

## 2010 Honours Year Grant APPLICATION FORM

# INFORMATION FOR APPLICANTS

Before completing this application, you must read the *La Trobe University 2010 Honours Year Grant (HYG) Guidelines* (visit [www.latrobe.edu.au/scholarships/hyg](http://www.latrobe.edu.au/scholarships/hyg)) for details about eligibility criteria, the selection process and the terms and conditions for HYG.

If you are a current recipient of a Commonwealth Scholarship (CAS, CECS, NPS or NAS) or La Trobe Undergraduate Scholarship (LSSS, LISS, LVCRS, LVCWS or LAES), you are still eligible to apply and be considered for an Honours Year Grant.

### When do Honours Year Grant applications close?


Applications and all supporting documentation must be received or POSTMARKED by the Post Office  
**on or before FRIDAY, 22 JANUARY 2010**

*Check the detailed instructions on the last page of this application form for how to submit your application by mail or in person.*

### PREPARATION OF YOUR APPLICATION

- **Alternative format:** this application form is available in an alternative format for those who need it, on request to the Scholarships Unit.
- **Supporting documents:** Ensure that all the required supporting documents are attached. If the required documentation is not provided with your application you will be disadvantaged in the selection process. Faxed documents cannot be accepted.

Scholarships Unit staff will NOT contact you for missing documents or information. Attach copies (not originals) of documents only. Copies of supporting documents do NOT have to be certified. 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 you have provided in that particular Section.

Do NOT provide resumes, school results, community awards, other achievements or information that is not requested, as these cannot be used in assessing your application for a grant.

All attachments **MUST** be included at the time you post or deliver the application, they may NOT be sent separately or faxed.

**Please attach all documents at THE END of the application form (not in between sections).**

- **Detailed information:** make sure you provide full details of any special circumstances, difficulties or needs that affect your ability to study at university. Otherwise your application cannot be assessed appropriately. All information will be treated in strict confidence.
- **Statutory Declaration (Section 9):** All applicants **MUST** sign the statutory declaration at Section 9 of this application, and have it signed by an appropriate person as advised in Section 9. Your application will **NOT** be considered if the declaration is missing, incomplete, not signed, or not signed by an authorised person.

**Please attach the Statutory Declaration AFTER all your other documents, as the LAST PAGE of your application.**

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- **False or misleading Information:** La Trobe University reserves the right to withdraw an offer of an Honours Year Grant and re-assess the application if the University believes the recipient has provided false or misleading information in the application form or subsequently.
- **Late applications:** applications received after the closing date may be accepted by staff **only if accompanied by a signed formal request** outlining **exceptional circumstances outside your control** that have resulted in a late application, e.g. serious illness or other personal crisis. The Honours Year Grant selection committee will later determine whether or not a late application will be considered, based on the explanation you provide. (*Note: reasons relating to employment, placements, holidays or other activities that you choose to engage in are unlikely to be considered "exceptional".*)
- **Progress of your application:** please do not contact the Scholarships Unit to ask about the progress of your application after you have submitted it. Staff will not be able to provide this advice on an individual basis, as they will be processing a large number of applications in a short timeframe.
- **Frequently Asked Questions: do you have a question not answered here?** See the FAQs document on the web for more common questions and answers.

### SPECIAL NOTES - FINANCIAL INFORMATION

#### PLEASE READ THIS BEFORE YOU COMPLETE YOUR APPLICATION

1. You **must** have all the relevant financial information ready to include with your application when you submit it.
2. You must provide **estimates** of your expected financial situation for 2010 that are **as realistic as possible**.

