



Yara Pilbara

Academic Excellence Scholarship

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Document Approval

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| 0 | M Garratt / L Holder | S Larsen | SR | 09.08.2016 |
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Revision History

| Rev | Date | Description | Author |
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| 0 | 14.07.2016 | New document issued for use | M Garratt |
| 1 | 31.01.2017 | Update section 5.4.2 to clarify the purpose of Vendor Details Form. | M Garratt |

Audit

This procedure shall be reviewed / revised:

- Where an audit identifies a need to review;
- Following an incident involving this procedure; or
- At least every 2 years.

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1 Purpose

The purpose of this procedure is to outline the guidelines for students to follow in submitting an application for Yara Pilbara's Academic Excellence Scholarship and outline the process for awarding and managing the scholarship through to conclusion.

2 Scope

This procedure applies to all candidates and recipients of the Yara Pilbara Academic Excellence Scholarship, the secondary schools that participate in the scholarship program and the Yara Pilbara personnel that govern the procedure and complete any required administrative duties.

3 Definitions & Acronyms

| Term | Definition |
|--------------------------|--|
| Candidate | Students eligible to apply for the scholarship |
| Course | Tertiary studies the recipient is enrolled in as part of the Scholarship |
| Recipient | Winner of the Academic Excellence Scholarship |
| Scholarship | Yara Pilbara's Academic Excellence Scholarship |
| Secondary Studies | High school education – year 7 to year 12 |
| Shall | Denotes that the requirement is mandatory |
| Should | Denotes the preferred action, but is not mandatory |



4 Roles and Responsibilities

| Position | Accountability |
|----------------------------|--|
| Yara Pilbara | Provide opportunities and support for students seeking career pathways roles that align to at Yara. |
| Human Resources Department | Govern the procedure and guidelines and review recipients' adherence to the procedure. |
| Finance Department | Process financial benefits to the recipients and maintain recipient details and payment records. |
| Training Coordinator | Custodian of this procedure. Facilitate the running of the scholarship. Responsible for the administration and communication of the scholarship. |
| Applicant / Recipient | Adherence to the procedure. |

5 Procedure

Yara's focus on the development of its future professionals starts with providing opportunities and assistance for students that are seeking a future in a career in a role aligned to positions that would become available at Yara Pilbara. The support offered within this procedure is providing financial assistance for tertiary education through the means of a scholarship, awarded to one student each year at the conclusion of their secondary education

5.1 Scholarship Funds

A grant of \$2,500.00 will be available to be claimed by the recipient at the conclusion of each semester. This equates to a maximum of \$20,000.00 that can be claimed by the recipient over a four year period. Each of these semester payments can only be claimed in the semester they are allocated to. There is no option to "rollover" one semester payment into another semester. If a recipient does not claim the full amount of \$2,500.00 available within one semester, any remaining unclaimed amount is forfeited, reducing the overall scholarship amount available.



5.2 Eligibility

This scholarship is open for submissions from students who have, or are completing their final year of secondary studies in the same year as the scholarship application. Applicants shall be either:

- applying to undertake an approved engineering or sustainability pathway or
- been accepted into an approved engineering or sustainability pathway at an Australian tertiary educational institution in the subsequent year.

Only applicants with an Australian Permanent Residency or Australian Citizenship will be accepted in applying for the scholarship.

5.2.1 Approved Course of Study

Yara will be accepting submissions for students that are undertaking the following career pathways:

5.2.1.1 Engineering Pathway

Undergraduate – Any Bachelor's Degree with a Major in Engineering Science

Leading into:

Postgraduate – Master of Professional Engineering specialising in:

- Chemical Engineering
- Electrical and Electronic Engineering
- Mechanical Engineering

5.2.1.2 Sustainability Pathway

Undergraduate – Any Bachelor's Degree with a Major in Environmental Science

Leading into:

Postgraduate – Master of Environmental Science specialising in:

- Environmental Management
- Land and Water Management
- Geographic and Information Science and Environmental Management

Undergraduate – Any Bachelor's Degree with a Major in Agricultural Science

Leading into:

