



LONG BAY COLLEGE PERSONAL EXCELLENCE SCHOLARSHIP FOR STUDENTS POLICY

FEBRUARY 2020

PURPOSE:

1. To support students with special talents who have achieved, or have the potential to achieve, excellence in one or more fields of endeavour.
2. The special talents may be in sport, cultural, the arts, service or academic pursuits.
3. The scholarship aims to provide incentive to maturing excellence that will bring credit to the recipients and to the school.

ELIGIBILITY AND NOMINATIONS:

1. Applications will be received from students in Year 9 to 12.
2. Nominations may be received from Staff on the nomination form, although being nominated is not a requirement of the application.
3. The scholarship is for support in the following 12 months, unless otherwise approved.
4. The scholarship is for students while attending Long Bay College and participating in Long Bay College teams, or groups, or activities in their field of endeavour.

NUMBER AND VALUE:

1. The number and value of the scholarships may be adjusted at any time by the Board of Trustees up to the value of \$5,000 per annum.

DISBURSEMENT:

1. Scholarship funds are held by the College and may be used to cover such costs as fees, uniform, coaching, tuition, transport, or any other approved expenditure that supports the students in their endeavours.
2. Under exceptional circumstances the Board of Trustees may vary these conditions.
3. On the advice of the Principal, the Board of Trustees may withdraw the scholarship at any time.

CRITERIA:

Applicants will be evaluated against the following criteria:

- Ability or potential in their chosen field of endeavour.
- Proven commitment to and involvement in the chosen field of endeavour at Long Bay College.
- A willingness to act as an ambassador for Long Bay College in the community.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New		3/9/02	By Andrew Stewart, Board Chairperson
Amended and approved		7/9/04	By Andrew Stewart, Board Chairperson
Reviewed 11/05	12/05		
Review continued February 2006	7/3/06	4/4/06	By Andrew Stewart, Board Chairperson
Reviewed 15/4/08	15/4/08	6/5/08	By Richard Griffin, Board Chairperson
Amendment 12/2008	3/3/09	7/4/09	By Richard Griffin, Board Chairperson
Under review 20/4/10	4/5/10	1/6/10	By Rob Gosling, Board Chairperson
Under review April 2011	7/6/11	5/7/11	By Rob Gosling, Board Chairperson
Under review 20/8/13	12/11/13	3/12/13	By Robyn van der Sande, Board Chairperson
Under review 11/8/2016	6/12/16	6/12/16	By Robyn van der Sande, Board Chairperson
Under review 3/12/19	3/12/2019	4/2/2020	By Kevin de Jong, Board Chairperson



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PROCEDURES

1. Students may apply at any time.
2. Applications must be on the application form, available from the Principal.
3. Nominations for suitable applicants may be made by any staff member on the nomination form, although a staff nomination is not a requirement for application, and all nominees need to submit an application on the standard application form.
4. Applicants may be interviewed by a Sub Committee.
5. Within one month of drawing down the scholarship, recipients must provide a report to the Board of Trustees outlining what they have accomplished in their field of endeavour and how they believe the scholarship has helped in this.
6. Advertising procedures:

Advertisement	Timing
Long Bay College Newsletter	Term 1 each year
Long Bay College Staff meetings and Staff email requesting nominations	Term 1 each year
Long Bay College Website	Insertion



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APPLICATION FORM

Name: _____ Year Level: ____ Proposed Scholarship year: _____

Field of Endeavour: Sport / Cultural / Academic (*please circle one or more*)

Specific Activity/ies: _____

Significant achievements:

Year	School attended	Significant Achievements

Achievement Targets during Scholarship: _____

Achievement Targets following Scholarship: _____

Student signature: _____

Parent signature: _____

Date: _____

- Please include: A photograph of the applicant suitable for newsletter or newspaper publicity.
 At least one reference statement from a person who is familiar with your achievements in the field of endeavour.

For additional information, please attach a separate sheet.

Please refer to the **Guidelines for Applicants Information Sheet** when filling out this application form.



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GUIDELINES FOR APPLICANTS

Field of Endeavour: Sport / Cultural / Academic (*please circle one or more*)

Specific Activity/ies: Write your specific activity eg: Violin, Rugby, Athletics, Shotput, Graphics, Business subjects, Swimming etc.

Significant achievements: In this table on the form, write down as many achievements that you can think of that show your achievements in your chosen activity. If there is not enough space in the table, please attach other sheets. You do not need to include with your application copies of award or certificates etc. For example:

Year	School attended	Significant Achievements
2009	? _____ Intermediate	Won prize for..... Represented school in team..... Club champion in event, team, etc
2010	? _____ High School	Represented school in..... Received prize for NZ finalist in etc
2011	Long Bay College	

Achievement Targets during the Scholarship:

Write what you hope to achieve in your Scholarship activity during the period of the scholarship.

Achievement Targets following year of Scholarship: Write where you believe you will be in the activity in future years, for example: Aiming for National team in ? sport within 5 years. Aiming for selection in Olympic team in ? sport in ? Olympics. Planning to study to be Doctor at University

Attached Reference Statements:

Ask your school or club coach, tutor, instructor, etc, or perhaps your parent to write about your achievements to date, as well as talking about your potential. It would normally be up to a page long. You can include statements from more than one person. People who write reference statements for you may be contacted by the school to ask for more information so please provide contact details.

Attached Photo:

The photograph(s) may be used in school newsletters for successful applicants, so a good photo of you taking part in your activity, or taking part in a specialist room subject would be good. It/they can be in the form of a jpg file on a memory stick or disk if you wish.

Nominations:

Sometimes a teacher may nominate you for this Scholarship. They will also write something about you that will be considered. You DO NOT have to be nominated, although if you are applying for the Scholarship in an Academic area, a reference from a teacher would be a very good idea. If you are nominated, you will be contacted and asked to fill out the standard application form and submit it to the Principal's Executive Assistant.



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STAFF NOMINATION FORM

Nominated Student: _____ Year level: _____

Nominating Teacher: _____

Reason for Nomination:

Notes:

1. Some students may not be aware of their potential and may benefit from your encouragement to apply.
2. It is suggested that you read the Policy and Procedures and Guidelines before writing your nomination.
3. Applicants are required to fill out application form. You may help them with this if you wish.
4. In Sport, Instrumental Music and other areas there are usually outside coaches/tutors. A reference statement from one or more of these will be expected. However, in Academic areas you may be the only referee. This may determine the length and detail of your statement.
5. Add further sheets if you wish, or attach this as a cover sheet for a typed statement.
6. Queries to Principal's Executive Assistant.