

TAFE NSW – Ricoh Scholarship

Application Form

Application closing date:
5pm, Sunday 30 October 2022

Scholarship value:
\$10,000
(awarded as 5x\$2,000)

Scholarships support equitable access to study at TAFE NSW.

They are awarded to students who demonstrate a genuine interest in, and commitment to, their creative field, and identify themselves with one or more of the following categories:

- Aboriginal and/or Torres Strait Islander descent
- A disability, impairment or long-term medical condition or illness
- Long-term unemployed (longer than 6 months)
- Centrelink benefit recipients
- Youth at risk
- Are experiencing or have experienced domestic and family violence.

Eligibility criteria

To be eligible for this scholarship, applicants must:


Be enrolled in Certificate III in Printing (ICP31220) and/or a Design and Visual Arts course(s) up to an Advanced Diploma.

Be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen, and be living in NSW

Be studying, or intending to study, an Australian Vocational Education and Training (VET) accredited course at TAFE NSW

Demonstrate a commitment and motivation to study and successfully complete the course, and to gain employment

Demonstrate educational disadvantage and financial hardship

Correctly complete this application form and attach all supporting documents, as indicated by this symbol: 

Important information

- Late applications, and incomplete applications, will NOT be accepted.
- Handwritten applications will NOT be accepted.
- Referee statements (Section 6) and applicant declarations (Section 7) MUST be signed.
- If your name, on any of your documents, is different from your application form, you must provide evidence of your name change. (For example: marriage, divorce, or change of name certificate)
- Those who are shortlisted, may be invited to attend an interview.
- Please keep a copy of your application and attachments.
- All applicants must agree by the decision of the assessment committee, and no appeals will be entered into.
- Please contact the Scholarships Coordinator via email at scholarships@tafensw.edu.au if you have any questions about the applications and/or supporting documents.

Submit your application by 5pm, Sunday 30 October 2022

Email: scholarships@tafensw.edu.au

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Part 1 - Applicant 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)

Residency status:

Australian Citizen



Note: Attach proof of citizenship e.g. a certified copy of your birth certificate/passport

Australian Permanent Resident



Note: Attach proof of permanent residency status e.g. a certified copy of your passport including via grant notice

Humanitarian Visa Holders and NZ citizens



Note: Attach evidence of visa status

Do you identify as Aboriginal and/or Torres Strait Islander? Aboriginal Torres Strait Islander No

Are you a future student or a current student?

I am a current student continuing/finishing my course

I am a current student wanting to enrol in a new course

I am a new student wanting to enrol in a course

Part 2 - Course details

Course name:

Course number:

TAFE NSW location:

Start date:

End date:

Part 3 - Financial information

1. Have you received a TAFE NSW scholarship before? Yes (If YES go to 2.) No (If NO go to 3.)

2. What year did you receive the scholarship? How much did you receive?

How did the scholarship support your in completing your course?


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- 3 Have you applied for, or are you currently a recipient of, another scholarship/bursary (non TAFE NSW)?
Yes No

If yes, please provide details:

4. Are you currently employed? Yes No

 Note: If YES, please attach your last four consecutive payslips

4.1 Describe what your employment arrangements will be in place when you commence studies:

5. Are you currently receiving Centrelink benefits?

Yes (If YES complete 5.1)

No (if NO, go to 3.5.2 and 5.3)

5.1 If YES please attach copies of your latest Centrelink Income Statement 

5.2 If you are NOT on Centrelink benefits, please indicate the circumstances that have affected your education or access to education:


Disability, or long-term medical condition or illness

Long-term unemployed (longer than 6 months)

Youth at risk

Domestic and/or family violence

Other, please provide details

5.3 Please provide a copy of your Australian Taxation Office (ATO) assessment notice for the previous financial year, to demonstrate your taxable income 

Part 4 – Scholarship request

Please describe how you intend to use the scholarship

Description	Amount \$
	\$
	\$
	\$

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Part 5 – Applicant Statement

This section is for you to provide the scholarship assessment committee additional information to assist them in assessing your application. Statements can be provided on an attachment if preferred. (150-250 words for each response.)

Please tell us why you are applying for or studying in your chosen course:

Please describe the circumstances which led you to apply for a TAFE NSW Industry (Equity) Scholarship:

Please tell us how being a recipient of a scholarship will help you with achieving your study and career goals:

Please provide a digital representation of your current creative process, created while at TAFE NSW. Attach image as a jpeg.

