

COMMUNITY AWARDS APPLICATION FORM 2007

INFORMATION FOR APPLICANTS

Before completing this application, you must read the guidelines for details about the eligibility criteria for each award, and the application process. The guidelines are available from www.latrobe.edu.au/scholarships or email scholarships@latrobe.edu.au.

Which awards can I apply for with this form?

This application form may be used to apply for one or more of the following awards:

- ◆ Harvey Naghten Memorial Award
- ◆ Pauline Toner Award
- ◆ SCU/Lincoln Award
- ◆ Westpac Bank Award

Use **ONE application form to apply for one or more of the above awards** for which you think you are eligible. If you are applying for more than one of these awards, please clearly label the attachments that are required for each award, including supporting statements, with the name of the award (or awards) that it relates to. It is possible for one document (eg a referee report), to be used to support your application for more than one award.

Only ONE copy of the application and each supporting document is required (they do not need to be certified).

When do applications close?


Applications (including all necessary attachments) close on

Monday 30 July 2007

Check the instructions on the next page for how to submit your application by mail or in person.

PREPARATION OF YOUR APPLICATION

- **Alternative format:** the application form is available in an alternative format for those who need it, on request to the Scholarships Unit.
- **Supporting documents:** if the necessary supporting documentation is not provided with the application you will be disadvantaged. Faxed documents cannot be accepted. Scholarships Unit staff will NOT contact you for missing documents or information. Attach copies (*not originals*) of documents. **Documents will not be returned to you.**

The symbol  on the application form (usually with a note) means that you **MUST** include documentation to support the information in that particular Section. **Copies of supporting documents do NOT have to be certified.**

- **Detailed information:** make sure you provide full details of the information requested for each award. All information will be treated in strict confidence.
- **False or misleading Information:** La Trobe University reserves the right to withdraw an offer of any scholarship or award and re-assess the application if the University believes the recipient has provided false or misleading information in the application form.

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- **Late applications:** late applications may be accepted by staff for five business days after the closing date, *only if accompanied by a signed formal request* outlining *exceptional circumstances* that have resulted in a late application, such as illness or family crisis or similar circumstances. The selection committee will later determine whether or not a late application will be considered, based on the explanation you provide.
- **Progress of your application:** please do not phone the Scholarships Unit to ask about the progress of your application. You will receive advice at your student email address acknowledging receipt of your application **within ten University working days** of it being received.
- **Outcome of your application:** you will be advised of the outcome by post, by the end of September.

How do I submit my application?

- You may post your application to the address below, OR
- You may deliver it in person to one of the campuses listed below, addressed as indicated, to ensure it is sent to the Scholarships Unit
- You may NOT fax the application
- All attachments **MUST** be included at the time you post or deliver the application, they may NOT be posted or faxed separately
- You **MUST** send or deliver your application in an envelope addressed as advised below
- **NO** plastic folders or binders please
- Make sure all the pages and attachments of your application are securely clipped (*NOT stapled*) together or are in *one* plastic sleeve
- Use ALL A4 pages like this page (ie no large or small pieces of paper)

