

Sisters of Charity Foundation

TAFE Scholarship Application Form



Scholarship value:
\$5,000 per year for up to two 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 or personal 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 (section 8 of this form), 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
- There are limited tertiary scholarships available. 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 5 January 2026

via email to Program Development Manager Estelle Muller at
estelle.muller@sistersofcharityfoundation.org.au

Section 1 – Personal Details

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

Surname:

Given name(s):

Date of birth:

Phone number:

Residential address: street number and name

Suburb

State

Postcode

Email:

Student ID number: (if known)

Do you identify as?

Aboriginal

Torres Strait Islander

Neither

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:

Expected graduation 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:

Section 3 – Financial Details *(continued)*

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 | Care Payment |
| ABSTUDY | |
| Other – please specify | |

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 care arrangements for children and young people who are unable to live with their families. Foster care, kinship care and residential care are examples of this.

4.1 Are you able to provide us with evidence of your out-of-home care experience?

No Yes

If NO, please contact the Foundation directly to discuss what alternative documentation you could provide. We recommend doing this before you complete your application.

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 that clearly shows that you were previously in out-of-home care.

Section 5 – Academic Details

5.1 Did you complete year 12? No Yes In which year?

Please provide a copy of your year 12 results/Certificate/ATAR results/most recent school report

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.

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 the applicant's commitment to their course of study, academic potential, financial need, as well as personal qualities, such as motivation, leadership potential, and contribution to both their school and the wider community.

Please tell us about your commitment to your chosen career.

Section 7 – Applicant Statement *(continued)*

Please describe your career goals and how your chosen course of study links with these.

Can you tell us more about yourself and what activities you are involved in? Some examples could be sport, hobbies/interests or other responsibilities you have.

Please describe your financial circumstances.

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.

Section 7 – Applicant Statement *(continued)*

Can you tell us about one achievement or moment that you are most proud of? This might be related to study, extracurricular activities, family etc.

Please describe your future goals.

Have you been involved in any volunteer and/or community work? Please describe your involvement or achievements.

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

Is there anything else you wish to share?

Section 8 – Personal Statement

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

Your personal statement is your chance to tell us more about you as a person. We'd like to get a sense of who you are and what you care about.

You might like to share how your past experiences have shaped you into the person you are today. We'd also like to know about your personal qualities, and how these have helped you deal with challenges and given you a direction for your future.

If you like, you can tell us about your personality and what motivates or interests you. Please be clear in describing your career goals and how you feel the scholarship will help you. Try to pay attention to spelling and grammar of course, but it's more important to use your own words and be as honest as you can in your responses.

Section 9 – Referee Declaration

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

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

Section 9 – Referee Declaration *(continued)*

Please provide any additional information that can assist the scholarship assessment committee with their assessment of whether the applicant would be a worthy recipient of a tertiary scholarship.

Referee's surname:

Referee's given name(s):

Signature:

Date:

Section 10 – 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.

Surname:

Given name(s):

Signature:

Date:

Submit your application to:

Program Development Manager Estelle Muller at estelle.muller@sistersofcharityfoundation.org.au

Document Checklist

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

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/most recent school report

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 satisfactory academic performance as well as 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 the recipient's scholarship will be outlined in the recipient's 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 this 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.