Part 6 – Referee Statement

Please provide the details of one referee. Examples include your case worker, support officer, registered counsellor or TAFE NSW counsellor, teacher consultant, Aboriginal support officer, your teacher, head teacher. The referee cannot be a family member, relative, or friend, and must have known the applicant for at least three months.

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

Name:

Position:

Organisation:

Contact number:

Email:

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

1. Please nominate the length of time you have known the applicant.

Years:

Months:

2. Please state your relationship with the scholarship applicant:

Current or former work colleague

Current or former line manager

Other, please specify nature of relationship:

3. Please explain why you believe the scholarship applicant should be awarded an Ricoh Scholarship.

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

Very confident

Confident

Undecided

Not confident

Will not complete

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5. Please rank the applicant's capacity to successfully gain employment in their chosen industry.

Highly likely to be employed in their chosen industry

Likely to be employed in their chosen industry

Possibility to be employed in their chosen industry

Unlikely to be employed in their chosen industry

Highly unlikely to be employed in their chosen industry

6. Please provide any additional information that will assist the scholarship assessment committee in assessing the applicant's claim for a scholarship.

Referee full name:

Referee signature:

Date(dd/mm/yyyy):

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Part 7 - General consent and disclosure declaration

Our Commitment to Privacy: TAFE NSW is committed to protecting your privacy. TAFE NSW will take all reasonable steps to ensure that the collection, use, disclosure, and handling of your personal information complies with both the Privacy and Personal Information Act 1998 (NSW) and the Privacy Amendment (Private Sector) Act 2000 (Cth).

Consent:

- I declare that the information supplied by me in this application and attached documents, is true and accurate.
- I authorise the scholarship assessment committee to access details of my enrolment and academic record for the purpose of assessing my application.
- I accept that the decision of the scholarships assessment committee cannot be appealed, and no correspondence concerning the decision will be entered into.
- If requested, I agree to provide further evidence to substantiate the information provided in my application.
- If shortlisted, I agree that I may be required to attend an interview with the 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 my scholarship payment may affect my Centrelink payment rate and that I am responsible for seeking my own advice and for contacting Centrelink and/or the Australian Taxation Office as appropriate, for further information.
- In signing this declaration, I acknowledge I have read, understand and accept the Terms and Conditions for the TAFE NSW Ricoh Scholarship, a copy of which is attached to the scholarship application.

Privacy

The information provided by you on this application form and attachments will be used for the purpose of administration and determining the award of the TAFE NSW Industry (Equity) Scholarship. Provision of this information is essential to determine your eligibility for consideration of a scholarship. Information will be stored securely. Your application may not be eligible if you do not provide all the required information.

Date:

Full name:

Signature:

Submit completed form with related documents, or for more information, email scholarships@tafensw.edu.au

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Terms and Conditions

1. Introduction

This document outlines the Terms and Conditions for the Ricoh Scholarship administered by TAFE NSW.

You must read these Terms and Conditions in their entirety before you accept your scholarship offer. When you accept your scholarship offer, you are agreeing to and accepting these Terms and Conditions and any other requirements and conditions of your scholarship outlined in your offer letter.

2. Accepting your scholarship

All students offered scholarships 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. Eligibility criteria and conditions of scholarships

Scholarships are awarded based on established eligibility and selection criteria. You must meet the requirements to receive your scholarship payment. The eligibility and selection requirements for industry scholarship are outlined on the website (www.tafensw.edu.au/scholarships)

Applicants must:

- be an Australian citizen, permanent resident, humanitarian visa holder (**Permanent Humanitarian visa's:** Emergency rescue visa (Subclass 203), Global special humanitarian programme visa (Subclass 202), In-country special humanitarian programme visa (Subclass 201), Protection visa (Subclass 866), Refugee visa (Subclass 200), Woman at Risk visa (Subclass 204), **Temporary Protection visa's:** Bridging Visa A (BVA), Bridging Visa B (BVB), Bridging Visa C (BVC), Bridging Visa D (BVD), Bridging Visa E (BVE), Safe Haven Enterprise visa (Subclass 790), Temporary Protection visa (Subclass 785), Temporary Humanitarian Concern visa (Subclass 786), Temporary Humanitarian Stay visa (Subclass 449), **Partner Visa:** Partner Visa (Subclass 820 801), Partner (Provisional and Migrant) Visa (subclass 301 100)} or New Zealand citizen, and be living in NSW.
 - be studying, or intending to study, an Australian Vocational Education and Training (VET) accredited course at TAFE NSW.
 - demonstrate educational disadvantage and financial hardship,
 - demonstrate a commitment and motivation to study and successfully complete the course, and to gain employment
- identify themselves with one or more of the following categories:
 - Aboriginal and/or Torres Strait Islander descent
 - A disability, impairment or long-term medical condition or illness
 - Long-term unemployed (longer than 6 months)
 - Centrelink benefit recipients
 - Youth at risk
 - Are experiencing or have experienced domestic and family violence.
 - correctly complete this application form and attach all supporting documents.

