

Instructions: Applicant requirements to prove Scholarship Eligibility

Eligibility for a CSU 'TAFE to University' Scholarship requires applicants to demonstrate AT LEAST ONE of the following:

A. Have completed and graduated with Distinction or High Distinction level from your TAFE or Canberra Institute of Technology (CIT) Diploma or Advanced Diploma:

- a. Applicants must provide a copy of their TAFE or CIT Diploma or Advanced Diploma Certificate or Academic Transcript demonstrating completion or Graduation with Distinction or High Distinction; **or**
- b. If your certificate or transcript is not yet available (i.e. TAFE/CIT student not graduating until the end of the current year) **please have a TAFE/CIT representative complete Section D** confirming your distinction level academic performance in your Diploma or Advanced Diploma.
 - i. Applicants must also provide a copy of your current TAFE or CIT Academic Transcript to prove enrolment in the Diploma or Advanced Diploma; **and**
 - ii. Applicants must provide a copy of the completed TAFE or CIT Diploma or Advanced Diploma as soon as available.

OR

B. Have completed a Diploma or Advanced Diploma and be able to demonstrated a Very High Level Industry Experience and a Very High Level of Expertise in the Workplace:

- a. Applicants must provide a copy of their TAFE or CIT Certificate or Academic Transcript, demonstrating completion of your Diploma or Advanced Diploma; **or**
- b. If your final certificate or transcript is not yet available (i.e. TAFE/CIT student not graduating until the end of the current year):
 - i. Applicants must provide a copy of your current TAFE or CIT Academic Transcript to prove enrolment in the Diploma or Advanced Diploma; **and**
 - ii. Applicants must provide a copy of the completed TAFE or CIT Diploma or Advanced Diploma as soon as available.
- c. Applicants must complete **Section E** and provide evidence of high level Industry Experience or Expertise in the Workplace, i.e. references from your work place, certificates of achievement; **or**

OR

C. Have completed a Diploma or Advanced Diploma at TAFE or CIT and have proven low socio-economic circumstances.

- a. Applicants must provide a copy of their TAFE or CIT Certificate or Academic Transcript, demonstrating completion of your Diploma or Advanced Diploma; **or**
- b. If your final certificate or transcript is not yet available (i.e. TAFE/CIT student not graduating until the end of the current year):
 - i. Applicants must provide a copy of your current TAFE or CITY Academic Transcript to prove enrolment in the Diploma or Advanced Diploma; **and**
 - ii. Applicants must provide a copy of the completed TAFE or CIT Diploma or Advanced Diploma as soon as available; **and**
- c. have demonstrated financial hardship:
 - i. Applicants must complete **Section F** of this application form; **and**
 - ii. be in receipt of a means Centrelink Benefit, such as Youth Allowance, AUSTUDY, ABSTUDY, Newstart, Parenting Payment (Single or Partnered), Disability Support Pension, etc – this does not include FTB A or B; **or**
 - iii. If not in receipt of Centrelink Benefits, be able to prove your low socio-economic (low income) circumstances as outlined in Section F of this application form and attach the required documentation to this application.

Section D.

❖ To be completed by applicants applying on the basis of academic performance and Graduating from their TAFE/CIT Diploma or Advanced Diploma with Distinction or High Distinction, that are unable to provide a Transcript or Certificate verifying this level of academic performance.

The following must be completed by a TAFE/CIT Course Coordinator or Official Representative if you are unable to provide a copy of your completed Diploma or Advanced Diploma Certificate.

Name of Applicant:

Name of Institution:

Name of CIT or TAFE - Course 1

Name of CIT/TAFE - Course 2 (if applicable)

Assessment by CIT or TAFE Institute Course Coordinator or Official Representative

(Please tick academic level applicable.)

Course 1

Overall Level of Academic Performance: High Distinction Distinction Credit Pass

Comments

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Course 2 (if applicable)

Overall Level of Academic Performance: High Distinction Distinction Credit Pass

Comments

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As a representative of CIT/TAFE, I certify that the above is a true and correct assessment of the applicant's Academic TAFE or CIT record.

Name:

Position:

Institute:

Signature:

Date:

Institution Stamp:

Section F. Low Socio-economic Circumstances (Financial Hardship)

❖ This section must be completed by students applying for the scholarship on the basis of a completed TAFE/CIT Diploma or Advanced Diploma and Low Socio-Economic Circumstances (Financial Hardship).

➤ Please Note: you are only required to complete **ONE** question in this financial hardship section – **Q6 or Q7 or Q8**

Q.6 Do you currently receive a means-tested Centrelink Benefits payment.

Yes No

(e.g. Youth Allowance, Newstart, Austudy, Parenting Payment, Disability Support Pension, etc)

If yes, please attach to this application form, a current Centrelink Income Statement (dated no more than one month old)

OR, If you answered NO to Q6.