**Now you are ready to complete the application form.**

**TEAR OFF THESE INFORMATION PAGES  
TO KEEP FOR REFERENCE  
WHEN YOU HAVE COMPLETED THE FORM**

**SEND THE COMPLETED FORM, SECTIONS 1 – 9**

## 2010 HONOURS YEAR GRANT APPLICATION FORM

<b>For Scholarship Unit staff use ONLY</b>							
Date Received	DB Ref #	Stat Dec provided	Refugee	Indigenous	Initials	Entered	Acknowledged Receipt

**SECTION 1 PERSONAL DETAILS**  
**ALL questions in this section MUST BE ANSWERED BY ALL APPLICANTS**

PLEASE PRINT CLEARLY IN CAPITAL LETTERS

**1.1 Name**

Title	Surname/family name	Given name	Second name

**1.2 Gender:**     Female     Male

**Date of birth:**      -   -        eg. 29-04-1979

Day                      Month                      Year

**1.3 Citizenship status: please indicate your status below (TICK ONE BOX).**

<input type="checkbox"/> Australian citizen <input type="checkbox"/> <i>If you have received Australian citizenship recently but have not yet provided evidence to the University, you must attach a citizenship certificate or you may not be considered for a grant.</i>
<input type="checkbox"/> Holder of an Australian 'Permanent Resident' visa <i>(if you were not born in Australia)</i> <input type="checkbox"/> <i>Attach a copy of your permanent residency visa</i>
<input type="checkbox"/> New Zealand citizen* <input type="checkbox"/> <i>Attach evidence of your New Zealand citizenship</i>
<input type="checkbox"/> Holder of a Permanent Australian humanitarian visa <i>(usually visa sub-class 202)</i> <input type="checkbox"/> <i>Attach a copy of your permanent Australian humanitarian visa</i>

## 2010 HONOURS YEAR GRANT APPLICATION FORM

**1.4 Postal address (which the Scholarships Unit will use until 1 April, 2010)**

Street Number, Name & Type							
Suburb or Town							
State		Postcode					

*(After 1 April the Unit will use your contact details from the student data base, which you must up date on Student Online or via Student Administration at the campus where you are enrolled.)*

**1.5 Permanent home address. If same as correspondence address in 1.4, write AS ABOVE**

Street Number, Name & Type							
Suburb or Town							
State		Postcode					

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

Telephone (day time):																	
Mobile phone number:																	
Email - the Scholarships Unit will use this email address to contact you until 1 April regarding the grant application process. <b><i>You must check your email regularly.</i></b> If you do not have an email address the Unit will post advice to the correspondence address provided above until 1 April. After 1 April we will use your La Trobe student email address. <b><i>Please write very clearly in the boxes below.</i></b>																	
Email																	

**1.7 How did you FIRST hear about La Trobe University's Honours Year Grants Scheme? Please TICK ONLY ONE BOX below.**

- La Trobe University scholarships web site
- student email
- noticeboard or flyer or lecturer at university
- Rat Sheet
- from a friend, family member or other student
- Other - please specify: \_\_\_\_\_

**1.8 I am willing to be contacted for promotional activities in relation to scholarships if I am successful in obtaining a grant. (This question is OPTIONAL - if not answered NO will be assumed).**

- YES       NO

## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SECTION 2 LA TROBE ENROLMENT/COURSE DETAILS (ALL APPLICANTS must complete this section)

**2.1 In 2010 which do you expect to be (PLEASE TICK & COMPLETE ONLY ONE OPTION):**

- enrolled in an Honours program Bachelor of \_\_\_\_\_ (Honours)  
commencing/ed Honours when?  Semester 2, 2009  Semester 1, 2010  Semester 2, 2010

**2.2 Your La Trobe student ID:**  
(8 digits)

**2.3 If you are not a currently enrolled La Trobe student, at which University did you complete your undergraduate degree?**

\_\_\_\_\_

**2.4 At which campus will you be or do you expect to be enrolled in Semester 1, 2010?**

- Albury/Wodonga  Bendigo  Bundoora  Mildura  Shepparton  
 City

**2.5 In which Faculty will you be or do you expect to be enrolled in Semester 1, 2010?**

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

## 2010 HONOURS YEAR GRANT APPLICATION FORM

**SECTION 3 SOCIAL, FAMILY & PERSONAL CIRCUMSTANCES**  
 (Complete all questions – indicate NO or Not Applicable if not relevant to you. Do not leave any question blank)

**3.1 Indigenous Australian applicants**

Are you of Australian Aboriginal or Torres Strait Islander descent?  YES  NO (go to 3.2)

If YES, and you have not already done so, please contact a member of the Indigenous Student Support staff at your campus who may assist in the confirmation of your status as an Indigenous Australian.