HOW TO ADDRESS THE ENVELOPE

If sending BY POST (postmarked on or before Monday 30 July 2007) address to: PRIVATE & CONFIDENTIAL Community Awards Scholarships Unit La Trobe University PO Box 199 Bendigo, Victoria 3552	If delivering IN PERSON (by Monday 30 July 2007) to a campus below address to: PRIVATE & CONFIDENTIAL Community Awards Scholarships Unit La Trobe University Bendigo campus DX 214535										
<p>HAND DELIVER to a La Trobe campus below, by Monday 30 July 2007, and it will be date stamped and sent on to the Scholarships Unit located at the Bendigo campus.</p> <table> <tr> <td>Albury-Wodonga</td> <td>Student Administration, Building 4, University Drive, Wodonga</td> </tr> <tr> <td>Bundoora</td> <td>Student Centre, David Myers building, Kingsbury Drive</td> </tr> <tr> <td>Mildura</td> <td>Campus Administrator, Benetook Avenue, between 11 – 14th streets</td> </tr> <tr> <td>Shepparton</td> <td>Administration Office, 127 Welsford St</td> </tr> </table> <p>HAND DELIVER to the Scholarships Unit by Monday 30 July 2007</p> <table> <tr> <td>Bendigo</td> <td>Scholarships Unit, Student Services building, Edwards Road, Flora Hill</td> </tr> </table>		Albury-Wodonga	Student Administration, Building 4, University Drive, Wodonga	Bundoora	Student Centre, David Myers building, Kingsbury Drive	Mildura	Campus Administrator, Benetook Avenue, between 11 – 14 th streets	Shepparton	Administration Office, 127 Welsford St	Bendigo	Scholarships Unit, Student Services building, Edwards Road, Flora Hill
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TEAR OFF THESE FIRST TWO PAGES WHEN YOU SUBMIT THE APPLICATION FORM AND SUPPORTING DOCUMENTS

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SECTION 1 AWARDS APPLIED FOR
 (ALL APPLICANTS must complete this section)

1.1 I wish to be considered for the following award(s) (please tick boxes for ALL the awards for which you are applying)

- | | |
|--|----------------------|
| | Harvey Naghten Award |
| | Pauline Toner Award |
| | SCU/Lincoln Award |
| | Westpac Bank Award |

Have you previously ever been awarded one of the above awards?

NO YES - which award, in which year?

If YES, you are not eligible to apply again for that particular award, (except if it was a \$250 or \$500 SCU/Lincoln grant, when you may apply again) but you may apply for one of the others listed above.

This section is optional.

1.2 How did you first hear about the Community Awards? Please TICK ONE BOX below.

- | | |
|--|--|
| <input type="checkbox"/> LTU scholarships web site | <input type="checkbox"/> student email |
| <input type="checkbox"/> noticeboard @ university | <input type="checkbox"/> Rat Sheet |
| <input type="checkbox"/> from a friend | |
| <input type="checkbox"/> Other - please explain: | |

SECTION 2 PERSONAL DETAILS
 (ALL questions in this section MUST BE ANSWERED BY ALL APPLICANTS)

PLEASE PRINT CLEARLY IN CAPITAL LETTERS

2.1 Name

Title (circle one)	MS	MISS	MRS	MR			
Family Name							
First Given Name			Second Name				

2.2 Gender/date of birth

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male								
Date of birth (eg. 01/06/1922)			/			/	1	9		

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2.3 Contact details - semester postal address (as currently up to date in Student Online)

Street Number, Name & Type						
Suburb or Town						
State		Postcode				

2.4 Other contact details where you can be contacted directly or a message can be left for you

Telephone (day time)	
Mobile phone	
Email - the Scholarships Unit will use your student email address to contact you regarding your application, eg to acknowledge receipt of the application. <i>Make sure you check your student email regularly.</i>	

SECTION 3 YOUR ENROLMENT AT LA TROBE UNIVERSITY (ALL APPLICANTS must complete this section)

Your La Trobe student ID: _____

Name of Course enrolled in: _____

Year of course: first second third fourth/fifth Honours postgrad

How many years of full time study (equivalent) have you completed at La Trobe? _____

Are you studying full time or part time? full time part time

Campus: Albury-Wodonga Bendigo Bundoora
 Mildura Shepparton

Faculty: Education Health Sciences Humanities & Social Sciences
 Law & Management Science, Technology & Engineering

YOU DO NOT NEED TO ATTACH A LA TROBE ACADEMIC TRANSCRIPT

THE SCHOLARSHIPS UNIT WILL PROVIDE YOUR ACADEMIC RESULTS TO THE SELECTION COMMITTEE IF NECESSARY

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SECTION 4 PREVIOUS TERTIARY STUDY

