

International Scholarship Application Form



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As the world's largest director institute, the Australian Institute of Company Directors can help advance your international directorship career. For more than a decade, we have provided governance training to over 1,000 leaders from Asia, the Pacific, the Middle East and Europe.

We are pleased to launch our International Scholarship Program for 2018, offering one full scholarship place for each of our International Company Directors Courses in Hong Kong, Singapore and Dubai, and one full scholarship place for our Fiji Directors Course. We will also award AICD membership for a period of twelve months to each successful applicant.

International scholarships are being offered to directors, aspiring directors and community leaders who would otherwise be unable to attend governance programs due to financial constraints.

International scholarships are available to individuals of organisations with annual revenue of less than AUD \$1 million. People of all nationalities are welcome to apply.

Selection criteria

- Each applicant must be a director, aspiring director or community leader of an organisation with an annual turnover of less than AUD \$1 million
- Each applicant must describe why without the international scholarship they would not be able to attend such training
- Each applicant must describe the benefits they would receive as an individual in undertaking such training
- Each applicant must describe the benefits that their organisation or broader community would receive by undertaking such training
- Each applicant must provide supporting documentation

Applicant details

Personal details

Mr / Mrs / Ms / Miss / Dr / Other: _____

First name: _____

Middle name: _____

Surname: _____

Gender: Male Female Other

Nationality: _____

Course selection:

International scholarships are available for the following courses. Please only select those courses that you are available to attend. Please note that you can select more than one course. **Applications close Friday 6 April 2018**

- Fiji Directors Course
Monday 16 to Wednesday 18 July 2018
- International Company Directors Course, Singapore
Monday 13 to Friday 17 August 2018
- International Company Directors Course, Hong Kong
Monday 3 to Friday 7 September 2018
- International Company Directors Course, Dubai
Sunday 14 to Thursday 18 October 2018
- International Company Directors Course, Singapore
Monday 19 to Friday 23 November 2018

Organisation name: _____

Organisation type:

- Not-for-profit
- Non-government
- Private
- Public

Annual Turnover:

- Less than AUD \$1 million
- Over AUD \$1 million
(Note: ineligible to apply)

Position:

- Board chair
- Non-executive director
- Executive director/CEO/
Manager
- Audit committee
- Risk committee finance
committee
- Nominations committee
- Remuneration/HR
committee
- Sustainability committee
- Other:

1. Describe your current role and organisation. (Max. 200 words)

2. What features of your current situation impact your ability to attend this course without a scholarship? (Max. 200 words)

3. Describe how you believe this scholarship would benefit you, your career and board aspirations? (Max. 200 words)

4. How would this scholarship allow you to benefit your organisation and broader community? (Max. 200 words)

5. Please attach relevant documentation that you believe will support your application. For example, an endorsement letter from your organisation or a professional reference.

Terms and Conditions

1. Introduction

By submitting your application for the Australian Institute of Company Directors' (the "AICD") International Scholarship (the "International Scholarship"), you are deemed to have accepted these Terms and Conditions.

2. Details of the Scholarship

- 2.1 International Scholarships shall be comprised of:
 - 2.1.1 Attendance at either the AICD's International Company Directors Course ("ICDC") in Singapore or Hong Kong or Dubai, or the Fiji Directors Course in Fiji (each, a "Course");
 - 2.1.2 Waiver of the full fees payable for the respective Course; and
 - 2.1.3 Membership to the AICD for a period of twelve months, or a membership extension for a period of twelve months for existing.
- 2.2 The AICD reserves the right to substitute or vary any aspect of the International Scholarship as determined solely by the AICD.
- 2.3 The International Scholarship is not transferable or exchangeable for other AICD products or services, and cannot be redeemed for cash.
- 2.4 The International Scholarship does not cover travel expenses, accommodation and allowances.

3. Eligibility

- 3.1 To be eligible to apply for the International Scholarship, the applicant must at the time of application and if successful, must throughout the duration of the Course, be an individual who:
 - 3.1.1 Is employed by an organisation with annual revenue below AUD \$1 million; and
 - 3.1.2 Has not been disqualified from being a director of a corporation or its equivalent;
 - 3.1.3 Is able to provide supporting documentation in respect of any responses submitted on their Application Form, and/or any verification required by the AICD in respect of Section 3 of these Terms and Conditions.

4. Selection Process

- 4.1 Applications will be reviewed and determined by the AICD Education and International division (the "Selection Committee"). Members of the Selection Committee shall refrain from assessing any applications where there is a conflict of interest.
- 4.2 The Selection Committee may in its absolute discretion decide not to grant any of the International Scholarships if it considers that there are no applicants or not enough applicants who satisfy the Eligibility Criteria outlined in Section 3. The decision of the Selection Committee is final.
- 4.3 Applicants who have applied for the International Scholarship in more than one Course location will be reviewed and assessed against other applicants who have applied for the respective Course, and successful applicants will only be awarded one International Scholarship.