**3.2 Responsibility to care for children**

Do you care for/support your own children under 18?  YES  NO (go to question 3.3)

If YES, tick the relevant boxes under (a), & (b) below.

**(a) How many?**

- one  
 two  
 three or more

**(b) Your share of their care**

- sole parent/carer - 100%  
 primary carer - more than 50%  
 less than 50%

**Note: If you care for your own chronically ill or disabled children, please provide additional details in your personal statement (Section 6)**

**3.3 Other carer responsibilities** (eg caring for elderly parents, siblings, sick non-working partner)

Do you care for people other than your own children?  YES  NO (go to question 3.4)

If YES, **in your personal statement (Section 6)** describe their relationship to you, your responsibilities, the amount of time you spend caring for them, the level of care they require, and the impact on your ability to study at university.

**3.4 Social or educational disadvantage**

If you identify as a member of any of the groups listed below, or have experienced any of the circumstances listed, you must provide more information about how these experiences have disadvantaged you in relation to university study, **in your personal statement (Section 6)**.

Please tick YES below as appropriate (you may tick more than one YES box if relevant):

- |  |                              |                                    |
|--|------------------------------|------------------------------------|
| a) a refugee   | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| b) a person with an ongoing disability or medical condition  | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| c) a person from a non English speaking background who has lived in Australia for less than 10 years | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| d) a mature age student  | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| e) disrupted schooling that still impacts on your ability to study                                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| f) family responsibilities impacting on study  | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| g) difficult home circumstances impacting on education   | <input type="checkbox"/> YES | <input type="checkbox"/> NO        |
| h) other factors that limit your ability to study at university                                      | <input type="checkbox"/> YES | <i>(give details in Section 6)</i> |

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### 3.5 Family educational background

- a) Are you the first person in your immediate family (including parents & siblings) to enrol at university?  YES  NO  
If YES, go to 3.6.

If NO answer (b) & (c) below:

- b) Did your mother complete a university education?  YES  NO  
c) Did your father complete a university education?  YES  NO

### 3.6 How long do you expect it will take to travel one way from the place where you are likely to be living to the campus where you expect to be studying in Semester 1 2009?

- 0 – 30 mins  30 mins – 1 hr 30 mins  more than 1hr 30 minutes

### 3.7 Other social, family or personal circumstances


If there are other social, family or personal circumstances not included here that make it difficult for you to manage your university studies, ***explain these in your personal statement (Section 6)***

**(DO NOT  
WRITE ABOUT  
THESE CIRCUMSTANCES  
ON THIS PAGE)**

## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SECTION 4 FINANCIAL INFORMATION

**4.1 Complete the table below as accurately as possible, indicating which forms of income you expect to receive in 2010, and how much *per fortnight*. Tick YES or NO for all items (1) to (17). Please make *realistic estimates* if you do not know exactly what your income will be in 2010. Do NOT leave any question blank, as your application may be disadvantaged.**

- Details of ***the applicants financial situation*** (and partner if applicable) are required, **NOT** the detailed financial circumstances of parents/family.
- Please make estimates that are as realistic as possible.
-  You must attach documentary evidence to support the financial information you (the student applicant) provide (see the check list Section 8).
- If you have a partner, ***include the fortnightly income for both you and your partner for each type of income that either or both of you receive.***

**DO NOT LEAVE ANY ITEM BLANK - TICK YES OR NO FOR ALL ITEMS**

Government financial assistance	YES	NO	Net amount per fortnight you (or you & your partner) expect to receive in 2010
(1) Youth Allowance			\$ .....
(2) Austudy			\$ .....
(3) ABSTUDY			\$ .....
(4) Newstart Allowance			\$ .....
(5) Disability Support Pension			\$ .....
(6) Carer Payment			\$ .....
(7) Age Pension/Widow's Pension			\$ .....
(8) Health Care Card (tick YES or NO, no \$ amount)			
(9) Parenting payment - single			\$ .....
(10) Parenting payment - partner			\$ .....
(11) Other government benefits - provide details here:			\$ .....

