



# Sisters of Charity Foundation TAFE Scholarship Application Form

## Scholarship value: \$5,000 per year for up to 2 years

### Selection Criteria

To be eligible for the Sisters of Charity Foundation Scholarship, applicants must:

Be an Australian citizen or Australian permanent resident

Be aged 27 or under

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 academic achievements, commitment, and motivation to study and to successfully complete the course, and to gain employment

Correctly complete this application form and attach all supporting documents as 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, enabling the assessment committee to judge their eligibility, need, and merit

Be willing to provide the Foundation with reports on their progress. These may include a written report once a year, a survey and informal conversations throughout the year.

### Important Information

- Late applications, or incomplete applications, 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 shortlisted may be invited to attend an interview
- Please type your responses in the application form
- 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 into.

**Submit your application by Monday 15 January 2024**

via email to Program Development Manager Estelle Muller at [estelle.muller@sistersofcharityfoundation.org.au](mailto:estelle.muller@sistersofcharityfoundation.org.au)



# Sisters of Charity Foundation

## TAFE Scholarship Application Form

### Section 1 – Personal Details

How did you hear about the Sisters of Charity Foundation scholarship?

Family name:

Given names:

Date of birth (dd/mm/yy):

Residential address:

Email:

Phone number:

Student ID number:  
(if known)

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:

Tertiary institution:

Campus or location:

Length of course (years/months):

Start date:

Expected completion date:

Is this course full time?

Yes

No

### Section 3 – Financial Details

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

Yes (go to 3.2)

No (go to 3.3)

3.2 Name of scholarship, bursary, or grant:

Funding body:

Year awarded:

Value per year:

Duration of assistance:

3.3 Are you currently receiving Centrelink benefits?

Yes (go to 3.3.1 and 3.3.2)

No (go to 3.3.3 and 3.3.4)

3.3.1 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

Newstart Allowance

Youth Allowance – living independently

Disability Support Pension

Other – please specify

ABSTUDY

Care Payment

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

3.3.3 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.

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

3.4 Are you currently employed?

Yes (go to 3.4.1)

No (go to Section.4)

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

### Section 4 - Out-Of-Home Care Details

For the purposes of this scholarship, out-of-home care means residential care and control of a child or young person that is provided:

- (a) by a person other than a parent of the child or young person, and
- (b) at a place other than the usual home of the child or young person.

For further information on definitions, please see Children and Young Persons (Care and Protection) Act 1998 No 157.

4.1 Have you 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 a copy of your year 12 results/Higher School Certificate/ATAR results.

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 consistent performance level in your studies. This could be in the form of assignment cover sheets which show your grade or mark for individual assessments, or a letter/email from your teachers confirming your continued effort.



# Sisters of Charity Foundation

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### Section 6 – Scholarship Request

Please describe how you intend to use the scholarship.

### Section 7 – Applicant Statement

This section is for you to provide the scholarship assessment committee with 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 and the wider community.

You are required to include a personal statement (of no more than 300 words) as a separate page, telling us about yourself, your challenges, and hopes for the future.

Please tell us about your commitment to your chosen industry.

Please describe your career goals.

Please describe your financial circumstances.



# Sisters of Charity Foundation

## TAFE Scholarship Application Form

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

Please tell us how being the recipient of a scholarship will help you in achieving your study and career ambitions.

Please tell us about your proudest academic achievements.

Please describe your future goals.

Please describe any contributions to the community, highlighting any achievements or involvement.

If you are unsuccessful in securing a scholarship, describe what other arrangements you will put in place to support your study.



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## TAFE Scholarship Application Form

### Section 8 – Referee Declaration

Please provide the details of one referee. The referee cannot be a family member, relative, or friend. Examples of your referee could include your teacher, school principal, registered counsellor, teacher consultant, case worker, religious leader, previous or current employers.

Please inform the referee that they may be contacted by the Sisters of Charity Foundation.