Postgraduate – Master of Agricultural Science specialising in:

- Agricultural Economics
- Agricultural Systems
- Genetics and Breeding
- Soil Science and Plant Nutrition



5.3 Academic Excellence Scholarship Application

The Yara Pilbara Academic Excellence Scholarship recipients are selected through an assessment process based upon:

- Written Application
- Referee Reports
- Face to Face Interview (if requested)

Applications open on the first (1st) of October and close on the first (1st) of December each year. All information relating to the scholarship, accompanied with any required documentation, will be provided to the participating secondary schools to distribute to the students. Included in the documentation is a “Guideline for Applicants” (250-912-FRM-YPF-0003) outlining the description of activities, expectations and key information relating to the application process for the candidates.

Candidates are also requested to provide examples of:

- leadership qualities/skills;
- community involvement;
- academic success.

To ensure alignment to Yara’s future career opportunities for the individual they must also provide:

- the university and course they have been accepted into and why they believe they would be successful in this course.
- An outline of their career aspirations. Explain how tertiary study will help them achieve their career aspirations.

5.3.1 Written Application Requirements

Candidates are required to submit a portfolio as part of their application consisting of the following information:

- Application Form Cover Page (provided as part of the Guideline for Applicants);
- Photocopy of two most recent school reports;
- Two (2) written personal references.
- An outline why they believe they have been a successful student at school.



5.3.2 Assessment Process and Scholarship Decision

Upon receiving all applications for the scholarship, Yara will decide on a winner within 2 weeks from the application close date.

The following guidelines shall apply:

- The review of the applications shall include no less than three (3) Yara representatives, with the winning application being decided by a collective agreement between all those involved in the review.
- A set scoring system outlining the assessment criteria shall be used by all Yara representatives completing the review of applications.
- The candidate's suitability to participate in Yara Pilbara's Vacation and Graduate Engineer programs will form part of the assessment criteria.
- The winning recipient of the scholarship shall be notified verbally and in writing by a Yara representative within 4 weeks of the application close date.
- The outcome for all unsuccessful scholarship applications shall be notified in writing by Yara Pilbara within 4 weeks of the application close date.
- A presentation ceremony involving the recipient and family members, their secondary school, Yara representatives and any representation from the education department/government shall take place to award the scholarship to the recipient.

If the recipient of the scholarship fails to be accepted into an approved engineering course in the subsequent year from their secondary studies, the scholarship will be awarded to the candidate with the next highest score from the application review (scholarship runner up).

Recipients can request in writing a delay of their scholarship for up to twelve (12) months for the purposes of a planned gap year. A written application (letter from the recipient) for a gap year will only be accepted within two (2) weeks from the verbal notification by Yara of the scholarship attainment. Approval of a delay of the scholarship for the purposes of a gap year will be at the discretion of Yara.



5.4 Financial Management

Once the Scholarship has been awarded to the recipient, all financial management of the scholarship will be administered by the Yara Pilbara Human Resource and Finance departments. Yara Pilbara will provide an information pack to the recipient with all required documentation to set up and manage the scholarship. The following documentation shall be included:

- Vendor Details Information for Scholarship Recipients
(250-912-FRM-YPF-0004)
- Academic Excellence Scholarship Agreement
(250-912-FRM-YPF-0005)
- Vendor Details Form
(710-861-FRM-YPF-0001 and 250-912-FRM-YPF-0006)
- Funds Reimbursement Application Form (Eight (8) copies for the duration of the scholarship)
(250-912-FRM-YPF-0007)
- Scholarship Agreement Amendment Form
(250-912-FRM-YPF-0008)

5.4.1 Academic Scholarship Agreement

Prior to Yara processing any payments regarding the scholarship, there shall be a signed agreement in place that outlines the responsibilities and obligations required under the Scholarship.

5.4.1.1 Terms and Conditions

The Academic Excellence Scholarship Agreement outlines all the terms and conditions of the scholarship. Any breach of these terms and conditions will result in an immediate suspension of the agreement. Any continuation or cancellation of the agreement will be decided by Yara as a result of a full review.



