

**POLICY / PROCEDURES**

**PNS-01**

The 1997 Annual Conference resolved to allocate funds to honour the contribution to the M.E.U., and in particular the education and training of Union members, by our esteemed colleague and friend the late Phil Smyth.

It is suggested that the Union distribute these funds for the educational assistance of members and their families.

It is recommended that the disbursement will be across four categories.

The Manager Administration and Finance has carriage of this fund, however, should difficulties and or conflicts arise this matter should be directed to the General Secretary.

**Category 1**

- Higher School Certificate

Payment of up to \$1000.00 (a pro rata payment may be awarded) to assist low income employees by providing financial support for own child undertaking the Higher School Certificate.

A maximum of one Scholarship per parent/guardian (member) will be awarded; however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded

A maximum of four (4) Awards at 1,000 each or up to \$4,000 per annum will be paid under this category.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

1. Member must be a financial member of the USU for a period not less than five (5) years
2. Combined household income must not to exceed \$120,000.00 (proof may be required i.e. statement of family income)
3. For single parent or self, income must not exceed \$70,000 per annum (proof may be required i.e. statement of family income)
4. Must provide proof of child enrolled for years 11 and or 12

5. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met

## **Category 2**

- Tertiary Education
- Industrial Relations Studies or
- Local Government Foundation Studies Operation Certificates.

The Union will contribute up to \$1,000 towards fees, and text expenses for members or their child undertaking Industrial Relation Courses at TAFE or in providing access for members to undertake modules in the Operational Certificates.

A maximum of one Scholarship per parent member; however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded to one family.

A Maximum of four (3) Awards or up to \$3,000 per annum will be paid under this category.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

1. Member must be a financial member of the USU for a period not less than five (5) years
2. Combined household income must not to exceed \$120,000.00 (proof may be required i.e. statement of family income)
3. For single parent or self, income must not exceed \$70,000 per annum (proof may be required i.e. statement of family income)
4. Must provide proof of child enrolled for tertiary education – child must be a dependent
5. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met

## **Category 3**

- University Studies

The Union will contribute up to \$1,000 towards university fees or books for those members or the son/daughter completing a semester of study or continuing their professional education program. Preference will be afforded to applications that identify a leaning towards industrial or political study.

A maximum of one Scholarship per parent (member); however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded to one family

A Maximum of four (3) Awards or up to \$3000 per annum will be paid under this category.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

1. Member must be a financial member of the USU for a period not less than five (5) years
2. Where scholarship is sought of son/daughter, son/daughter must be under the age of 21 and dependant on the parent
3. Combined household income must not to exceed \$120,000.00 (proof may be required i.e. statement of family income)
4. For single parent or self, income must not exceed \$70,000 per annum (proof may be required i.e. statement of family income)
5. Proof of enrolment must be submitted to the Union
6. Scholarship awarded for a maximum of two (3) years per applicant if all other conditions are met

#### **Category 4**

- Industry Scholarship Contribution

This grant is provided to an Industry project that assists in the educational development of a member into middle and senior management.

This scholarship is applicable to members (self) only.

A maximum of one (1) Award or up to \$2,000 per annum will be paid under this category.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

1. Member must be a financial member of the USU for a period not less than five (5) years
2. Combined household income must not to exceed \$120,000.00 (proof may be required i.e. statement of family income)
3. For single (self's) income must not exceed \$70,000 per annum (proof may be required i.e. statement of family income)
4. Proof of enrolment must be submitted to the Union
5. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met

Persons who are not successful in securing a scholarship, may appeal to the General Secretary of the Union in writing.

The General Secretary will investigate said application and provide feedback within 14 days from the date the appeal received by the Union.

Where the General Secretary feels an error has been made, the General Secretary will have the authority to amend the situation.

**Policy reviewed by:  
Management**

**December 2014**

**Policy endorsed by: Executive**

**June 2010  
27 May 2012  
December 2014  
December 2016  
June 2018**

**Policy amended: Management Team**

**1 May 2012  
December 2014  
June 2018**

**Policy review date:**

**2021**