



## **Guidelines for Administration of the Carr Legacy Program**

### **Selection of the Five Scholarships Recipients**

The Selection Committee tasked with selecting the five recipients of the Carr Legacy each year, will, comprise:

- a representative from the Parents and Citizens Association;
- the School Principal;
- a Deputy Principal; and
- a representative from each faculty area.

The same selection criteria are used each year to select the five candidates. Each year the Committee adopts a transparent approach to the selection of the five candidates.

The selection criteria are:

- Academic achievement (University entrance scores and HSC results)
- Involvement in Community and Extracurricular activities
- Demonstrated Leadership Capacity
- High level participation in school events
- Commitment to Learning (school reports)
- Financial need
- Attendance (school reports)
- Social development (school reports)

Each year, students in Year 12 will be given the opportunity to apply for one of five scholarships to the value of up to \$10000.00. Application forms will clearly identify the selection criteria and will be published in the school's weekly newsletter and distributed to Year 12 students at the end of term 4 in each year. Students applying for a scholarship will need to address each of the above criteria specifically using the Carr Scholarship application form. The selection committee will rank student applications based on the evidence provided by the student using the application form as well as documentary evidence supplied by the school from previous student and school reports.

### **Use of the Funds**

The award is given for the purpose of supporting the student's progression to university through the payment of course fees, accommodation costs and the purchase of related texts and equipment. The award shall be in the form of \$10000.00 of financial credit to be paid upon provision of a receipt or tax invoice. **Please contact the School Principal or School Administration Manager prior to purchasing goods.**

Scholarship funds will be released to a student when the student has enrolled and commenced at university. **The funds are only valid for the first year of university.**

Should a student be eligible to receive a scholarship but does not want to start university study in the immediate year following school completion the student can apply to have their scholarship deferred for up to one year only.

The selection committee will meet early in each new year (once universities have resumed) to review applications and decide on successful scholarship applications.



## **Funds Management**

The funds associated with the Carr Legacy will be managed in accordance with Departmental regulations. These funds will be placed in a Richmond River High School term deposit account with Westpac to be renewed or reinvested on an annual basis. Each year the school will seek ongoing financial advice from Westpac to assist the Committee in determining the most appropriate investment account in which to place the funds remaining from the Carr Legacy.