**PLEASE COMPLETE FURTHER INCOME DETAILS AND TOTALS ON THE NEXT PAGE**

## 2010 HONOURS YEAR GRANT APPLICATION FORM

OTHER (NON-GOVERNMENT) INCOME	YES	NO	Net amount per fortnight you (or you & your partner) expect to receive in 2010  You must write a \$ amount for each question where you answer YES
(12) Financial assistance from family, whether as a payment to you or in kind. Tick YES if you expect to receive any kind of financial support from your family, estimate the value per fortnight, and write the \$ amount in the space provided.  Below are <b>examples only</b> , you do not have to tick YES to each one. <ul style="list-style-type: none"> <li>▪ assistance with rent or campus accommodation payments</li> <li>▪ food &amp; board provided at home, no charge to you</li> <li>▪ parents pay for books/equipment/transport costs etc</li> <li>▪ fortnightly allowance paid to you or into your bank</li> </ul>			\$ .....
(13) Paid employment			\$ .....
(14) Scholarships, bursaries or grants - that you already know you will receive in 2010. Calculate an <b>average per fortnight</b> if paid in a lump sum.			\$ .....
(15) Child support (from child's other parent)			\$ .....
(16) Investment income, superannuation, honoraria - write details here:			\$ .....
(17) Other income - write details here:			\$ .....
<b>YOU MUST COMPLETE TOTAL INCOME AND NUMBER OF PEOPLE BELOW. IF THE INFORMATION IS INCOMPLETE, YOUR APPLICATION WILL BE DISADVANTAGED.</b>			
Add all amounts in right hand column (including total from previous page) <b>TOTAL = your income per fortnight or the combined income for you and your partner per fortnight:</b> ⇨	Total fortnightly income (a) \$ .....		
How many people, including yourself, does your income (or you and your partner's combined income) support?      ⇨	Number of people supported by the above total fortnightly income: _____ people (b)		
If your income supports more than one person (ie you) divide the total fortnightly income (a) by the number of people it supports (b) and write the amount (c) in the space on the right      ⇨	Income per person (c) \$ ..... (c)		

**HAVE YOU PROVIDED ALL THE RELEVANT FINANCIAL INFORMATION FOR YOUR SITUATION?**

**IF INFORMATION IS MISSING, YOUR APPLICATION WILL BE DISADVANTAGED. PROVIDE REALISTIC ESTIMATES OF ALL INCOME OR FINANCIAL SUPPORT FROM ALL SOURCES.**

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**4.2 Please tick one box to indicate which of the following best describes your expected personal living circumstances in 2010.**

- Single, living at home, supported financially by family eg allowance, or rent, food, transport paid for
- Single, living at home, but primarily supporting myself financially
- Single, living away from home but partly supported financially by my family
- Single, living away from home, and supporting myself financially
- Mature age single person living independently
- Sole parent
- Living with partner, with no dependents
- Living with partner, with dependents
- Carer (☑ must have Centrelink benefit for this category)
- Other - please specify:

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**4.3 Are you precluded from Centrelink benefits for a particular reason?**

- YES       NO

*If YES, explain why in your personal statement in Section 6.*

**4.4 Do you have an unusually high level of expenses as a result of special personal or health circumstances *that you have advised elsewhere in this application?* e.g. special medical expenses relating to an ongoing illness or disability, additional transport or equipment expenses because of a disability, special expenses related to caring for someone else with ongoing special needs.**

- YES       NO

*If YES, you should provide details of these expenses in relation to your particular situation in your personal statement in Section 6.*

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### SECTION 5 ACADEMIC MERIT – ACADEMIC REFEREE REPORT

5.1 Note: applications for an HYG will be assessed using the information provided (a) by you in this application form, (b) by your academic referee, and (c) on your academic transcript, which the University will produce (if you are a La Trobe undergraduate student) and attach to the application after it is received.

**DO NOT SEND A LA TROBE UNIVERSITY TRANSCRIPT WITH YOUR APPLICATION.**

**IF YOU COMPLETED YOUR UNDERGRADUATE STUDY AT ANOTHER UNIVERSITY YOU MUST PROVIDE AN ACADEMIC TRANSCRIPT FROM THAT UNIVERSITY WITH THIS APPLICATION.**

You must select one academic staff member (from La Trobe or elsewhere) who has taught you and who will support your application in writing by completing the 'Academic Referee Report' on the next page.

