, including fees for enabling courses the student may be required to undertake prior to commencement of higher study.

FES scholarship recipients awarded Scholarship A will receive:

- Full funding of all fees required for the successful completion of their studies (books, stationary, uniforms, field trips etc.)
- Funding for or provision of laptop/I-pad (post secondary *FES* scholarship recipients only.)
- Full funding of hostel/living accommodation charges
- Monthly living allowance
- Annual clothing allowance
- Annual Festival Allowance
- Annual Medical Expenses Allowance

SCHOLARSHIP B 'KICK START SCHOLARSHIP'

This scholarship is a 'living allowance' scholarship. It is awarded to *FES* scholarship recipients whose Institution of Study fees are funded by donors who are in partnership with *FONAI*.

The scholarship is for the duration of the course of study determined by the Institution.

This scholarship is cancelled if the partnering donor ceases support. In this circumstance, *FES* scholarship recipients will have to apply for Scholarship A.

FES scholarship recipients awarded Scholarship B "Kick Start Scholarship" will receive:

- Full funding of hostel/living accommodation charges
- Monthly living allowance
- Annual clothing allowance
- Annual Festival Allowance
- Annual Medical Expenses Allowance

SCHOLARSHIP C: 'ACADEMIC MERIT SCHOLARSHIP'

This scholarship is a 'Full Course Fees & expenses' scholarship. It is awarded to *FES* scholarship recipients whose living costs are funded by donors who are in partnership with *FONAI*.

The scholarship is for the duration of the course of study as determined by the Institution.

This scholarship is cancelled if the partnering donor ceases support. In this circumstance, *FES* scholarship recipients will have to apply for Scholarship A.

FES scholarship recipients awarded Scholarship C will receive:

- Full funding of all fees required for the successful completion of their studies (books, stationary, uniforms, field trips etc.)
- Funding for or provision of laptop/I-Pad (post secondary *FES* scholarship recipients only.)

SCHOLARSHIP D: 'ENABLING SCHOLARSHIP'

These are short term scholarships which may be awarded in conjunction with Scholarship A & C. Funding is provided for 'enabling' course (computer skills, English language classes) which the student may require to be successful, or are course prerequisites, before commencing study or during the course of an existing scholarship.

FES Enabling scholarship recipients are required to request funding in writing at least 4 weeks prior to course commencement, outlining reasons for request & types of support required.

The scholarship is for the duration of the course of study as determined by the Institution & as approved by *FONAI*.

2.2.1 ELIGIBILITY FOR CONCURRENT SCHOLARSHIPS OR AWARDS

FES scholarship recipients are encouraged to apply for scholarships/awards relevant to their course of study, prior to the commencement of, or during, the course of *FES*

- the scholarship &/or award must be approved by FONAI, in collaboration with any relevant partners.
- *T&C* of existing *FES* will be reviewed on the basis of an assessment conducted by or on behalf of *FONAI*.

2.3 STUDENT BASIC ELIGIBILITY REQUIREMENTS

All assessments for scholarship applicant/recipient eligibility will be made on a case to case basis & on the basis of an assessment conducted by or on behalf of *FONAI* & in collaboration with any relevant partners.

A student is not eligible for a *FES* unless *FONAI* is satisfied that the student is not already in receipt of other sources of funding, from any other body not currently in an agreement with *FONAI* or not approved by *FONAI*.

2.3.1 CITIZENSHIP

A student is not eligible for a *FES* unless *FONAI* is satisfied that the student was born in & currently resides in Nepal.

2.3.2 DATE OF BIRTH

A student is not eligible for a *FES* unless *FONAI* is satisfied that the student is aged between 16 & 20 years of age at time of application.

2.3.3 LOW SOCIO &/OR ECONOMIC STATUS REQUIREMENTS

A student is not eligible for a *FES* unless the *FONAI* is satisfied that the student is able to demonstrate low socio-economic status. In assessing low socio-economic status to determine eligibility for *FES*, factors may include geographical isolation, stability of financial status, as well as family circumstances, such as illness, tragedy &/or bereavement, which may affect the level of family financial & other support.

