

SISTERS OF CHARITY FOUNDATION SCHOLARSHIP APPLICATION FORM

CLOSING DATE: 4 AUGUST 2019

SELECTION CRITERIA

- Be an Australian citizen or Australian permanent resident, and living in NSW
- Be studying or intending to study an approved Australian Vocational Education and Training (VET) Course at TAFE NSW at Certificate II, Certificate III, Certificate IV, Diploma or Advanced Diploma level full time
- Be currently in out-of-home care, or have previously been in out-of-home care
- Demonstrate that they are experiencing educational disadvantage and financial hardship
- Demonstrate educational disadvantage and financial hardship
- Demonstrate academic achievements, commitment and motivation to study and to successfully complete the course and gain employment
- Correctly complete this application form and attach all supporting documents indicated
- Include a personal statement in support of their application indicating how they believe the scholarship will assist them with their studies and in their future career. This statement should give a sufficient explanation of the applicant's background and current circumstances to enable TAFE NSW to judge their eligibility, need and merit
- Must be willing to act as an ambassador for the scholarship program and make themselves available, within reasonable limits and personal availability, to respond to requests to promote the scholarships with particular emphasis on the benefits they have gained as a result of the awarding of the scholarship

IMPORTANT INFORMATION

- Late applications, or applications which are incomplete, will NOT be accepted
- If your name on any of your documents is different from your application form, you must provide evidence of name change, for example, marriage, divorce, or change of name certificate
- Those short listed may be invited to attend an interview
- Please type your responses in the application form. Please note that handwritten applications will not proceed.
- Access to computers is available through TAFE NSW libraries.
- Please keep a copy of your application and attachments
- All applicants must agree to abide by the decision of the assessment committee and no appeals will be entered in to

SUBMIT YOUR APPLICATION BY 4 AUGUST 2019

Email: si.scholarship@tafensw.edu.au



SECTION 1 - PERSONAL DETAILS

Family name:

Given names:

Date of birth (dd/mm/yy):

Residential address:

Email:

Phone number:

Student ID number:

(if available - refer to
your TAFEcard)


USI ID number:
(if available)

Are you an Aboriginal and/or Torres Strait Islander? Aboriginal Torres Strait Islander No

Residency status: Australian Citizen

 **Note:** Attach proof of citizenship e.g. birth certificate/passport

Australian Permanent Resident

 **Note:** Attach proof of permanent residency status e.g. passport including visa grant notice

SECTION 2 - COURSE DETAILS

Course name:

Course number:

TAFE NSW location:

Start date:

End date:

Expected completion date:

Is this course full-time? Yes No

SECTION 3 - FINANCIAL DETAILS

3.1 Have you received a TAFE NSW scholarship before? Yes (go to 3.2) No (go to 3.3)

3.2 What year did you receive the scholarship? How much did you receive?

How did the scholarship support in completing your course?

3.3 Have you applied for or are you currently a recipient of any other scholarship, bursary or grant?

Yes (go to 3.4) No (go to 3.5)

3.4 Name of scholarship, bursary or grant:

Funding body:

Year awarded:

Value per year:

Duration of assistance:

3.5 Are you currently receiving Centrelink benefits? Yes (go to 3.5.1 and 3.5.2) No (go to 3.5.3 and 3.5.4)

3.5.1 Which Centrelink payment/s or benefit/s do you receive?

Parenting payment - sole

Health Care Card

Parenting Payment - partnered

Rental Assistance

Austudy

Youth Allowance - living at home
(assessed on parent income)

Newstart Allowance

Youth Allowance - living independently
(not assessed on parental income)

Disability Support Pension

ABSTUDY

Other - please specify

Care Payment

3.5.2 Please ensure you provide copies of your latest Centrelink Income Statement.

3.5.3 If you are NOT on Centrelink benefits, please provide a copy of your Australian Taxation Office (ATO) assessment notice for the previous financial year to demonstrate your taxable income.

3.5.4 Please provide any other documentation you consider relevant to demonstrate your financial circumstances (e.g. weekly budget, payslips, etc.)

3.6 Are you currently employed? Yes (go to 3.6.1) No (go to Section.4)

3.6.1 Describe what your employment arrangements will be when you commence your studies.

SECTION 4 - OUT-OF-HOME CARE DETAILS

4.1 Are you aged 15-17 years and are currently in out of home care?

NO (go to 4.2) Yes

If YES, please select and attach one of the following pieces of evidence:

a copy of the Children's Court Care Order, or

a copy of the Confirmation of Placement letter, or

a letter from Family and Community Service or the Out-of-Home Care Designated Agency verifying that you are in statutory or supported care, or

any other evidence which clearly shows that you are in out of home care.

4.2 Are you aged over 18 years of age and have previously been in out of home care?

No Yes

If YES, please select and attach one of the following pieces of evidence:

a copy of the expired Children's Court Care Order, or

a copy of the 'leaving care' letter from the Minister for Family and Community Services, or

a letter from Family and Community Services verifying you were previously in statutory or supported care, or

any other evidence which clearly shows that you were previously in out-of-home care.