Q.7 If not currently in receipt of a Centrelink Benefit payment do you expect to be in receipt of a Centrelink Benefit before the CSU Census Date of session 1, 2012 (23 March 2012)?

Yes No

If yes, what type of Centrelink Payment do you expect to receive in 2012?

Important: You will be required to provide details confirming your receipt of a Centrelink Benefit before you receive your scholarship payment. Failure to provide a copy of the Centrelink Income Statement will result in the Scholarship being withdrawn.

OR, If you answered NO to Q6 and Q7.

Q.8 If you are not currently and will not be in receipt of a means tested Commonwealth benefit in 2012 but wish to claim exceptional financial hardship (low socio-economic circumstances)? Please complete the statement below or attach a statement if more room required, if you answered NO to Q10 or Q11 and you believe you can demonstrate low socio-economic circumstances or exceptional financial hardship e.g. have low income, extenuating circumstances affecting income, etc.

a) Explain why you are not eligible for a means-tested Commonwealth income support payment in 2012

b) Describe the exceptional financial hardship (low socio-economic circumstances you are experiencing and will continue to experience in 2012

c) What was the period of the exceptional financial hardship up until now? Years _____ Months _____

d) Do you expect your exceptional financial hardship to continue in 2012 and beyond? If so, for how long? Please explain why:

Documentation required for demonstrating exceptional financial hardship

(i) You **must** attach to your application the following documents if applicable to you and any other documents you wish in order to demonstrate your exceptional financial hardship:

- An ATO *Notice of Financial Assessment* for the last financial year and a copy of a current payslip showing YTD income earned.
- If in receipt, a copy of your Health Care Card.
- Exceptional circumstances documentation for drought affected areas.
- A copy of a statement with details of any Centrelink payment you are receiving that is not both income and assets-tested.
- Any other documentation that you feel supports your financial status.

(ii) If you are living with your parent/s (or with a partner) and you are being financially supported you must also attach to your application evidence of your parent/s' (or partner's) income (e.g. an ATO *Notice of Financial Assessment* for the last financial year and a current payslip showing a YTD amount earned).

(iii) If you are being financially supported by your parent/s (whether you are living with them or not) or by your partner they must also prepare a statement that they are supporting you. In the statement they must also provide details of any other dependent children, including their ages and whether or not they are students at home or away.

Privacy Statement

Personal information provided for the administration of the CSU 'TAFE to University' Scholarship Program is protected by the Privacy and Personal Information Protection Act 1998 (NSW). The information collected will only be used by authorised staff to assess ongoing eligibility and administer the CSU University Pathway Scholarship Program. Students should be aware that they provide information of their own free will.

Personal information provided by you will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the student's consent, except where the University may be legally required to do so. Students may access their personal information to ensure that it is not inaccurate, irrelevant to the purpose for which it was collected, misleading, incomplete or out-of-date.

Students may also ask the CSU Scholarship Office to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things, students should contact the CSU Scholarship Office.

Students dissatisfied with the way the University has handled their personal information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

CHECK LIST

Please tick the check list below to indicate you have read and understood the CSU 'TAFE to University' Scholarship Program Guidelines and attached the appropriate documentation as required:

- I certify that the information supplied on this form and in the accompanying documents is complete, true and correct.
- I understand that giving false or misleading information is a serious offence under the Criminal Code.
- I understand that incorrect information may render my CSU 'TAFE to University' Scholarship application invalid, and in such a case, the CSU Scholarship Office may revoke the scholarship.
- I have read and understand the CSU 'TAFE to University' Scholarship Program Guidelines.
- I have read and understand the Privacy statement.
- I have kept a copy of this application and all documents for reference.

Academic Performance (if applicable)

- I have had my TAFE/CIT Course Coordinator or Official Representative complete the *Academic Record Assessment* in Section D.

Industry Experience and Expertise in the Workplace (if applicable)

- I have completed Section E and have attached the required documents supporting my Industry Experience and Expertise in the Workplace statement and they have all been correctly verified that they are exact copies of the original document(s).

Financial Hardship (if applicable)

- I have completed Section F and have attached my Centrelink Income Statement or other Financial Hardship documentation and they have all been correctly verified that they are exact copies of the original document(s).

Signature _____ Date _____
(Signature of applicant)

Please return this form and supporting documentation by the 2012 application deadline outlined on the scholarship website.

By mail to:

Confidential – CSU 'TAFE to University' Scholarship
CSU Scholarship Office
Student Services
Charles Sturt University
PO Box 789
ALBURY NSW 2640

OR SCAN & EMAIL: scholarships.officer@csu.edu.au OR FAX TO: 02 6051 9849

Further information on the CSU 'TAFE to University' Scholarship Program can be obtained by contacting the Scholarships Office on:

Telephone: 02 6051 9849
Email: scholarships.officer@csu.edu.au

OR from the website at: <http://www.csu.edu.au/student/scholarships/undergraduate/tafe/>