5. Submission of Applications

- 5.1 Applications must be submitted by email to international@aicd.com.au no later than 11:59pm AEDT Friday 6 April 2018.
- 5.2 The information provided in the International Scholarship Application Form must be true and accurate as at the time of submission.

6. Outcome

- 6.1 Successful applicants will be notified via email (the "Offer") within two weeks after the Application Close Date or any other such timeframe the Selection Committee advises.
- 6.2 Each successful International Scholarship applicant ("Recipient") must:
 - 6.2.1 Comply with any AICD Policies and Procedures applicable to Course Recipients as issued by the AICD from time to time;
 - 6.2.2 Satisfy himself or herself of any tax or visa consequences; and
 - 6.2.3 Comply with any additional requirements as described in the Offer.
- 6.3 Where requested by an applicant, feedback may be given by a member of the Selection Committee in its sole discretion and where is deemed by the AICD to help advance the applicant's director career or organisation's interests.
- 6.4 Highly commended applicants may be offered one year complimentary membership to the AICD at the Selection Committee's sole discretion.

7. Marketing

Upon completion of the Course, Recipients will be invited to submit an article via the AICD's marketing communications channels.

8. Breach of Terms and Conditions

If a Recipient fails to comply with these Terms and Conditions, the AICD may in its sole discretion require the Recipient to reimburse the AICD for any reasonable expenses in connection with the award of the International Scholarship.

9. AICD's Privacy Statement

You consent to the AICD collecting, using and disclosing your personal and sensitive information as defined by the Privacy Act 1988 (Cth) for the purposes of us considering your application and if you are a Recipient, administering the International Scholarship including but not limited to:

- 9.1 Notifying you by email as to the outcome of your application;
- 9.2 Providing a copy of your application and supporting documentation to all members of the Selection Committee;
- 9.3 Releasing your name and professional biography in media releases regarding the International Scholarship (unless you instruct us otherwise);
- 9.4 Contacting you from time-to-time via email, telephone or mail in relation to the International Scholarship, opportunities and events related to the International Scholarship;
- 9.5 Maintaining your International Scholarship record; and
- 9.6 For direct marketing to you by us, the AICD's sponsor or third parties. If your Personal Information is disclosed for this purpose, you will be given the opportunity to opt-out of receiving these communications. Without limiting these Terms and Conditions, your Personal Information will be handled in accordance with the AICD's Privacy Policy: <http://aicd.companydirectors.com.au/global/privacy/complete-privacy-policy>

Consent and declaration

I hereby declare and certify that the information provided in this application is true and correct and that I am not aware of any circumstances which may affect my application other than those I have disclosed in writing as part of my application. I agree to Australian Institute of Company Directors making any enquiries it considers appropriate in relation to my application and using information obtained as a result of those enquiries and the information provided by me in considering my application. Those enquiries may include anything relevant to assess whether I am a fit and proper person, including relevant criminal history, information from public sources (including bankruptcy) and checks with people I have had dealings with in my current and previous roles. I understand that I may be asked to provide further information or consents in relation to those enquiries.

Signature:

Date:

We are unable to process this form without the declaration being signed and dated.

Privacy statement

We use the information in this application to assess your eligibility for the membership related application you are making and to otherwise manage your membership. When we collect information of a sensitive nature (such as criminal history, health information, referee or financial information) from you, we only use or disclose it to assess and process your application. We use date of birth to identify you in our records. Otherwise we use information in membership related applications (including date of birth) and records of your interactions with Company Directors to provide information and services aligned with your specific needs and to keep track of your Director Professional Development points. Corporations Law requires us to keep a register of members containing name and address and to disclose this information on request. Some of our contracted service providers are located in other countries including US, UK and Singapore. We take reasonable steps to ensure these service providers do not breach the Australian Privacy Principles (APPs). If you authorise Company Directors to contact your personal/ executive assistant, you must give them the details of this notice. If your assistant contacts us on your behalf we will ask them to identify themselves using the contact information you gave us. Unless you opt-out we publish a list of new members and other membership milestones (for example, graduation) in our Company Director Magazine. Unless you opt-out we will send you marketing communications with offers of benefit to you from Company Directors and selected partners (via letters, telephone and electronic communications such as email and SMS) until 12 months after you cease to be a member or your last interactions with us. Log into the Company Directors website to opt-out or contact Company Directors by phone or email. For more about our information handling practices including how you can ask for access to and correction of the personal information we hold about you and how to make a complaint see our privacy policy at companydirectors.com.au/general/privacy-policy