SECTION 5 - ACADEMIC DETAILS

5.1 In what year did you complete Year 12?


 Please provide copies of your Tertiary Entrance Statement if Year 12 was completed in 2018 or in the previous 5 year period.

5.2 Have you undertaken any post-school study? YES (go to 5.2.1) NO (go to 5.3)

5.2.1 Name of institution

Course attended and status (complete/ continuing / withdrawn / failed etc.)

 Please attach any relevant transcripts.

5.3  Please provide evidence of most recent and/or relevant academic records (i.e. copies of testamurs or academic transcripts) and industry based awards and achievements.

If you attach transcripts of academic records of ungraded units, that show your results as 'Competent' or 'Not Yet Competent', please provide evidence of a high performance level in your studies. This could be in the form of assignment cover sheets that show your grade or mark for individual assessments or a letter/email from your teachers confirming your high academic achievement.

SECTION 6 - SCHOLARSHIP REQUEST

Please describe how the scholarship will be used.

SECTION 7 - APPLICANT STATEMENT

This section is for you to provide the Scholarship Assessment Committee additional information to assist them in assessing your application.

The scholarship is awarded on the basis of academic achievement and financial hardship as well as personal qualities such as motivation, leadership potential and contribution to both your school/TAFE NSW and the wider community.

You are required to include a personal statement of no more than 300 words that describes your leadership and community service activities and achievements to date. As well, you need to describe how your financial circumstances and how out-of-home care experience has impacted on your studies and life and how you think this scholarship will assist you to realise your study and career ambitions.

Please tell us about your commitment to your chosen industry.

Please describe your career goals.

Please describe your financial circumstances.

Please describe how out-of-home care experience has affected your studies and life.

Please tell us how being a recipient of a scholarship will assist you to achieve your study and career ambitions.

Please tell us about your key and proudest academic achievements.

Please describe your future goals.

Please describe your contributions in the community and highlight any achievements or involvement.

If you were unsuccessful in securing a scholarship, describe what other arrangements you have in place to support your study.

SECTION 8 - REFEREE DECLARATION

Please provide the details of one referee. **The referee cannot be a family member, relative or friend.** Examples include your Teacher, Head Teacher, TAFE NSW or other registered Counsellor, Teacher Consultant, Case Worker, Religious Leader, previous or current employers.

Please inform the referee that he/she may be contacted by TAFE NSW.

Name:

Position:

Organisation:

Contact number:

Email:

In addition, your referee must complete the following referee statement. The referee statement must be dated and signed.

Please state your relationship with the scholarship applicant and how long you have known the applicant for.

Please explain why the scholarship applicant should be awarded a Sisters of Charity Foundation Scholarship.

Please describe how the scholarship applicant will use the scholarship.

Please tell us how confident you are that the applicant will successfully complete the chosen course of study and why.

Please comment on the applicant's capacity to successfully gain employment in their chosen industry.

Please provide any additional information that will assist the Scholarship Assessment Committee in assessing the applicant's claim for a scholarship.

Date:

Referee full name:

Referee signature:

SECTION 9 - APPLICANT DECLARATION

- I declare that the information supplied by me in this application and attached documents is true and accurate. I have read the Sisters of Charity Foundation (SoCF) Scholarship Terms & Conditions and agree to the conditions regarding the acceptance of this scholarship.
- I accept that the Scholarships Assessment Committee decision cannot be appealed and that no correspondence concerning the decision will be entered into.
- I agree to provide further evidence to substantiate the information provided within my application, if requested.
- If shortlisted, I agree that I may be required to attend an interview with a selection panel.
- I am aware that there are severe penalties for providing false or misleading information and that I may be required to repay monies received to which I am not entitled and have my enrolment terminated.
- I understand that the value of this award may be assessable for Centrelink and/or income tax purpose and may affect my Centrelink payment rate. I am responsible for seeking my own advice and contact Centrelink and/or the Australian Taxation Office as appropriate for further information.

Date:

Full name:

Signature:

CLOSING DATE: 11.59PM SUNDAY 4 AUGUST 2019

DOCUMENT CHECKLIST

Before submitting your application, please ensure you have attached **ALL** the following supporting documents:

Personal statement - essential

Proof of Australian Citizenship (e.g. birth certificate/passport) or Australian Permanent Residency (e.g. passport including visa grant notice)

Evidence of your out-of-home experience

If on Centrelink benefits - a current Centrelink income statement

If not on Centrelink benefits - a copy of your Australian Taxation Office (ATO) assessment notice for the previous financial year to demonstrate your taxable income

Any other documentation you consider relevant to demonstrate your financial circumstances (example: weekly budget, payslips - if working, etc.)

Evidence of most recent and/or relevant academic records (i.e. copies of testamurs or academic transcripts) and industry based awards and achievements. If you attach transcripts of academic records of ungraded units, that show your results as 'Competent' or 'Not Yet Competent', please provide evidence of a high performance level in your studies. This could be in the form of assignment cover sheets that show your grade or mark for individual assessments or a letter/email from your teachers confirming your high academic achievement

Copies of your Tertiary Entrance Statement if Year 12 completed in 2018 or in the previous 5 year period

A completed referee declaration using the provided template. Referee declaration must be dated and signed.