Please note that *it is your responsibility to ensure that the 'Academic Referee Report' is sent to the Scholarships Unit (see the end of this application form for details) by Friday, 22 January 2010.* As staff may be on field work or otherwise absent from the University as soon as teaching concludes at the end of October until perhaps February, you should make your request as soon as possible. Otherwise it will be too late and your HYG application will be disadvantaged.

**Note: the report is confidential, and must be sent directly to the Scholarships Unit by the academic staff member. It MUST NOT be attached to your application.**

The Scholarships Unit staff will NOT be able to follow up your referee's report if it is missing at the closing date. If the referee report is not provided in time, you may be disadvantaged in the assessment and allocation process. *Please be sure that the academic you contact is available to complete the report.*

**I have contacted the following academic referee who has agreed to complete the confidential academic referee report and send it to the Scholarships Unit by Friday, 22 January 2010.**

Name of referee: .....

Department: .....

Contact details: Telephone: .....

Email: ..... (PRINT CLEARLY)

## INSTRUCTIONS FOR HYG APPLICANTS

**Remember: HYG Applications close on Friday, 22 January 2010  
DO NOT wait for an invitation to do Honours!**

**WRITE YOUR NAME CLEARLY ON THE FORM ON THE NEXT PAGE.  
THEN GIVE THE REPORT FORM TO THE ACADEMIC STAFF MEMBER.**



## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SECTION 6 PERSONAL SUPPORTING STATEMENT

**If you fail to provide a personal statement, your application will be disadvantaged in the assessment process. Scholarships Unit staff will not contact you regarding missing documentation.**

Use this section to provide a personal statement in support of your application for the following purposes:

- 1 If you have indicated that an ongoing disability or chronic illness impacts on your ability to study at university, use this statement to provide details.
- 2 If you have indicated that you are a carer for someone other than your own children, or for a child with a chronic illness or disability, please describe your circumstances in your statement.
- 3 If you indicated that you have unusually high expenses because of your particular circumstances, use this page to provide details.
- 4 If you advised other factors in the application that impact on your ability to study at university, provide details in your statement eg refugee, family responsibilities, mature age etc.
- 5 If you are an Indigenous applicant, while the University recognises the sensitive nature of some of the issues that disadvantage Indigenous Australians, it would assist with the assessment of your application if issues and/or experiences that impact on your life as an Indigenous Australian are detailed in this application. (eg. having to support extended family in the absence of family members; you couldn't study because you worked to support your family; being removed from your family; discrimination at school meant exclusion or low attendance).
- 6 If there is additional relevant information relating to your financial, personal or family circumstances, that impacts on your ability to study at university, **that you could not provide in any other way or that was not requested elsewhere in this application**, use this section to provide details.

**NOTE:** The University requires only information that shows how you are disadvantaged in being able to access or remain in a university course, **in comparison to other students who are applying for grants**. Provide only information about your circumstances **that illustrates any difficulties that you have to overcome in your efforts to achieve a tertiary qualification**.

Your statement **should be typed if possible**, and **no longer than one A4 page**. Type your statement and attach it to your application, making sure it is **signed and dated**, and **clearly has your name on it**. If you use the next page to handwrite your statement, **make sure it is clear and easy to read**.

### CHECKLIST

- I have completed and attached my typed personal supporting statement.  
OR
- I have written my personal statement on the next page.
- I have signed and dated my statement.
- My name is written clearly on the statement.

**ATTACH A SEPARATE PAGE  
OR USE THE NEXT PAGE  
FOR YOUR PERSONAL STATEMENT**



## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SECTION 7 SUPPORTING STATEMENT FROM RELEVANT PROFESSIONAL PERSON - OPTIONAL

*This section is OPTIONAL.* Complete **ONLY** if you have included information in Section 6 above (Personal Statement) that can be confirmed by a relevant professional person such as a doctor, social worker, disability support person, welfare organisation officer, counsellor or minister of religion, for example, who has assisted you/your family in the circumstances you have described in Section 6 above. The statement from the professional person should focus primarily on you and how the circumstances you have described might affect your ability to study at university. Detailed medical documents are not necessary.