2.3.4 NECESSARY PRE-REQUISITES TO STUDY AT THE REQUIRED LEVEL

A student is not eligible for a *FES* unless the *FONAI* is satisfied that the student can provide all relevant documents which demonstrate eligibility to study at the required level.

2.3.5 MULTI - FAMILY MEMBER/SIBLING SCHOLARSHIPS

FONAI does not offer *FES* to members of the same family (siblings) unless exceptional/extenuating circumstances apply.

Siblings of *FES* scholarship recipients may apply for scholarships once one family member has completed the scholarship & exited the program.

2.4 ON-GOING ELIGIBILITY REQUIREMENTS

(a) All scholarships are awarded on the basis that *FES* scholarship recipients will maintain full time enrolled status at a school to complete Year 1+ 2, or full time enrolment in an approved course of tertiary education for the duration of the scholarship.

(a) Full-time Student Requirements

A student whose course load falls below a full-time student load must have their *FES* eligibility status reviewed, in accordance with the ongoing eligibility requirements under paragraph 2.5 of these guidelines, & will be ineligible to retain their *FES* unless *FONAI* determines that there are exceptional circumstances which prevent the student from continuing to study on a full-time basis.

(c) To continue to be eligible for a *FES* a student must:

- be a Nepali citizen
- meet the low socio-economic status requirements specified in paragraph 2.2 of these Guidelines
- meet other eligibility requirements as specified in paragraph 2.5
- be enrolled in a Nepali school or higher education Institution
- adhere to the academic & administrative policies of the school &/or education institution at which they are enrolled;
- maintain academic passing grades
- meet any additional criteria outlines in the letter of offer
- provide confirmation of circumstances during the term of the scholarship if requested by *FONAI* & /or it's relevant partners.

FONAI RESPONSIBILITIES

FONAI is responsible for monitoring the ongoing eligibility of its *FES* scholarship recipients to ensure that each student continues to meet the eligibility requirements for *FES*.
FONAI must confirm a student's eligibility for an *FES* prior to making any payments.

2.5 MAXIMUM DURATION OF FES

An eligible student can be in receipt of a *FES* for successful completion time of course as determined by Institution & confirmed & approved by *FONAI*, in collaboration with any relevant partners.

2.6 LIABILITY

FONAI is responsible for managing & funding any liabilities above the scholarship allocation when that liability is created by *FONAI* awarding an *FES* beyond a student's allocated *FES*, on the basis of an assessment conducted by or on behalf of *FONAI*.

2.7 VALUE OF SCHOLARSHIPS

The value of a scholarship is determined case by case on the basis of an assessment conducted by or on behalf of *FONAI* & in collaboration with any relevant partners.

3.0 APPLICATION, SELECTION & OFFER PROCESSES & POLICIES

FONAI is responsible, in conjunction with any relevant partners, for the application, selection & offer processes & must make information about the processes, policies & terms & conditions of scholarship readily & publicly available.

3.1 APPLICATIONS

- a) Applications for *FES* must be submitted in complete, on the scholarship application form to *FONAI* *ESM* in a minimum of 4 weeks prior to the commencement date of the course.
- b) *FES* scholarship applicants are required to attend an interview process with panel which includes *FONAI* c/mee members, *ESM* & an independent advisor. This interview process may be conducted via SKYPE or speaker phone.
- c) Applications not supported by letter of recommendation from *ESM* will not be considered.
- d) Incomplete applications will be returned for resubmission with amendments as requested.
- e) Applicants will be informed of interview time/place at least 2 weeks before.
- f) Applicants will be notified by *FONAI* in writing of outcomes of application in due course.

3.1.2 SELECTION POLICY

FONAI must select *FES* scholarship recipients in accordance with its selection policy. (Part 2.1-2.3.4)

3.1.3 SCHOLARSHIP INTERACTIONS

- a) If the student has successfully completed an enabling course, the student is eligible progress as a full-time student to a Year1 +2 or undergraduate course & to either/or Scholarship A, B or C.
- b) *FES* recipients may request a transfer to another *FES* during the tenure of the *FES*
- c) Any request to transfer an *FES* requires a written application by the student outlining the reasons for the request.
- d) Once *FONAI* approves a transfer, written advice will be provided to the student indicating the *T&C* & commencement date of the approved transfer.
- e) All requests for transfer will be decided on a case to case basis & on the basis of an assessment conducted by or on behalf of *FONAI* & in consultation with any relevant partners.
- f) If request is refused, the student will be obliged to continue under original scholarship *T&C* or exit scholarship.

