La Trobe University, Mildura Staff Giving Scholarship Application Form 2018

What is Staff Giving?

The La Trobe University, Mildura Staff Giving Scholarships have been established to support commencing and continuing full-time students studying at the Mildura campus.

How much is the scholarship?

$3,000

Who is eligible to apply?

To be eligible to apply, you must:

- Be an enrolled full-time continuing student at the La Trobe University Mildura campus.

How are the applications assessed?

The recipient of the scholarship shall be selected by the University on the basis of:

- an application form addressing the eligibility criteria;
- a personal statement;
- a personal profile section;
- Two referee reports.

Helpful information

- **Detailed information:** Make sure you provide full details requested in each section of this application. Otherwise your application may not be assessed appropriately. All information will be treated with strict confidentiality.
- **Supporting documentation:** Supporting documentation is written verification from someone who is qualified to comment on your circumstances. The person must not be related to you or in a close personal relationship with you.
- **False or misleading information:** La Trobe University reserves the right to withdraw an offer of a scholarship 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 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".)*
- **Assessment process:** the assessment will commence after the application closing date. The applications will be short listed by the Head of Campus and other co-opted University staff. If further information is required only referees will be contacted as per the signed release. You will be notified of the outcome via email approximately 2 weeks after the application closing date. To ensure that all candidates are treated with equity, staff are unable to discuss the progress of an individual application.

Where to submit the completed application form

You may submit your completed application form via post no later than Tuesday 30th January 2018

Addressed to:

PRIVATE & CONFIDENTIAL
Senior Officer, Admissions and Scholarships
Student Operations
PO Box 4095
Mildura Vic 3502

Alternatively, a hard copy can be submitted to the Student Administration Office, 471 Benetook Avenue, Mildura

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, bursary or grant, and to assess your application as part of the ranking and allocation 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 assessment and allocation 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 below. The La Trobe University privacy policy can be viewed at: www.latrobe.edu.au/privacy/

LA TROBE UNIVERSITY

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Section 1: personal details

Student number:

Family name	Given names

Address

Suburb	State	Postcode

Telephone (day time)	Mobile

Email

Please indicate the name of your enrolled degree at La Trobe University & your year level: E.g. Bachelor of Education

On what basis did you apply for your La Trobe University course?	Do you receive Centrelink payments?
☐ ATAR Score ☐ VCE or HSC ☐ Mature Age ☐ STAT Test	☐ Yes ☐ No

Have you completed any other study? Please list below.

Please name the secondary school you attended. What year level did you complete at secondary school?

Section 2: personal statement and supporting documents

1. Please provide as a separate attachment, your personal statement (no more than 250 words) describing your study needs and how you would benefit if you were successful in obtaining a scholarship.
   Your statement must be typed and include your name, signature and the date.
2. A personal profile section outlining your family background (where you grew up and information about you and your family e.g. first in family to attend University etc.), and your involvement in community groups and/or clubs.
3. Two referee reports outlining the details of the referee, how they know the applicant, how long they have known the applicant, statement on why the referee believes the applicant should receive financial support from the La Trobe University Mildura Staff Giving Scholarship and any further comments they wish to add. The referees must sign off on the reports.

Section 3: declaration

All information provided by me in the following application, including any supporting documentation, is, to the best of my knowledge, true and correct. I understand and accept that if the information provided by me in this application is deemed to be false or misleading in any way, whether it be before or after bursary monies have been awarded, La Trobe University has the right to withdraw the bursary. If the bursary is terminated or revoked, I may be liable for the repayment of the total sum of any payments incorrectly made to me. I understand that false or misleading information is a serious offence under the criminal code (Commonwealth). I have read the information on this form including the declaration and agree to these conditions.

Student signature	Date

REFEREE REPORT 1

Referee cannot be a family member.

Name of Applicant: _____

Name of Referee: _____

Title of Referee: _____

Phone and or email _____

1. How do you know the applicant?

_____

_____

_____

2. How long have you known the applicant?

_____

_____

_____

3. Please indicate, why you believe they should receive financial support from the Mildura Staff Giving Scholarship?

_____

_____

_____

_____

4. Any other comments?

_____

_____

_____

Signature of Referee: _____ Date: ____/____/____

REFEREE REPORT 2

Referee cannot be a family member.

Name of Applicant: _____

Name of Referee: _____

Title of Referee: _____

Phone and or email: _____

_____

1. How do you know the applicant?

_____

_____

_____

2. How long have you known the applicant?

_____

_____

_____

3. Please indicate, why you believe they should receive financial support from the Mildura Staff Giving Scholarship?

_____

_____

_____

_____

4. Any other comments?

_____

_____

_____

Signature of Referee: _____ Date: ____/____/____