

**Townsville Business Womens Circle (TBWC)  
Bank of Queensland (BOQ) Castletown \* Educational Bursary**

The following terms and conditions apply to TBWC, BOQ Castletown Education Bursary to ensure fairness and equity amongst all applicants and grant recipients.

1. TBWC will provide the successful applicant/s with a one-off bursary, which has been provided by Bank of Queensland Castletown and via other fundraising. The bursary amount will be determined by TBWC but will be up to \$1,500.00 per bursary recipient, and it is in the discretion of the TBWC to determine the number of recipients. TBWC shall not be required to provide reasons for its refusal to make a grant or the amount that is agreed to be granted.
2. The grant amount must be used for educational or professional development\*\* of a women aged 15 years or above. The TBWC prefers to make payment direct to any organisation for such education or professional development and reserves the right to make such payments and to request invoices for such education or professional development as opposed to providing a lump sum cash payment.
3. If the grant recipient spends grant money on a purpose or project different to the approved purpose TBWC will be entitled to recover any monies paid.
4. If, at any time, the educational course or professional development training or process is no longer possible and cannot be completed in the manner described in the application, the bursary recipient must advise TBWC of the inability to complete the course/training within two weeks of this becoming apparent. TBWC may agree to a variation in the purpose and scope of the project provided that the variation still meets the eligibility criteria and expenditure of the bursary will be completed by the date stated in paragraph 5.
5. The term of the grant will be as determined by TBWC for each recipient, having regard to their circumstances, however, if not determined it will be for a 12 month period commencing from the date the grant is provided. This means that expenditure of the bursary must be completed by the date that is 12 month's from the grant being provided.
6. The recipient will provide to TBWC any information and/or evidence requested of them in relation to the recipient's enrolment or attendance at a course or event which was the reason for the bursary being provided. The recipient must provide the information within 5 business days of the request from TBWC.
7. Should the actual total cost of the educational or professional development (for which the bursary has been sought) cost more than the bursary, TBWC will not be responsible for, or obliged to pay, monies additional to the amount provided.
8. Should the actual total cost of the educational or professional development (for which the bursary has been sought) cost less than the bursary amount then the grant is limited to the lower amount and, if applicable, any excess funds repaid to TBWC upon request.
9. The grant recipient shall not do or say anything, or cause anyone else to do or say anything, that may prejudice or cause damage to the name and reputation of TBWC.



10. The grant recipient acknowledges that they may be contacted by TBWC or BOQ Castletown for the purpose of marketing and promotional events.
  
11. All bursary monies are inclusive of any GST payable by the bursary recipient.

..... (Sign)

..... (Date)

\*BOQ Castletown is owned by Lecore Holdings Pty Ltd ATF The Leonardi Family Discretionary Trust trading as BOQ Castletown (ABN 85692619543)

\*\*Professional development means a process or training of improving and increasing an individual's capabilities whether that be through access to education and training opportunities, through outside organisations, or simply by attending an event or opportunity to develop a skill held.