Complete this section if applicable OR TICK Not Applicable

University where previously enrolled: _____


Course enrolled in: _____

Years enrolled: _____

 Attach evidence of enrolment at another university ie academic transcript

SECTION 5 PERSONAL SUPPORTING STATEMENT

(ALL applicants to complete this section)

 Write and attach a personal statement to support your application. **You must explain clearly how you meet the eligibility criteria for each award that you have applied for (check the criteria in the guidelines for each award). Only one personal statement is needed, which can have different sections that relate to more than one award.**

Depending on the award/s you are applying for, you should include information such as the following:

- 1 Your career aspirations and objectives, & future study intentions (Westpac)
- 2 Community service involvement (Westpac; Harvey Naghten; Pauline Toner)
- 3 How you have assisted others within or outside of La Trobe University (Harvey Naghten)
- 4 Personal difficulties that you have overcome to study at university (Harvey Naghten)
- 5 How you have contributed to La Trobe University or the wider community (Pauline Toner)
- 6 Circumstances that show particular financial need (SCU/Lincoln)
- 7 Academic achievement eg outstanding results, academic prizes awarded (SCU/Lincoln)
- 8 If there is additional relevant information relating to the award/s that you have applied for, **that you could not provide in any other way or that was not requested elsewhere in this application**, use your personal statement to provide that information too.

Your statement **must be typed**, and **no longer than two pages** (less if possible). Type your statement and attach it to your application, making sure it is **signed and dated**, and **clearly has your name on it**. Use a heading for each award that you are applying for, within the same personal statement. If some of the information relates to more than one award eg community service, you do not need to write it twice.


ATTACH YOUR STATEMENT AFTER THIS PAGE

CHECKLIST

- I have attached my typed personal supporting statement (2 pages maximum)
- I have signed and dated it
- My name is written clearly on each page of the statement

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SECTION 6 WRITTEN SUPPORTING STATEMENTS

 Two written supporting statements (referee reports) that confirm and perhaps add to what you write about in your personal statement (Section 5 above), must be attached in relation to each award. The same person may write a statement that is relevant to more than one award that you have applied for. In that case, circle each award where indicated below for each referee/supporting statement. The supporting statements should preferably be typed.

I have attached written supporting statements from the following people:

Referee 1:

Name _____

Organisation _____

Position _____

Email _____

Telephone _____

Mobile _____

For which award/s has this person written their statement? (circle one or more below - whichever awards are appropriate for each supporting statement)

Harvey Naghten	Pauline Toner	SCU/Lincoln	Westpac
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Referee 2:

Name _____

Organisation _____

Position _____

Email _____

Telephone _____

Mobile _____

For which award/s has this person written their statement? (circle one or more below - whichever awards are appropriate for each supporting statement)

Harvey Naghten	Pauline Toner	SCU/Lincoln	Westpac
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Referee 3:

Name _____

Organisation _____

Position _____

Email _____

Telephone _____

Mobile _____

For which award/s has this person written their statement? (circle one or more below - whichever awards are appropriate for each supporting statement)

Harvey Naghten	Pauline Toner	SCU/Lincoln	Westpac
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If you have attached more than three statements, provide their details on a separate page (copy & use this page).

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SECTION 7 ADDITIONAL DOCUMENTS ATTACHED**Complete this section if applicable OR TICK Not Applicable**

In addition to my personal statement, and supporting statements from other people, I have also attached the following additional documents (check requirements for each award):

*Name of document**For which award/s?**Example: Centrelink statement**SCU/Lincoln*

1

2

3

4

Name: _____

Signature: _____

Date: _____

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SECTION 8 STATUTORY DECLARATION (ALL APPLICANTS must attach a signed Declaration)