If applicable to your circumstances (as advised above) please obtain and attach a signed & dated supporting statement from a relevant professional person, who should write **ONLY** to confirm or clarify the information you have provided in your Personal Statement in Section 6 above. It would be useful to show your Personal Statement/Section 6 to the professional person. **The supporting statement should be a MAXIMUM of one A4 page. Please ask the person making the statement NOT to attach lengthy medical or other reports, but to summarise your circumstances on one A4 page. Their statement must be signed and dated.**

**You must attach the supporting statement to your application before you submit it.**

Statement attached?  YES  NOT APPLICABLE (go to Section 9)

If YES, name of person providing statement: \_\_\_\_\_

Professional role or qualification  
(eg doctor, social worker etc): \_\_\_\_\_

*If the statement is not attached & signed, staff will not be able to follow up the missing or incomplete document.*

## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SECTION 8 CHECKLIST – ALL APPLICANTS to complete

#### What to do now that you have completed the application form

☛ Use the following check list to make ensure you have not forgotten anything.

***Leave this page attached to your application form.***

	Circle YES or N/A where appropriate	
I have read and understand the eligibility criteria and terms & conditions of the Honours Year Grant Scheme	YES	
I have read the important information about the Honours Year Grant application process and know what sections I must complete in order to be considered	YES	
I have completed all relevant sections of the application form and included copies of all the required documentation	YES	
I have completed and signed the Statutory Declaration (section 9), had it signed by an appropriately qualified person <b>and have attached as the last page of my application</b>	YES	
I have copied my completed Honours Year Grant application form for my personal reference	YES	
I have completed, signed and attached my personal statement (Section 6)	YES	
I have attached a signed statement from a professional person (Section 7)	YES	N/A
I have asked an academic staff member to provide a referee report by 22 January 2010	YES	N/A
<b>I have submitted the application form and the following attachments today:</b>		
1.3 Copy of Australian permanent humanitarian visa (usually visa sub-class 202)	YES	N/A
5.1 Transcript from another university (not La Trobe), if applicable	YES	N/A
4.1 Evidence of financial situation - circle as appropriate, for example (not all the following are required): <ul style="list-style-type: none"> <li>• Current Centrelink statement</li> <li>• Copy of Health Care or Concession Card</li> <li>• Payslips</li> <li>• Tax return</li> <li>• Bank statement with wages deposited highlighted</li> </ul>	YES	N/A
Any other supporting documents attached? Please list them here: <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	YES	N/A
<b>Please:</b> <ul style="list-style-type: none"> <li>• Staple or clip all the pages of your application &amp; attachments together</li> <li>• Send the original single pages (not photocopied on both sides)</li> <li>• Send ONLY A4 pages as attachments</li> <li>• Do NOT use plastic sleeves</li> <li>• Do NOT bind the application in any kind of folder</li> </ul>		

Name of applicant: ..... Signed: ..... Date: .....

## 2010 HONOURS YEAR GRANT APPLICATION FORM

### **SECTION 9 STATUTORY DECLARATION (ALL APPLICANTS must provide this 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.ag.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 (please attach as LAST page of your application)**

I (your full name printed) \_\_\_\_\_

being the applicant for a 2010 Honours Year Grant, do solemnly and sincerely declare that the statements made in this application and in the accompanying documents are true in every particular, to the best of my knowledge and belief.

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 a scholarship.

