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| **APPLICATION FORM FOR HOUCHEN SCHOLARSHIP** | | | | | | | |
| **First Name(s)** |  | | | **Last Name** | |  | |
| **Address** |  | | | **Phone Number** | |  | |
| **Email** |  | | | **Date of Birth** | |  | |
| **Employer (CEAS member firm)** | | |  | | | | |
|  | | | | | | | |
| **Sponsor Name (Principal of same member firm)** | | |  | | | | |
| **Email** |  | | | **Phone No.** | |  | |
| *Not applicable if applicant is Principal* | | | | | | | |
|  | | | | | | | |
| **Please attach your current CV and proof of identity (for example copy of a drivers licence or passport)** | | | | | | | |
| Please provide a **brief description** of the: | | | | | | | |
| **Type of Activity** (e.g. conference, workshop, short course, further education and details of the training, e.g. provider/institution, location, start and finish dates, duration, resulting qualification (if any). | | | | | | | |
|  | | | | | | | |
| **Reasons for the Activity, anticipated outcomes and benefits to the applicant and the member firm.** | | | | | | | |
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| **Applicant:**  I agree to the Terms and Conditions of the Scholarship. I acknowledge and agree that CEAS may publish my name and name of my employer, photos and Scholarship details for promotional purposes should my application be successful*.* | | | | | | | |
| **Applicants Signature** | |  | | | **Date** | |  |
|  | | | | | | | |
| **Sponsor:**  I recommend the Applicant for the Don Houchen Scholarship, and personally and on behalf of my firm agree that CEAS may publish my name, and name of my firm and photos for Scholarship promotional purposes should the application be successful**.** | | | | | | | |
| **Sponsors Signature** | |  | | | **Date** | |  |
| *Not applicable if applicant is Principal* | | | | | | | |

**TERMS & CONDITIONS**

1. The Scholarships shall be known as **The Don Houchen Scholarships.**
2. One or more Scholarships may be awarded annually from a total scholarship fund of $25,000 per annum. The scholarship is valid for one year but tenure may be extended in special circumstances up to a total of three years.
3. The Scholarships shall be offered annually to employees of the CEAS member firms with at least three years of full-time consulting experience. Applications must be sponsored by a principal of the member firm in which the applicant is employed.
4. The Scholarships shall be awarded annually by the CEAS Board on the recommendation of a Selection Committee consisting of two Board members and a representative from Aon.
5. The Scholarships are open to applicants who are citizens or permanent residents of New Zealand, resident in New Zealand.
6. Selection will be based on the quality of the application and its alignment with the scholarship selection criteria and objectives current at the time of the application.
7. Applications close with the Selection Committee on 1 March in the year of the award. Applications will include the applicant’s curriculum vitae, copy of passport or other proof of identity, a brief description of the proposed activity providing the details specified in the application form, and the name of the sponsor and member firm.
8. All short-listed applicants may be required to attend an interview with one or more members of the Selection Committee.
9. A decision will be made by the Board at its March meeting and the successful applicant(s) advised within seven working days.
10. The Board’s decision will be final and no correspondence will be entered into.
11. The Board may decide not to award a Scholarship in a year if none of the applications is considered to sufficiently satisfy the selection criteria and objectives.
12. Payment of the Scholarship(s) will be made on receipts (original) being provided or at milestones as agreed with the successful applicant(s).
13. CEAS may feature the successful applicant(s) and the name of their employer(s) in publicity material about the scholarship e.g. CEAS Indemnity Matters, CEAS Roadshow, AON Professional Risks and CEAS websites, ACENZ and IPENZ publications.
14. The successful applicant(s) will be required to provide a brief update to the Selection Committee at 6-monthly intervals on progress with the Scholarship activity.
15. If requested by CEAS, the successful applicant(s) on completion of their Scholarships will do a presentation as part of the next local annual CEAS Road show (any reasonable travel and accommodation costs to be met by CEAS) and provide brief articles on their Scholarship progress, experience and reflections for CEAS Indemnity Matters and the CEAS website.
16. A Scholarship shall automatically cease to be available to a successful applicant who through withdrawal or failure to meet any programme requirements is no longer eligible to retain the Scholarship.
17. The Scholarship may be withdrawn at any time should a successful applicant bring the member firm or CEAS into disrepute.
18. The CEAS Board reserves the right to change any of these Terms and Conditions.

**CLOSING DATE:** 1 March 2019

**VALUE OF** One or more Scholarships

**SCHOLARSHIP:** with a combined value of up to $25,000

**TENURE:** Up to 3 years

**NUMBER ON OFFER:** Varies

**OFFER RATE:** Annually

These Scholarships were established in 2015 and are funded by AON Professional Risks.

The main purpose of the Scholarships is to encourage and support practising consultants in CEAS member firms to develop commercial acumen and risk management skills.

**SELECTION PROCESS:**

Application is made to the Selection Committee. The Committee assesses the applications. The Scholarships are awarded by the CEAS Board on the recommendation of the Board’s Selection Committee.

**CONFIDENTIALITY/PRIVACY:**

All applications will be treated in confidence and may be retained by CEAS subject to the provisions of the Privacy Act 1993.

CEAS may feature the successful applicant(s) and the name of their employer(s) in publicity material about the scholarships. Some general information on the nature of the Scholarship activity may be used if appropriate but only with an applicant’s prior approval.

**Applications should be sent to Gary Smith:** [**gsmith@tonkintaylor.co.nz**](mailto:gsmith@tonkintaylor.co.nz)