*PPOANSW together with PACCOA are pleased to present:*



**The Kerry Thomas Scholarship Fund**

*The Kerry Thomas Education Scholarship is named after Kerry Thomas who worked within Corrective Services for almost two decades. On the day of her passing, she was to be awarded a District Recognition Award for ‘Excellent Leadership & taking pride in developing a positive culture’. Kerry served on both the PACCOA and PPOA Executive committees and dedicated her career to the development and support of others.*

**Who can apply?**

Current financial members of the Probation and Parole Officers’ Association (PPOA) NSW and The Probation and Community Corrections Officers’ Association (PACCOA) can apply. Eligible applicants must be active financial members of PPOA and/or PACCOA; life members who wish to apply must also be making active current financial contributions to PPOA and/or PACCOA in order to be eligible for the scholarship. Current members of the PPOA/PACCOA Executive Boards are precluded from applying.

**Scholarship Guidelines**

All loans shall be made to financially assist members in furtherance of

1. Accredited criminology, psychology or other behavioral science related studies.
2. Academic research programs as approved by the Executive in the theory or practice of Corrections and/or behavioural change work; or
3. Industry related educational programs and conferences in accordance with the following categories:

**Category 1**

Shall be available to members who are planning to, or are currently undertaking, full-time or part-time study leading to career opportunities within Corrections relevant to their state. A certificate of successful completion must be provided.

**Category 2**

Shall be available to members who wish to complete an academic research program or other training which will directly contribute to furthering their career within Corrections relevant to their state. Evidence of how the completion of this program or training will benefit their professional and/or personal development must be supplied.

**Category 3**

Shall be available for members who wish to attend or complete a professional development session or course which will directly contribute to furthering their career within Corrections relevant to their state. Evidence of how the completion of this program or training will benefit their professional and/or personal development must be supplied.

**Scholarship Value**

The value of each scholarship is at the determination of the PPOA and PACCOA Executive and life members. Scholarships will be awarded as a contribution toward the cost of courses or conferences up to a maximum value of $2000 per applicant, and amounts awarded may vary between categories. The total value of scholarship funds is $15,000. Funding pools will be divided however can be combined at the discretion of the Scholarship Sub-committee.

As an example, the funding may be divided as follows. This is not prescriptive but provides an example of how the funds may be allocated.

* 5 X $2000 Grants
* 4 X $1000 Grants
* 10 X $100 Grants.

**How are scholarships awarded?**

The awarding of scholarships is at the discretion of Scholarship Sub-Committee under the joint Executive Boards of the PPOA and PACCOA. All applications will be reviewed and considered initially by the scholarship coordinators, which will be comprised of one member of PPOA and one member of PACCOA. The applications will then be submitted for review to members of the Scholarship Sub-Committee in the month following the application close date, wherein applications will be de-identified and reviewed anonymously, so as to be awarded based solely on the merit and quality of

the submitted application. All applicants will be informed of the outcome of their application in writing immediately following that meeting.

Funds will be provided by direct bank transfer following confirmation of the recipient accepting the scholarship.

The scholarship is designed to provide financial assistance for costs associated with one (1) academic year only.

*Consideration will be given to the receipt of any other PPOA/PACCOA sponsorship awarded in the preceding 3 years*. Money for scholarships will be paid in Australian dollars to an Australian bank account.

**Scholarship Rules**

If for any reason you do not proceed with, defer, or in any other way postpone your course /conference etc or do not complete your scholarship request you must notify the Scholarship Coordinator immediately via [kerrythomasscholarship@gmail.com](mailto:kerrythomasscholarship@gmail.com)  
The Scholarship Sub-Committee will then review your situation and notify you of their decision with regards to the funds that have been provided to you.

A scholarship may be suspended or terminated at any time during its currency, either at the recipient’s request or, if in the opinion of the Scholarship Sub-committee:

1. The recipient does not behave in accordance with the PPOA Code of Ethics (Appendix 3 PPOA Constitution) and the Communities and Justice Code of Ethical Conduct Guide.

2. The recipient fails to undertake the course or visit, or complete the research funded by the scholarship.

3. If a scholarship is terminated or suspended as above, all monies of the scholarship must be returned within four (4) weeks of the suspension or termination.

