

Trusts and Bequests Prizes and Scholarships Guidelines

LEGAL AND RISK
DIVISION OF SERVICES AND RESOURCES

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CRICOS Provider Number 00123M

For each prize/scholarship you must :-

- x Spend the income allocated from the Endowment Fund (up to 5%) in the year it is allocated
- x Regularly review the value of the prize/scholarship so that it is in line with the maximum annual distribution of 5%
- x Only spend the annual income in compliance with the prize/scholarship rules and the wishes of the donor

Branch about any rule changes

- x Keep copies of all relevant correspondence (for example with the Donor) and prize rules on RMO file
- x Keep School/Faculty's website up to date with current rules
- x NOT use the funds for a purpose other than that specified by the donor
- x NOT spend more than the annual income distribution (unless Legal and Risk Branch advise you that the terms of the donation/bequest permit you to do so)
- x NOT allow annual income distributions to accumulate in the operating project
- x NOT vary the amount awarded annually from the value stipulated in the Deed

Branch

- x NOT consolidate or split endowment funds without seeking advice from Legal and Risk Branch and the written approval of the Executive Dean

For assistance please contact [Jackie Morris](#), Trusts Officer on 8313 5804

Further information:-

- x [Giving Policy5 >>BDC /CS1 cs 0 0 1 scn 09 Td <96JCF7 i2TE0j /CS1 c63-1217.j ETx Establishing and Administering a Prize](#)
- x [Establishing and Administering a Scholarship](#)

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