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| What is the Kluwell Publications Educational Bursary? |  |

Kluwell Publications, based in Bendigo, is an Australian Company formed in 1998. Kluwell Publications publish and distribute quality, innovative educational products which have been developed and endorsed by teachers, students and parents. Kluwell is owned and operated by two Directors – Andrew Coldwell and Stan Kluzek. Both Stan and Andrew have been principals, classroom teachers and curriculum consultants, and as students were required to relocate from home in order to complete their studies. They understand the financial obstacles and other barriers facing students from rural and remote locations.

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| How much is the bursary? |  |

$1000 one-off payment.

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| Who is eligible to apply? |  |

To be eligible to apply, you must:

* be enrolled in the Bachelor of Education (Primary) full time at the Bendigo Campus in 2018
* be undertaking practical placements in rural and remote primary schools
	+ to check if your placement is in a rural and/or remote area, please click the following link: <http://www.health.gov.au/internet/otd/Publishing.nsf/Content/locator>
* be experiencing financial and/or educational disadvantage

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| How are the applications assessed? |  |

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

* an application form addressing the eligibility criteria and including a personal statement detailing career goals and ambitions and financial situation
* an interview with La Trobe University where required
* endorsement of the applicant by Kluwell Publications.
* confirmation of your practical placement

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| Helpful information  |  |

* **Alternative format:** this application form is available in an alternative format for those who need it, upon request, please email: scholarships@latrobe.edu.au
* **Detailed information:** Make sure you provide full details requested in Sections 1, 2 and 3 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 our 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 bursary 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 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”.)*
* **Application process:** the assessment will commence after the application closing date. You will be notified of the outcome via email approximately 2 to 3 weeks after the application closing date. To ensure that all candidates are treated with equity, staff are unable to advice you of the progress of an individual application.

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| Where to submit the completed application form |  |

Please email your completed application and all supporting documentation to scholarships@latrobe.edu.au

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| **Section 1: personal details** |  |

 Student number:

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| Family name | Given names |
|  |  |
| Address |  |
|  |
| Suburb | State | Postcode |
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| Telephone (day time) | Mobile |
|  |  |
| Email |
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Are you the first person in your family to attend University? [ ]  Yes [ ]  No

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| **Section 2: financial information** |  |

* 1. Complete the table below as accurately as possible, indicating which forms of income you are currently receive or expect to receive in 2018, and how much per fortnight. Tick YES or NO for all items 1) to 15). Please make realistic estimates if you do not know exactly what your income will be in 2018
* Details of your financial situation (and your partner if applicable) are required, NOT the detailed financial circumstances of your 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.
* 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.

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| **GOVERNMENT FINANCIAL ASSISTANCE** | **YES** | **NO** | **Net amount per fortnight you (or you and your partner) expect to receive in 2018** |
| Youth allowance |  |  | $ |
| Austudy |  |  | $ |
| ABSTUDY |  |  | $ |
| Newstart Allowance |  |  | $ |
| Disability Support Pension |  |  | $ |
| Carer Payment |  |  | $ |
| Age Pension/Widow’s Pension |  |  | $ |
| Health Care Card (tick Yes or No, no $ amount) |  |  | $ |
| Parenting payment – single |  |  | $ |
| Parenting payment - partner |  |  | $ |
| **OTHER (NON-GOVERNMENT) INCOME** | **YES** | **NO** | **Net amount per fortnight you (or you and your partner) expect to receive in 2018. You must write a $ amount for each question where you answer YES.** |
| 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.  |  |  | $ |
| Paid employment |  |  | $ |
| Scholarships, bursaries or grants that you already receive in 2018. Calculate an average per fortnight if paid in a lump sum. |  |  | $ |
| Child support (from child’s other parent). |  |  | $ |
| Other income – write details here: |  |  | $ |
| Total fortnightly income | $ |
| How many people, including yourself, does your income support? | Number of people supported by total fortnightly income: |
|  |

* 1. Please tick one box to indicate which of the following will best describe your personal living circumstances in 2018.

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| [ ]  | Single, living at home, supported financially by family e.g. 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: |

**2.3** Do you have an unusually high level of expenses as a result of special personal or health circumstances 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 3.

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| **Section 3: personal statement and supporting documents** |  |

* 1. Please provide as a separate attachment, your personal statement detailing your career goals and ambitions (up to 500 words). Your statement must be typed and include your name, signature and the date.
	2. Please also attach the following [documentary evidence](http://www.latrobe.edu.au/scholarships/supporting-documentation) to support the financial information you have provided.
	3. If you are ineligible for Centrelink benefits, please explain why in your personal statement and provide documentary evidence of your financial circumstances.
	4. You must attach [documentary evidence](http://www.latrobe.edu.au/scholarships/supporting-documentation) to support the educational disadvantage information you have provided (if applicable)

**Examples of educational disadvantage include:**

* disability or ongoing medical condition
* financial hardship
* evidence of significant caring responsibilities
* personal hardship
* refugee background
* English as an additional language
* Australian aboriginal or Torres strait islander
* regional, rural or remote background

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| **Section 4: declaration** |  |

**I (your full name)**

Being the applicant for the Kluwell Publications Educational Bursary, 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 understand that it is my responsibility to provide the required supporting documentation with my application and that I will not be contacted for missing or incomplete supporting documentation.

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 a scholarship.

Further, I understand that giving false and misleading information is a serious offence under the criminal code (Commonwealth).

I have read and understood the information on page one of this form, including the declaration and agree to these conditions.

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| Student signature | Date |
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| **Section 5: checklist** |  |

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|  | Circle YES or N/A where appropriate |
| I have read and understand the eligibility criteria of the Kluwell Publications Educational Bursary | YES |  |
| I have completed all relevant sections of the application form and included copies of all the required documentation. | YES |  |
| Name of applicant:  |  |
| Signed: |  | Date: |  |

**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/](http://www.latrobe.edu.au/privacy/)