**How do I apply?**

Application Open date:  **1st April each year.**

Applications Closing date: **31st July each year**.

The online application form is accessible from the PPOA and PACCOA websites.

[**www.ppoansw.com.au**](http://www.ppoansw.com.au)[**www.paccoa.org.au**](http://www.paccoa.org.au)

Applications must be made on the official application form of the Kerry Thomas Scholarship Application.

Applications to the scholarship are for the following academic year, e.g. if your application is made in 2021, the scholarship is for studies in the academic year 2022.

As outlined in the Kerry Thomas Scholarship application form, you are required to complete the following and email the documents to [kerrythomasscholarship@gmail.com](mailto:kerrythomasscholarship@gmail.com)

* The completed Kerry ThomasScholarship Application form
* Attach one written and signed statement of support (see below)
* Attach supporting documentation as outlined on page 7 of the application form
* Budget details
* Signature of applicant and date.

The written and signed statements of support should outline the applicant’s capacity to undertake the proposed course or study and state what advantage the proposed course or study would be to the applicant, their local office, the Corrections profession and the community.

Statements of support are preferable on letterhead and should be signed by the referee.

Once the Online Application has been submitted, applicants will receive an email to confirm that their application has been received by the Scholarship Coordinators.

**Scholarship Enrolment and proof of completion**

Proof of enrolment/registration is required prior to any monies being paid.

All successful applicants will also be required to sign a letter confirming receipt of the scholarship funds once they have been transferred and received. Failure to return this confirmation within the designated timeframe will result in the applicant forfeiting their scholarship and they will be required to return the awarded funds to the PPOA and/or PACCOA.

All successful applicants are also required to supply a short report within 3 months of the completion of their course/conference/study or research program, and include, if applicable, their academic results from the academic year in which the scholarship was awarded. Permission will be sought to publish this report for promotional material. A member of the executive may contact recipients for further discussion around their experience and feedback to improve processes and future opportunities.

**The completed application form and all associated documents must be emailed to**[kerrythomasscholarship@gmail.com](mailto:kerrythomasscholarship@gmail.com) **by 31 July each year. Requests for extension will not be granted in any circumstance.**

Applicants must upload scanned copies of supporting documentation in the Online Application in order to be considered for a scholarship. Once an application has been submitted, the applicant will be unable to edit their application themselves.

Applications must be submitted by email to the below email address:

Email: [kerrythomasscholarship@gmail.com](mailto:kerrythomasscholarship@gmail.com)

Confirmation of receipt of your application will be sent within 5 working days. If this confirmation

is not received, please contact the Scholarship Coordinator at [kerrythomasscholarship@gmail.com](mailto:kerrythomasscholarship@gmail.com)

**Selection Policies**

Please note that the level of demand for academic scholarships significantly exceeds the number of scholarships available and not all eligible applicants will be successful. Successful and unsuccessful applicants will be notified by email no later than 31 October in the year of application.

**Once applications are received, they will be de-identified prior to being put before the Scholarship Sub-committee; this is a safeguard that has been put in place to ensure that the Scholarship Sub-committee reviews applications anonymously and without bias, based solely on the merit of the application rather than the personal attributes/identity of the applicant.**

A person will not be selected for a Kerry Thomas Scholarship unless the Scholarship Sub-committee is satisfied that they meet the eligibility criteria for a scholarship, as set out in the Scholarship Rules.

Successful applicants will be determined by the Scholarship Sub-committee and selection is completely at the Sub-committee’s discretion.

Academic scholarships will be awarded with consideration to a range of factors including, but not necessarily limited to academic achievement; demonstrated leadership and/or community service; financial need; program preferences, and; relevance to professional development.

Assessment of leadership achievements and/or community service will be based on information contained in the scholarship application. The Executive will make its own judgement about what constitutes the most meritorious cases.

The Executive reserves the right not to offer all the scholarships available and to set a maximum limit on scholarships available for any one program.

By providing bank details, applicants accept the offer of the Professional Scholarship, agree to abide by the rules and terms and conditions of the scholarship, and agree to provide any information relevant to assessing their ongoing eligibility for a scholarship.

**Appeals process**

The award of a Professional Scholarship to selected recipients is entirely at the discretion of the Scholarship Sub-committee and no appeals regarding the non-award of a Professional Scholarship will be entered into.