# Sisters of Charity Foundation
# Tertiary Scholarship Application Form

Sisters of Charity Foundation

## Type of application (select one):

- ☐ University
- ☐ TAFE
- ☐ Other tertiary provider

## 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
- ☐ Be 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
- ☐ 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

- We assess the information you provide, not your spelling, grammar or writing style. We encourage you to use your own words rather than relying on AI. We want to hear your thoughts and ideas.
- Late 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.
- Please keep a copy of your application and attachments.

**Submit your application by midnight on Wednesday 6 January 2027**
via email to scholarships@sistersofcharityfoundation.org.au

### HOW TO COMPLETE THIS FORM

- Download the form and save it.
- Tick the relevant checkboxes and type your answers into the blue boxes.
- Save your completed form and send it to your referee to fill, sign and return to you.
- Email us the completed form by the closing date.

## 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

If you are applying to an education provider other than TAFE or university (for example, a private college or RTO), what is the total cost of your course? $

☐ I do not know yet.

## 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:

Name of 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
- ☐ Parenting payment – partnered
- ☐ Austudy
- ☐ Newstart Allowance
- ☐ Disability Support Pension
- ☐ ABSTUDY
- ☐ Health Care Card
- ☐ Rental Assistance
- ☐ Youth Allowance – living at home
- ☐ Youth Allowance – living independently
- ☐ Care Payment
- ☐ Other – please specify

3.3.2 Please provide a copy 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 attach your most recent or relevant academic results, certificates or any awards or achievements.

If your results only show 'competent' or 'not yet competent', please also include an assignment showing your marks, or a short email or letter from your teacher confirming your progress.

## Section 6 – Scholarship request

Please describe how you intend to use the scholarship.

## Section 7 – Study plans

What led you to choose this course or area of study? You can write about an interest, experience, strength, person or opportunity that influenced your choice.

## Section 7 – Study plans *(continued)*

What would you like this course to help you do in the future?

## Section 8 – About you

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

What costs or financial pressures make it harder for you to study, and what practical difference would this scholarship make?

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

## Section 8 – About you *(continued)*

Can you tell us about one achievement or moment that you are most proud of? Your example can be related to study, work, caring for others or a goal you have worked hard to achieve.

Is there anything else you wish to share?

## Section 9 – Personal statement

You are required to include a personal statement of no more than 300 words. 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. Please use your own words rather than relying on AI, as we want to hear your thoughts and ideas.

## Section 10 – 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.

What strengths has the applicant demonstrated in their study, work or other responsibilities? Please provide an example.

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

## Section 10 – Referee declaration *(continued)*

Please share any other information that may help the Scholarship Committee better understand the applicant and the difference a tertiary scholarship could make for them.

Referee's surname:

Referee's given name(s):

Signature:

Date:

## Section 11 – 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 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 any scholarships awarded 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.

Add your signature **OR** type your full name here:

Date:

## Submit your application to:

scholarships@sistersofcharityfoundation.org.au

**by midnight on Wednesday 6 January 2027**

## 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.)
- ☐ Your most recent or relevant academic results, certificates or any awards or achievements
- ☐ 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;
- Complete the personal statement section of this application. 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.
- Scholarship students may use the funds as they wish to help with their studies, for example course fees, books and texts, uniforms and living expenses such as rent.
- TAFE scholarships are generally $5,000 per year for up to two years. University scholarships are generally $30,000 over the duration of the recipient's undergraduate degree. If the degree is for three years, up to $10,000 per annum is paid. For a four-year degree, up to $7,500 is paid per annum. For other RTOs and private colleges, the scholarship value will be determined on a case-by-case basis.

### 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.
- 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.