3.1.4 PRIORITY FOR THE OFFER OF FONAI SCHOLARSHIPS

In determining the allocation of *FES* to eligible *FES* scholarship recipients, under paragraph 2.3.2, *FONAI* should give priority in its allocation to scholarship applicants who have, or have had to, relocate from a regional or remote area to attend their course of study, & who meet the additional eligibility requirements outlined in paragraph 2.2.1-2.2.4 of these Guidelines.

3.1.5 OFFER PROCESS

- a) When making an offer of an scholarship *FONAI* must notify the applicant in writing & advise the applicant of the assistance to which they are entitled & the terms & conditions of the scholarship.
- b) *FONAI* may offer scholarships on request where such scholarships can be supported under the *FONAI* scholarship allocation.
- c) *FONAI* must ensure that *FES* scholarship recipients, at the time of accepting an offer of *FES*
 - accept the terms & conditions of the scholarship
 - agree to provide personal information to *FONAI*, & any relevant partners, upon request, in order for an assessment of the student's ongoing eligibility for a *FES*.

3.1.6 APPLICATION SUCCESS

- a) Successful scholarship applicants receive a letter of offer which details the scholarship *T&C*.
- b) Applicants who do not wish to accept a scholarship offered, must advise *FONAI* immediately in writing.
- c) Successful scholarship recipients details may be passed on to the school, donors &/or relevant partner organization.

3.1.7 PUBLICITY & PROMOTION

- a) Scholarship recipients details, including name, school, photograph, video & scholarship awarded may be passed on to media & used by *FONAI* & / or partner organisations for promotional purposes, including but not limited to the *FONAI*'s website, social media channels, print & electronic media.
- b) In the event that *FES* scholarship recipients attend functions held by *FONAI*, photos & videos of them at the event (along with name, school & scholarship), may be used for promotional purposes by the *FONAI* & / or our partner organisations, including but not limited to the *FONAI* website, social media channels, print & electronic media.
- c) It is agreed that the use of these photographs & videos shall in no way be used in any other forum other than official *FONAI* business.
- d) The scholarship recipient also waives the right to inspect or approve the finished product, the advertising copy or other matter that may be used in connection therewith or the use to which is may be applied.

3.1.8 LIABILITY WAIVER

Scholarship recipients agree to WAIVE, RELEASE, & DISCHARGE *FONAI*, its officers, associates & partner organisations from:

- any & all liability, including but not limited to,
- any liability arising from the negligence or fault of the entities or persons released,
- for death, disability, personal injury, property damage, property theft,
- or actions of any kind which may occur during or after the scholarship period,
- including during or after any travel undertaken as part of the scholarship.

3.1.9 KEEPING CONTACT DETAILS UP TO DATE

- a) All correspondence during the application process will be sent to the *ESM* & to the applicant's school's postal address, residential address or primary email address submitted in the scholarship application form.
- b) It is the responsibility of the scholarship recipient to inform *FONAI* of any changes to email, postal or residential address immediately.
- c) Please note, for scholarship recipients who are under 18 years of age, it is understood that a parent or guardian has read & agreed to the Scholarship Terms & Conditions on their behalf.

3.1.10 COLLECTION OF PERSONAL INFORMATION

- a) *FONAI* must ensure that they & any other person acting for & on their behalf comply with Information Privacy Principles when handling *FES* scholarship recipients personal information.
- b) *FONAI* & any other person acting for & on behalf of *FONAI*, must ensure when collecting personal information from *FES* scholarship recipients, that *FES* scholarship recipients are notified that their personal information will be used for the purposes of administering the *FONAI* program
- c) Personal information to be collected by *FONAI* includes:
 - the student's name; date of birth; address;
 - scholarship type.
 - photo ID
 - citizenship card

4.0 PAYMENTS

FONAI must pay the value of an *FES* to a successful scholarship recipient in accordance with these Guidelines.