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

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)

on the \_\_\_\_\_ (day eg fifth)

day of \_\_\_\_\_ (month, year)

Signature: \_\_\_\_\_  
(Sign your own signature in front of the witness)

Before me: \_\_\_\_\_  
(Signature of person authorised to witness Declarations)

\_\_\_\_\_  
(Print name of person authorised to witness Declarations)

(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.**

## 2010 HONOURS YEAR GRANT APPLICATION FORM

### SUBMITTING YOUR APPLICATION

*Check carefully below how and where to deliver or send your application.*

#### 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 sent separately or faxed
- Please attach your supporting documents **at THE END of the application form**
- Then please attach your Statutory Declaration **AFTER your other documents.**
- You MUST send or deliver the application in an envelope addressed as advised below
- NO plastic folders or binders
- Make sure all the pages and attachments of your application are securely clipped or stapled together as one document (do NOT use plastic sleeves)
- Use ALL A4 pages (i.e. no large or small pieces of paper)

### HOW TO ADDRESS THE ENVELOPE

**If sending BY POST (postmarked on or before Friday, 22 January 2010) address to:**

PRIVATE & CONFIDENTIAL  
 Scholarships Unit  
 Student Financial Services Office  
 Division of Academic Services  
 La Trobe University  
 Bundoora 3086

**If delivering IN PERSON (on or before Friday, 22 January 2010) to a campus below, address to:**

PRIVATE & CONFIDENTIAL  
 Scholarships Unit  
 Student Financial Services Office  
 Division of Academic Services  
 La Trobe University  
 Bundoora 3086  
 DX211319

**HAND DELIVER to a La Trobe campus below, on or before 22 January 2010, where it will be date stamped and forwarded on to the Scholarships Unit at the Bundoora campus.**

<b>Albury-Wodonga</b>	Student Administration, Building 4, University Drive, Wodonga
<b>Bendigo</b>	Student Administration, Edwards Road, Flora Hill
<b>Bundoora</b>	Student Administration, David Myers Building Level 2
<b>Mildura</b>	Campus Administration, 471 Benetook Avenue
<b>Shepparton</b>	Student Administration Unit, 127 Welsford St

#### 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 grant, and to rank your application as part of the assessment process. In accordance with privacy laws, personal information about you contained in your grant 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 over the page.

## 2010 HONOURS YEAR GRANT APPLICATION FORM

**REMOVE THIS PAGE & KEEP FOR REFERENCE AFTER YOU  
HAVE SUBMITTED YOUR APPLICATION**

### IMPORTANT DATES TO NOTE

#### 1 CLOSING DATE

Completed applications must reach one of the campuses listed above, with all supporting documentation **on or before Friday, 22 January 2010**, or be **postmarked by the Post Office on or before Friday, 22 January 2010**.

#### 2 ACKNOWLEDGEMENT

You will receive an acknowledgement of your application by email or post (if no email address) within approximately ten university working days of it being received at the Scholarships Unit. Please do not contact the Unit before then to enquire if we have received your application.

#### 3 OUTCOME OF YOUR APPLICATION

All applicants, whether successful or unsuccessful, will receive a letter in the post in **early March 2010**. Please do not contact the Scholarships Unit regarding the outcome of your application before then as staff will not be able to advise you by telephone or email before you are formally advised by letter.

#### 4 ACCEPTANCE OF AN HONOURS YEAR GRANT

If successful, you will be required to formally accept the terms & conditions of the Honours Year Grant by the due date, and provide your bank details, before payment can be made by end of April.

#### 5 LATE OFFERS

A number of additional offers may be made in April 2009, if an offer is declined or a successful applicant is not enrolled, for example.

#### 6 PAYMENTS

If you are successful, payment for 1<sup>st</sup> Semester, 2010 will be made directly into your bank account as soon as practicable following the 1<sup>st</sup> Semester Census date (1 April, 2010) **by the end of April** (sooner if possible).

#### 7 FINANCIAL ASSISTANCE BEFORE PAYMENT IS MADE

*If you need financial assistance before your Honours Year Grant payment can be made*, you may consider applying for a student loan, or a loan from Centrelink. Approval of a student loan may take 2 - 4 weeks, so apply as soon as you know you need assistance. For more information visit: <http://www.latrobe.edu.au/acadserv/finaid/>.

#### 8 MID-YEAR GRANT APPLICATIONS

These grants are not usually offered at mid-year - there is generally only one grant application round each year for Honours Year Grants.

#### TO CONTACT THE SCHOLARSHIPS UNIT

Telephone: 03 9479 5622 or 9479 3375  
Email: [scholarships@latrobe.edu.au](mailto:scholarships@latrobe.edu.au)