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 for how long you have known the applicant.

Please explain why the scholarship applicant should be awarded the 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.



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## TAFE Scholarship Application Form

Please comment on the applicant's potential to successfully gain employment within their chosen industry.

Please provide any additional information that can assist the scholarship assessment committee with their assessment of the applicant's claim for a scholarship.

Date:

Referee full name:

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 and Conditions and agree to the conditions regarding the acceptance of this scholarship.
- I accept that the scholarship 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 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 any monies received, to which I am not entitled.
- I understand that the value of this award may be assessable for Centrelink and/or income tax purposes, and may affect my Centrelink payment rate. I am responsible for seeking my own advice, and for contacting Centrelink and/or the Australian Taxation Office as appropriate, for further information.

Date:

Full name:

Signature:

**Submit your application to:**

Program Development Manager Estelle Muller at [estelle.muller@sistersofcharityfoundation.org.au](mailto:estelle.muller@sistersofcharityfoundation.org.au)



### Document Checklist

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

A personal statement

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 care experience

A current Centrelink income statement (if currently on Centrelink benefits)

A copy of your Australian Taxation Office (ATO) assessment notice for the previous financial year, to demonstrate your taxable income (if you are not on Centrelink benefits)

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

Evidence of your most recent and/or relevant academic records (i.e. copies of testamurs or academic transcripts), and any 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 consistent 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 continued effort

A copy of your year 12 results/Higher School Certificate/ATAR results

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

### 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.

#### 2. Accepting your Scholarship

Students offered the scholarship will receive a scholarship offer pack, containing a scholarship recipient agreement (offer letter), as well as these terms and conditions. You will be advised in your offer letter, on how to accept or reject your scholarship.

If you do not complete the acceptance as instructed, your scholarship may be withdrawn and/or reallocated.

#### 3. Communication

It is your responsibility 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;
- be enrolled, or intending to enrol, at a tertiary institution;
- 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 to gain employment;
- correctly and fully complete the appropriate application form, submitting it by the closing date;
- include a personal statement in support of their application, that indicates 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, enabling the Sisters of Charity Foundation to judge their eligibility, need, and merit;
- be willing to provide the Foundation with reports on their progress. These may include a written report once a year, a survey and informal conversations throughout the year.

#### 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.

#### 6. Scholarship Conditions

To retain your scholarship, recipients must:

- maintain an active enrolled status in your course of study at your chosen tertiary institution. 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 academic and administrative policies at your chosen tertiary institution, 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 reassessed and determined by the Sisters of Charity Foundation. If we determine that you do not meet the scholarship conditions at this, or any other time, your scholarship may be suspended, pending further investigation, or be 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.
- The value of the Scholarship is \$5,000 per year for up to two years of TAFE study.
- 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 as having enrolled in the nominated course, and having exhibited satisfactory attendance and/or participation in the course. Processing will commence within four weeks of the course commencement date.
- You may be required to nominate an Australian bank account. Each semester, your scholarship money instalments will be transferred, via direct debit, into this account.

### 9. Scholarship Duration

Your scholarship will end once you have been paid the total scholarship value, or if 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 application;
- maintain an active enrolled status in your course of study;
- maintain satisfactory attendance levels and course progress;
- adhere to the academic and administrative policies of your chosen tertiary institution, including policies regarding student discipline;
- adhere to the terms and conditions outlined within this document.

### 10. Assignment

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

### 11. Appeal

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

### 12. Media

You may be asked to provide brief updates to the Foundation that can be used to promote the Foundation's scholarship program. This is voluntary. If you are happy to help the Foundation in this way, you will be asked to sign a media release and consent form. Consent can be withdrawn in writing at any time prior to the publication of these marketing materials.

### 13. Privacy

The personal information you supply to the Sisters of Charity Foundation on the scholarship application form will be used to assess your eligibility for scholarships. Other purposes of information 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.