4.1 It is *FONAI* policy that all payments (Course & Living Costs) will be made by electronic transfer where such facilities are available.

4..2 SCHOOL/COURSE/HOSTEL FEES

- a) *FONAI*, in collaboration with any relevant partners, will make payments directly to Institutions for eligible *FES* scholarship recipients who have accepted the scholarship & been offered a place in accordance with the rules of the Institution.

Where electronic payment facilities do not exist.

- a) *FONAI* will employ *ESM* to make payments directly to hostels for eligible *FES* scholarship recipients who have been awarded & accepted a scholarship & been offered a place, in accordance with the rules of the Institution.

4.2 LIVING ALLOWANCES

- a) *FONAI* will request that where it is legally possible all *FES* scholarship recipients have their own bank accounts for bi-monthly transfer of living allowances.
- b) *FONAI* will employ an *ESM* to make bi-monthly payments directly to *FES* scholarship recipients who cannot legally open a bank account.

5.0 TERMS & CONDITIONS OF SCHOLARSHIP

- c) Terms & conditions of *FES* scholarships are determined on a case to case basis & on the basis of an assessment conducted by or on behalf of *FONAI* & in consultation with any relevant partners.
- a) *FES* scholarship recipients must read & accept individual scholarship *T&C* in full.
- b) In accepting a scholarship from *FONAI*, it is understood that *FES* scholarship recipients have read & agree to comply with these .
- c) If *FES* scholarship recipient *T&C* under 18 years of age, must have a parent or guardian read & consent to these *T&C* on their behalf.

5.1 STUDENT REPORTING REQUIREMENTS

- a) A month after completion of the first six month period of study, the student must provide a Statement of Progress to *FONAI*, & any relevant partners, from the student's supervisor or a relevant academic authority.
- b) At the end of each academic year, for the duration of the scholarship, *FES* scholarship recipients will be asked to provide a report detailing how the year on scholarship funds has progressed.
- c) It is the responsibility of the scholarship recipient to provide this report to *FONAI* & /or it's partners by the specified time.
- d) Failure to return reports by the specified time may result in suspension of future payments
- e) A month after completion of the *FES*, the student must provide a final report to *FONAI* including a copy of their academic transcript.

FONAI reserves the right to contact the study Institution & request a student report as required.

5.2 SCHOLARSHIP TERMINATION

5.2.1 IMMEDIATE TERMINATION

FONAI WILL IMMEDIATELY terminate an *FES*

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 2.
- (b) once the maximum scholarship entitlement period has been reached
- (c) if *FONAI* determines that the student:
 - has failed to maintain satisfactory academic progress & there are no extenuating circumstances for such failure; or
 - has, after investigation by *FONAI*, committed serious misconduct, been involved in a criminal act &/or is under criminal investigation, during a course of study, including, but not limited to, the provision of false or misleading information within paragraph (5.1.3) of these Guidelines.

5.2.2 EXTENUATING CIRCUMSTANCES.

Extenuating circumstances may include, but are not limited to, severe disruptions, natural disasters, disability, ongoing illness, carer responsibilities & other education barriers which must have independent supporting documentation, & will be considered by *FONAI* on a case-by-case basis.

5.2.3 PROVISION OF FALSE OR MISLEADING INFORMATION

If *FONAI*, or a person acting for & on behalf of *FONAI*, knows or has reason to believe that a student in receipt of a *FES* has provided false or misleading information to *FONAI* or a person acting for & on behalf of the *FONAI* in relation to the *FES*, *FONAI* or a person acting for & on behalf of the

FONAI will immediately:

- re-assess the student's entitlement to the *FES*; &
- notify *FONAI* of the suspected offence & provide to *FONAI* the student's application & where possible, the original copies of any other relevant information requested by the *FONAI*.

In such circumstances the *FONAI* or the person acting for & on behalf of the *FONAI* should not communicate with or alert the student to the investigation of the possible offence.

Contact will be made in due course by *FONAI* Chairperson &/or representative.

If a scholarship is terminated payments are immediately suspended. Scholarship recipients may be required to repay some or all of the scholarship.

