**National Technical Services**

*Personal Best Scholarship Guidelines (for coordinators)*

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**PURPOSE**
To recognise the students' in St Clair High School doing their Personal Best, as well as encourage and help them to continue working hard and achieving greatness.

**NTS'S DEFINITION OF PERSONAL BEST**
May or may not come first or get top results, HOWEVER demonstrates hard work and perseverance by doing their best in any/all areas despite circumstances.

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**Application Process:**
- Scholarships are to be advertised by, at least, Term 3 through school newsletters, Year Assemblies, notices, etc. so that all students, parents/caregivers and teachers are aware of the procedures required to apply for this scholarship.
- Applications received starting Term 3 until a date chosen in Term 4 (a few weeks before end of year Presentation Night).
- Teachers can/should nominate students they know are achieving their personal best, and encourage them to apply for the scholarship.

*PLEASE NOTE: Students that have previously received this scholarship are not eligible for another.*

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**Assessing Criteria:**
- Only open to Year 7, 8 and 9 students currently attending St Clair High School
- Application of 500 words or less (not including documentary evidence)
- Has demonstrated their Personal Best in two or more of the following areas of schooling (specifically during that year):
  - School work / Homework / Assignments
  - Attitude / Behaviour
  - Extra-Curricular activities within the school
  - School service
  - Other

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**Judging Process:**
- Judging will take place at St Clair High School in Term 4, after applications are closed and when all Panel members can attend.
- Panel of judges include:
  - SCHS Scholarships Coordinator
  - Year 7, 8 and 9 Year Advisers
  - NTS Scholarships Representative
- Six Scholarships in Total ($300 each)
  - Two for Year 7 (preferably 1 boy and 1 girl)
  - Two for Year 8 (preferably 1 boy and 1 girl)
  - Two for Year 9 (preferably 1 boy and 1 girl)
  - If there is less than 2 nominees for Yr 7, 8 or 9, then the remaining scholarship/s can be given to another nominee in Yr 7, 8 or 9
    *(e.g. 1 x Yr 7, 3 x Yr 8, 2 x Yr 9)*
Award Conditions:
- The value of this Award is $300. Award funds are to be distributed as follows.
  o Funds will be awarded to 2 students from the Year 7, 8 and 9
  o The Award is presented at the Term 4, end of year Presentation Night.
  o Funds will be released in Term 1 of the following year (after the award was presented), and only on receipt of an acknowledgement letter addressed to National Technical Services.
  o Funds are to be used within 3 years of receiving the award.
  o If there is a balance of monies at the end of the school year this amount will be carried forward into the following school year.
- The value of the Award is to be best used for school related expenses.
- Recipients are not able to use funds for refundable deposits.
- Purchases made will be reimbursed, on receipt of an Approval Notice for Scholarship Funds (with original receipt/s attached) to the Senior Administration Manager, after authorization from the Principal. Each claim must be a minimum of $20.00.
- The value of the National Technical Services Scholarship not used is retained by the school for redistribution, as necessary.
- No part of the National Technical Services Scholarship may be taken as a cash settlement.
- If a student should leave the school the value of the Scholarship not used is retained by the school for redistribution, as necessary.
- Failure to continue satisfactory attendance and Award conditions may terminate the Award.
- Annual correspondence for the life of the scholarship with National Technical Services is a mandatory condition attached to this Award.