Applicants may apply for more than one scholarship, but will be eligible to hold only one scholarship at a time for the duration of the course. You will be reassessed for eligibility prior to each payment. If TAFE NSW determines that you do not meet the eligibility criteria or 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 teaching section and scholarship donor.

4.1 Enrolments requirements

All scholarships are awarded on the basis that you will maintain an active enrolled status in your course of study. Your scholarship may be ceased if your enrolment status becomes inactive.

4.2 Scholarship duration

Scholarships will normally be paid for the duration stated in your offer letter.

4.3 Deferring your scholarship

Scholarships cannot be deferred. The scholarship offer must be taken up immediately. If you wish to defer, you will need to re-apply again at a later date. Please note that there is no guarantee that you will be offered the same scholarship.

4.4 Transferring to another course

If you transfer to a new course, your scholarship cannot be transferred.

4.5 Discontinuing your studies

If you withdraw from your course, your scholarship will cease. If you return to TAFE NSW, you are required to re-apply for scholarships and there is no guarantee that you will be offered the same scholarship.

5. Scholarship value and payments

5.1 Scholarship value

The total value of your scholarship is outlined in your offer letter. Funds may be applied to expenses at the discretion of the recipient, e.g. books and texts, uniforms, laptops and material costs and living expenses.

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5.2 Scholarship payment

Scholarships are not retroactive. The scholarship is paid to assist with course-related charges and/or living expenses. Your scholarship offer letter will detail all information about payment of your scholarship. You must accept your scholarship offer by the due date, as instructed in your offer letter, to be eligible to receive payment. 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.

If you do not provide the Scholarship Coordinator with these details by the required date, your scholarship may be ceased. Scholarships will not be paid to cover the fee where there is a need for you to repeat units of competency and additional fees and charges may apply.

6. Retention and academic performance

6.1 Retaining your scholarship

To retain your scholarship, you must:

- advise the Scholarship Coordinator of any change to your enrolment, such as (but not limited to) cancellation
- of enrolment, change of program, etc.
- maintain enrolment in and satisfactorily attend an approved Nationally Accredited VET Course at TAFE NSW
- either full time or part time.
- adhere to the TAFE NSW academic and administrative policies, including policies regarding student discipline.
- adhere to the terms and conditions within this document.
- meet any additional criteria as outlined in your offer letter and listed on the scholarship web page (tafensw.edu.au/scholarships).

6.2 Course progress

Your attendance and course progress will be reviewed each semester to assess your eligibility for your scholarship. Students who are in receipt of a scholarship may have their scholarship discontinued if they fail to meet satisfactory course progress.

7. Centrelink and taxation

TAFE NSW cannot provide you with financial advice on taxation or Centrelink matters. You are responsible for seeking taxation advice regarding your own personal circumstances. Information is available on the Department of Human Services website (www.humanservices.gov.au/customer/enablers/income)

8. 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 ceased, 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 to your application
- you have failed to satisfactorily attend the course or maintain your enrolment without reasonable explanation
- scholarship monies are used for a purpose other than payment of course fees and other related charges.

9. Assignment

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

10. Appeals

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

11. Privacy

The personal information supplied to TAFE NSW 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.

12. Promotions

If you choose to accept the scholarship, you may be asked to act as a positive ambassador on occasion, to help us promote TAFE NSW through your experience. This may include:

- your experiences with study and your course
- your perception of the effect the scholarship has had in assisting you in achieving your academic objectives for the year
- You may be invited to participate in events and activities to promote the scholarship programs, including public speaking, media interviews, and photographs. Participation in these events and activities is always voluntary.