SISTERS OF CHARITY FOUNDATION SCHOLARSHIP

TERMS AND CONDITIONS

1. INTRODUCTION

You must read these Terms and Conditions in their entirety before you submit your scholarship application. When you submit your scholarship application, you are agreeing to and accepting these Terms and Conditions and any other requirements and conditions.

2. ACCEPTING YOUR SCHOLARSHIP

Students offered the scholarship will receive a scholarship offer pack containing a Scholarship Recipient Agreement (offer letter) and these Terms and Conditions. You will be advised how to accept or reject your scholarship in your offer letter. If you do not complete the acceptance as instructed, your scholarship may be withdrawn and/or reallocated.

3. COMMUNICATION

It is up to you to keep your contact details up to date. All correspondence during the application process will be sent to the email address submitted in your scholarship application. Please provide a valid email address. Check this email account at least weekly and ensure there is space to receive emails.

4. SCHOLARSHIP CRITERIA

Scholarships are awarded based on established eligibility and selection criteria. You must meet the requirements to receive your scholarship payment.

Applicants must:

- be Australian citizens or permanent residents;
- living in NSW;
- studying or intending to study an approved Australian Vocational Education and Training (VET) Course at Certificate II, III, or IV, Diploma, or Advanced Diploma level full-time;
- enrolled or intending to enrol at TAFE NSW;
- currently be in out-of-home care, or have previously been in out-of-home care;

- demonstrate that they are experiencing educational disadvantage and financial hardship;
- demonstrate academic achievements, commitment and motivation to study and to successfully complete the course and gain employment;
- correctly and fully complete the appropriate Application Form and submit the form by the closing date;
- include a personal statement in support of their application indicating how they believe the scholarship will assist them with their studies and in their future career. This statement should give a sufficient explanation of the applicant's background and current circumstances to enable TAFE to judge their eligibility, need and merit;
- willing to act as "ambassadors" for the scholarship program and make themselves available, within reasonable limits and personal availability, to respond to requests to promote the scholarships with particular emphasis on the benefits they have gained as a result of the awarding of the scholarship.

5. METHOD OF SELECTION

- Successful applicants will be selected based on their written application, academic potential and their ability to meet the criteria.
- Shortlisted candidates may be required to attend an interview with a selection panel to include a representative of TDA National Scholarships Foundation and a representative of the donor.

6. SCHOLARSHIP CONDITIONS

To retain your scholarship, recipients must:

- maintain an active enrolled status in your course of study at TAFE NSW. Your scholarship may be terminated if your enrolment status becomes inactive;
- maintain satisfactory attendance levels and submission of assignments or other assessment methods for purposes of determining your course progress. Your attendance, course progress and eligibility will be reviewed prior to each payment;
- adhere to the TAFE NSW academic and administrative policies including policies regarding student discipline;
- adhere to the terms and conditions within this document.

If any of the specified conditions are not met, recipients' status and continuation of the scholarship will be re-assessed and determined by the donor in consultation with TDA National Scholarships Foundation. If the donor and TDA determine that you do not meet the scholarship conditions at this or any other time, your scholarship may be suspended, pending further investigation, or terminated.

If you are offered a scholarship, your scholarship details may be passed on to your faculty. Details of the selection process or reasons you were awarded the scholarship will remain confidential.

7. SCHOLARSHIP VALUE

- The total value of your scholarship will be outlined in your offer letter.
- Scholarship value is up to \$2,500.
- Funds may be applied to expenses at the discretion of the recipient e.g. course fees, books and texts, uniforms and material costs, and living expenses.

8. PAYMENT OF SCHOLARSHIP FUNDS

- Scholarships are not retrospective.
- Payment of funds will be processed once the student has been verified by TAFE NSW as having enrolled in the nominated course and exhibited satisfactory attendance and /or participation in the course. Processing will commence within four weeks of commencement date of the course.
- You may be required to nominate your personal Australian bank account to which your scholarship money will be transferred in instalments, by direct debit, each semester.

9. SCHOLARSHIP DURATION

Your scholarship will end once you have been paid the total scholarship value or your scholarship is terminated under these Terms and Conditions.

If your scholarship is terminated, you will not receive any further payments. You may be required to repay some or all of the scholarship monies paid to you if you have failed to:

- provide complete, true and correct information in respect of your application;
- maintain an active enrolled status in your course of study at TAFE NSW;
- maintain satisfactory attendance levels and course progress without reasonable explanation;
- adhere to the TAFE NSW academic and administrative policies including policies regarding student discipline;
- adhere to the terms and conditions within this document.

10. ASSIGNMENT

You may not assign any rights you have under the scholarship.

11. APPEALS

The decision of the assessment committee is final. There are no appeals for unsuccessful scholarship applications.

12. PRIVACY

The personal information you supply to TAFE NSW, TDA and SoCF on the scholarship application form will be used to assess your eligibility for scholarships. Other purposes of collection include dealing with administrative matters in relation to your application, corresponding with you, and the compilation of statistics. Your privacy will be respected at all stages of the process.