5.3 OFFICIAL WARNING

- a) *FONAI* will issue one official written warning if it is determined, on the basis of an assessment conducted by or on behalf of *FONAI*, & in collaboration with any relevant partners, that the student has failed to comply with any *T&C* of the *FES* as identified in these Guidelines & has failed to provide a reasonable explanation for the actions.
- b) The official warning will identify a probationary period, course of action & time lines for the student to follow, to rectify the situation & avoid termination/suspension of *FES*.
- c) In the event that it is determined that the scholarship recipient, on the basis of an assessment conducted by or on behalf of *FONAI* at the expiry of probation period, remains non-compliant with *T&C* of *FES*, the *FES* will be terminated immediately without further correspondence.
- d) Each situation will be considered on a case to case basis on the basis of an assessment conducted by or on behalf of *FONAI* & in collaboration with any relevant partners,

5.3.1 SCHOLARSHIP SUSPENSION/LEAVE

- a) *FONAI* may approve scholarship recipients written requests for periods of suspension/leave of an *FES* in accordance with its own policies. (5.5)
- b) The maximum suspension/leave *FONAI* can allow is one year.
- c) If a scholarship is suspended all *FES* scholarship *T&C* are suspended for the duration of the suspension/leave.
- d) Each request will be considered on a case to case basis, & on the basis of an assessment conducted by or on behalf of *FONAI* & in collaboration with any relevant partners,

5.4 TRANSFER TO ANOTHER COURSE OF STUDY DURING FES

- a) *FONAI* may approve written requests for transfer to another course during the course of *FES*.
- b) The student will not be precluded from continuing to access an *FES* during this period, so long as the program of study is approved by *FONAI*, & counts toward the requirements for a course of study approved by *FES*.
- c) All *FES* student eligibility criteria must be maintained by a recipient during this period.
- d) Each request will be considered on a case to case basis, & on the basis of an assessment conducted by or on behalf of *FONAI* & in collaboration with any relevant partners,

5.5 POLICY

In the event that a student wishes to apply for suspension, leave or transfer of an *FES*

- a) Student must submit written request to ESM at least 4 weeks prior to implementing changes, outlining reasons, unless extenuating circumstances apply.
- b) Each application will be considered individually, on the basis of an assessment conducted by or on behalf of *FONAI*, & in collaboration with any relevant partners.
- c) Applicants will be advised of decision in writing within 2 weeks of receipt of application.
- d) If request is refused, the student will be obliged to continue under original scholarship *T&C* or exit scholarship.

5.5.1 RE-APPLYING FOR A SCHOLARSHIP

- a) *FES* scholarship recipients who have requested & been granted suspension, leave or transfer of *FES* may re-apply in writing for a reinstatement of original *FES* during the suspension/leave period, or on successful completion of cross institutional course as approved by *FONAI*.
- b) *FES* scholarship recipients returning from suspension or leave who do not wish to resume existing *FES* must follow *FONAI* procedures for exiting or changing existing *FES*.
- c) All requests will be determined on the basis of an assessment conducted by or on behalf of *FONAI*, & in collaboration with any relevant partners.
- d) If re-application for *FES* is refused the student will have to exit the program immediately.

5.6.2 WORK

There is no limit on the income a *FES* student may receive from work. However, *FONAI* may review the *T&C* of the *FES* to ensure eligibility for scholarship is maintained.

5.6.3 TECHNICAL EQUIPMENT

If *FONAI* or any relevant partner, has provided a student with technical equipment as part of *FES*, *FONAI* does not offer any warranty period & accepts no liability for any loss or damage of the equipment. In the event that your scholarship is cancelled, *FONAI* will request the return of any technical equipment.

6.0 AGREEMENTS

In the event that *FONAI* partners with a likeminded organization to assist with funding of Scholarship B, C or D, a partnership agreement will be negotiated on a case to case basis with all parties concerned.

Agreements will be in place for the duration of the scholarship.

WAIVER

- a) *FONAI* reserves the right to amend these Terms & Conditions for commencing & continuing scholarship holders.
- b) Any questions about these Terms & Conditions should be directed to:
Chairperson *FONAI* 23 Centre Way, Belair 5052
Email: friendsofnepal@ozemail.com.au