



2012 ACIRT Education Foundation Application Form

Important information

Please see the guidelines regarding the Nominee written testimonial Pro-Forma.

Please complete sections A to F of this form.

Section A - Applicant's Details

Mr/Mrs/Ms/Miss	Surname	
Given Name(s)		
Current ACIRT Member Number (if applicable)		
Date of Birth (dd/mm/yyyy)		
Telephone	Mobile	
Street Number / PO Box	Street Name	
City	State	Postcode

Section B - Nominee's Details

Name / Organisation		
Current ACIRT Employer Number (if applicable)		
Street Number / PO Box	Street Name	
City	State	Postcode

Section C

Nomination for a Foundation Award is made on behalf of the applicant by the following (please tick the appropriate box):

- EDUCATIONAL INSTITUTION
 CURRENT ACIRT EMPLOYER
 SPONSOR (TRADE UNION / EMPLOYER ASSOCIATION)

ACIRT SPONSORS ARE:

- MASTER BUILDERS ASSOCIATION (NSW)
- THE AUSTRALIAN INDUSTRY GROUP
- THE CIVIL CONTRACTORS FEDERATION (NATIONAL OFFICE)
- THE MASTER PLUMBERS AND MECHANICAL CONTRACTORS ASSOCIATION (NSW)
- THE AUSTRALIAN COUNCIL OF TRADE UNIONS (ACTU)
- THE CONSTRUCTION FORESTRY MINING AND ENERGY UNION (CONSTRUCTION AND GENERAL DIVISION) (CFMEU)
- THE COMMUNICATIONS ELECTRICAL AND PLUMBING UNION (PLUMBING DIVISION) (CEPU)
- THE AUSTRALIAN MANUFACTURING WORKERS UNION (AMWU)
- THE AUSTRALIAN WORKERS UNION (AWU)

Contact Details



ACIRT Education Foundation
PO Box 66
Wentworth Falls NSW 2782



Telephone messages can be left on:
02 4757 4762
(between 9.00am - 8.00pm)



or by facsimile on:
02 4757 4763



or visit website on:
www.acirt.com.au



2012 Foundation Awards

Information guide and application form

Introduction

The Trustees of the Australian Construction Industry Redundancy Trust Education Foundation invite potential applicants to review the attached information which offers financial assistance to individuals. These grants are known as "Foundation Awards". **Note also, that the official application form must include details from the nominee (generally the ACIRT participating employer) and include a written testimonial.** (see attached Pro-Forma guidelines)

Please note: 'Foundation Awards' are:

- a) a "one off" grant that will be made to individuals, or in certain circumstances made over 3 years.
- b) they are not repayable by the successful recipient.
- c) expected to be tax exempt if made to recipients who were attending an education institution full time or part-time study on the basis that the "award" is a gift. Recipients should seek professional tax advice.

What are the ACIRT education foundation awards?

ACIRT Pty Limited is the trustee of a charitable trust called the 'Australian Construction Industry Redundancy Trust Education Foundation'. This charity will consider applications from ACIRT Members who are studying or intending to undertake full time or part time study in a course related to the Building & Construction industry at an educational institution.

The general requirement is that the applicant is currently an ACIRT member who has received contributions during the financial year. (refer to the Eligibility Definition overpage).

ACIRT foundation awards offer the following types of financial grant:

1. Financial Grants will be reimbursed to Eligible Persons for:

- the actual course fee;
- the cost of textbooks, course materials and similar incidentals associated with the course and / or
- travel and living costs (overseas courses will be considered).

OR

2. Financial Grants will be paid direct to the Educational Institution if requested for:

- Unpaid fees for TAFE, University or Other recognised education institutions.
- HECS deferral debts.

NOTE: Under either option, the Foundation requires photocopies of expenditure, unpaid accounts or other evidence establishing the applicants course registration, debt deferral etc that is relevant to the applicant.

What education or training courses are acceptable?

The Foundation will reimburse eligible persons expenses in attending or wishing to attend a Building and Construction course offered at any School, College (TAFE), University or other recognised institution.

Please read all the information contained within before completing the attached form.

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Who is eligible?

The applicant must be one of the following:

- a) an individual who is a current member of ACIRT who has received ACIRT contributions during the current financial year, or
- b) an individual who is nominated by any ACIRT sponsor, or
- c) an individual who is studying or intending to undertake full time or part time study (in a subject related to the Building & Construction Industry) at a technical college, university or other facility and qualifies under (a) or (b) above, or
- d) an individual, who in the Trustees opinion has made a significant contribution to the Building and Construction Industry and qualifies under one of the above conditions.