5.4.2 Vendor Details Form

In order to process payments into the recipient's nominated bank account, a vendor details form will need to be completed and forwarded to Accounts Payable YP_payable@yara.com. If the recipient wishes to change bank account information with Yara, a new Vendor Details Form will need to be completed accompanied with any required documentation as outlined within the document.

The Vendor Details Form is designed to set up a company with an account for the purpose of processing financial payments in Yara's financial system, not for the purpose of creating accounts for individuals to receive payments. For this reason some of the information that is required on the Vendor Details Form will not be relevant to the recipient of the scholarship.

An information cheat sheet has been created to guide a recipient through completing this document as an individual and to ensure correct information is received by Accounts Payable.

5.4.3 Funds Reimbursement Form

A Funds Reimbursement Application Form is used by the recipient to claim back payments made for course fees only. The recipient is required to submit this form to Yara at the conclusion of each semester, accompanied with the following additional required documentation:

- Academic transcript
- Course payment receipt

Guidelines on the criteria required to receive any reimbursement of funds is outlined in the Academic Excellence Scholarship Agreement.

5.4.4 Scholarship Agreement Amendment

In the instance that a change is required to the original agreement made between the recipient and Yara, a Scholarship Agreement Amendment form will need to be submitted to Yara for approval. This includes but not limited to a delay in the commencement of the agreement, temporary suspension of the agreement, a change in the qualification being undertaken or a change in the educational Institution where the approved study is being completed.



5.5 Claim Procedure

5.5.1 Creation of an Account

No claims can be processed or payments made to the Recipient until all documentation outlined in section 5.4 of this procedure has been received, approved and processed by Yara.

A copy of all approved documentation shall be provided to the recipient.

Once approval has been granted, the recipient shall be set up as a Vendor by the Accounts Department in SAP. When this Vendor set up is complete, a Purchase Order shall be raised for the full amount of the Scholarship within a nominated GL account and Cost Centre approved by the Accounts Department.

5.5.2 Submitting a Claim

Upon the completion of each semester, the Recipient lodges a Funds Reimbursement Form accompanied with the end of semester results and all proof of payments they are seeking reimbursement for to the Training Department (yp_training@yara.com).

The Training Department reviews the submitted documentation to ensure all requirements outlined within the Academic Scholarship Agreement have been met. The Training Department and Human Resources shall grant approval on the Funds Reimbursement Form and provide a copy of this approval to the Recipient.

5.5.3 Processing Payments

Once the claim has been approved by both the Training Department and Human Resources, a copy of the signed Funds Reimbursement Form and the claims proof of payment documentation shall be submitted to Accounts Payable (YP_payable@yara.com). The claim shall be attached to the Purchase Order and an electronic transfer made into the nominated bank account as outlined on the Recipients Vendor details Form.

6 Records

The Training Department is responsible for retaining all records for the scholarship applicants and recipients. A scholarship recipient file shall be created for all winners of the scholarship, retaining all relevant documentation.

All scholarship records are to be retained for 7 years from the scholarship final payment date for a recipient (total of 11 years).



7 Reference Documentation

This procedure should be read in conjunction with the following

7.1 Yara Pilbara Documentation

| Document No | Document Title |
|--------------------------------------|---|
| 250-911-FRM-YPF-0003 | Guideline for Applicants |
| 250-911-FRM-YPF-0004 | Academic Excellence Scholarship Letter of Information |
| 250-911-FRM-YPF-0005 | Academic Excellence Scholarship Agreement |
| 710-861-FRM-YPF-0001 | Vendor Details Form |
| 250-911-FRM-YPF-0006 | Vendor Details Information for Scholarship Recipients |
| 250-911-FRM-YPF-0007 | Funds Reimbursement Application Form (Eight (8) copies for the duration of the scholarship) |
| 250-911-FRM-YPF-0008 | Scholarship Agreement Amendment Form |

7.2 Supplementary, Legislative & Regulatory Documentation

Not applicable