Applicants must include this signed statutory declaration to their application, witnessed by one of the following people who are authorised under the Act (or others listed at <http://www.aq.gov.au/statdec>): Justice of the peace; Barrister and Solicitor of the Supreme Court; Clerk of a court; the Registrar or Deputy Registrar of a Court; teacher employed on a full-time basis at a school or tertiary education institution; Member of State or Commonwealth Parliament; legally qualified & registered chiropractor, dentist, legal or medical practitioner, nurse, optometrist, patent attorney, pharmacist, physiotherapist, psychologist, trade marks attorney, veterinary surgeon; councillor of any local government authority; bank or credit union officer with more than five years of service; Minister of religion authorised to celebrate marriages; police officer; member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Statutory Declaration

I (print your full name) _____

being the applicant for a 2007 Community Award, do solemnly and sincerely declare that the statements made in the this application and in the accompanying documents are true in every particular, to the best of my knowledge and belief.

I give my permission for La Trobe University (or any other selection officer) to obtain my Year 12 results from VTAC, UAC or other relevant body for the purpose of scholarship selection or to obtain official records from any educational institutions attended by me.

I understand that if I provide inaccurate information in this application this may result in cancellation of an offer of a scholarship, or termination of a scholarship that has been paid, and refund to the University of any monies received by me.

I also understand that the scholarship assessment and allocation process is competitive, and that not all applicants who meet the eligibility criteria will be awarded scholarships.

Further, I understand that giving false and misleading information is a serious offence under the criminal code (Commonwealth). I make this solemn declaration by virtue of the *Statutory Declaration Act of 1959*.

Declared at _____ (town/place)
 on the _____ (day)
 day of _____ 2007 (month)

Signature: _____ **DON'T FORGET TO SIGN**
 (Sign your own signature in front of the witness)

Before me: _____ **MAKE SURE IT'S SIGNED**
 (Signature of person authorised to witness Declarations)

_____ **DON'T FORGET THEIR NAME**
 (Print name of person authorised to witness Declarations)

_____ **QUALIFICATION OR POSITION**
 (Person's qualification/position from the list above that allows them officially to witness the Declaration - for example: pharmacist, university lecturer, accountant, Justice of the Peace, dentist, nurse etc)

If this Statutory Declaration is not fully completed, signed and attached to this application form, the application will not be considered.

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**TEAR OFF AND KEEP THIS PAGE
FOR REFERENCE
AFTER YOU HAVE SUBMITTED YOUR APPLICATION**

IMPORTANT DATES TO NOTE

1 CLOSING DATE

Completed applications must reach the Scholarships Unit or one of the campuses listed on page 3 above, with all supporting documentation, by **Monday 30 July 2007**, or must be postmarked on or before 30 July 2007.

2 ACKNOWLEDGEMENT

You will receive an acknowledgment of your application *at your student email address* within approximately ten University working days of it being received at the Scholarships Unit. Please do not contact the Scholarships Unit before then to find out if we have received your application (and please check your student email before you ask!)

3 OUTCOME OF YOUR APPLICATION

All applicants, whether successful or unsuccessful, will receive a letter in the post by the end of September . Please do not contact the Scholarships Unit regarding the outcome of your application before then as staff will not be able to advise you about whether your application was successful or not until you are formally advised by letter.

4 IF YOU NEED TO CONTACT THE SCHOLARSHIPS UNIT

Telephone: 03 9479 5075, 03 5444 7720, or 03 5444 7710

Email: scholarships@latrobe.edu.au

CONFIDENTIALITY:

All information provided by applicants will be treated as confidential. At La Trobe University, we respect the privacy of your personal information. We collect personal information in your application to determine your eligibility for a scholarship, and to rank your application as part of the assessment process. In accordance with privacy laws, personal information about you contained in your application will not be used for any other purpose or disclosed to any person who is not part of the La Trobe scholarship assessment and ranking process, without your permission. You may have the right to access personal information we hold about you, subject to any exceptions in relevant laws, by contacting the Scholarships Unit as noted above.