How do I apply?

Applications must be made on the attached form. Full details and evidence of performance must be provided together with the persons statutory declaration and a written testimonial from the sponsor, current ACIRT employer or educational institution. Completed application forms must be mailed to:



ACIRT Education Foundation
PO Box 66
Wentworth Falls NSW 2782



Telephone messages can be left on:
02 4757 4762
(between 9.00am - 8.00pm)



or by facsimile on:
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or visit website on:
www.acirt.com.au

Application period

The current application period is from the 1 February 2012 to the 31 May 2012.

Please note the following important information about this form.

1. All incomplete applications will be rejected. It is in each person's interest to complete all information together with providing photocopies of course results, testimonials, etc.
2. All decisions made by the Trustee to approve foundation awards are final. The Charity cannot guarantee that every eligible applicant will be successful as funding is limited.
3. Tax Statement
 - a) Grants to assist in full time education at a school, college or university should be exempt from income tax under the full time education exemption in the tax legislation.
 - b) One off grants for part time study at schools, colleges or universities and for full time study at other institutions should be exempt on the basis that the grant is a gift. Where more than one grant is received for education that is not full time education at a school, college or university, then the grants may be taxable. Recipients of such grants should seek professional tax advice.

Grant Amounts

Grants include "one-off" amounts capped at \$5,000. In regard to university degree courses, grants can be made over 3 years at \$5,000 per year (subject to satisfactory performance).

ACIRT Sponsors are:

- MASTER BUILDERS ASSOCIATION (NSW)
- THE AUSTRALIAN INDUSTRY GROUP
- THE CIVIL CONTRACTORS FEDERATION (NATIONAL OFFICE)
- THE MASTER PLUMBERS AND MECHANICAL CONTRACTORS ASSOCIATION (NSW)
- THE AUSTRALIAN COUNCIL OF TRADE UNIONS (ACTU)
- THE CONSTRUCTION FORESTRY MINING AND ENERGY UNION (CONSTRUCTION AND GENERAL DIVISION) (CFMEU)
- THE COMMUNICATIONS ELECTRICAL AND PLUMBING UNION (PLUMBING DIVISION) (CEPU)
- THE AUSTRALIAN MANUFACTURING WORKERS UNION (AMWU)
- THE AUSTRALIAN WORKERS UNION (AWU)

Pro-Forma Guidelines

Re: Written Testimonials

Each application form must include a separate written testimonial from the nominee (being the Employer, sponsor employer organisation or sponsor trade union) if possible.

Mandatory Information

1. Current address and contact details of nominee (letterhead will suffice).
2. Time nominee has known the applicant.
3. Applicants current employment status and brief details on his/her employment in the Construction Industry.
4. Details (if any) of existing formal qualifications held by the applicant (i.e. Diploma, Degree or Trade qualifications etc).
5. Reason why the nominee is supporting the applicant (i.e. outstanding achievement/contribution to the Construction Industry, enthusiasm and potential of applicant, achievement balance against difficult personal or other circumstances).
6. A statement that the nominee accepts responsibility to report back to the Foundation on the outcome, achievements and that the grant was used for the approved purpose. (Note, this is only required where the applicant is not being reimbursed for expenditure already incurred).

Discretionary Information

7. Any other information.

Section D

Please complete the following details on educational institution, school, technical course or other facility together with providing a **one page testimonial that includes the information stated in the Pro-Forma guidelines attached. This testimonial must be signed by each nominee.** Copies of academic achievement and other reasons for the nomination **should be enclosed** together with evidence of educational expenditure incurred.

Name of Institution / School / Technical College / University / Other

Street Number / PO Box

Street Name

City

State

Postcode

Brief Description of Course

Amount Claimed

\$

Section E - Payment Details

Please complete the following payment details. Cheques to be paid to the following:

Name of Payee / Institution

Street Number / PO Box

Street Name

City

State

Postcode

Section F - Statutory Declaration by Applicant

I , being a: *current* ACIRT member
 currently employed by a participating ACIRT employer
 person nominated by a sponsor (*Trade Union/Employer Association*)

hereby declare that the above information is true and correct. This statement is made under the Oaths Act.

Signature of applicant

Date (dd/mm/yyyy)

Please return this application form, copies of receipts, academic achievement and other testimonials, *before the 31 May 2012*, to:

The Administrator
ACIRT Education Foundation
PO Box 66
Wentworth Falls NSW 2782
Fax: 02 4757 4763

- If you require more than one Nomination Form, you may photocopy this form, download a form from our website @ www.acirt.com.au or request an original by leaving a telephone message on: **02 4757 4762**