



Coursework Application Form

1. Personal Details

Family Name

Former Family Names: *please attach proof of name change*

Given Names:

Title: *Please circle*

Miss	Ms	Mrs	Mr
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Gender:

- Male
 Female

Date of Birth:

DD	MM	YYYY

Your current student ID

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Home Phone Number:

Business Phone Number:

Mobile:

Email Address:

Address for correspondence:

Number and Street Name:		
Suburb/City:	State:	
Postcode:Country:.....		

NOTE: If you change your address anytime after applying/receiving a scholarship, you must notify the Student Centre immediately.

2. Citizenship/Permanent Resident Details

Please tick the box that applies to you. Please provide your citizenship details **and** attach relevant documentation

- Australian citizen → Aboriginal or Torres Strait Islander Yes No
Please attach a certified copy of your Birth Certificate or citizenship certificate and if Aboriginal or Torres Strait Islander please register with the Ngunnawal Centre.
- Permanent resident
Please attach a certified copy of the relevant page from your passport
- International student
Please attach a certified copy of the relevant page from your passport
- Holder of an Australian permanent humanitarian Visa
Please attach a certified copy of the relevant documentation

3. Study Details

Which course/s are you enrolled in or intend to enrol in?

Are you a:

- Commencing student Continuing student

What is your current year of study?

1st 2nd 3rd 4th

Are you studying:

- Full Time Part Time

Have you previously completed a Bachelor degree or higher level award? Yes No

Details of Year 12:

What year did you complete? State

Institution where you completed?

Please attach a copy of your High School Certificate if completed outside the ACT.

4. Financial Hardship

Are you receiving a means tested Commonwealth income support payment?

- Yes No – go to question 5

- Youth Allowance, living at home
 Youth Allowance, living away from home
 Youth Allowance, independent
 ABSTUDY
 Austudy
 Newstart
 Disability Support Payment
 Parenting Payment
 Carer Payment
 Other, please specify

NOTE:

- You must supply a verified copy of your **CURRENT Centrelink benefit card or Income statement**. You must contact Centrelink to obtain this information. Centrelink documents **MUST** be in your name.
- If you expect to receive a means tested Commonwealth income support payment this year please provide the relevant documentation from Centrelink.
- Family tax benefit A & B are not income - and assets tested payments.

5. Sole Parent or Carer Responsibilities

Yes I am a sole Parent

No I am not a sole Parent – *Please go to question 6*

Children List oldest to youngest	Age	School Year K-12	Other care arrangements (eg Day care, Family Day care, family member) Please specify and include number of hours per week	Stays at home Please tick
Child 1				
Child 2				
Child 3				
Child 4				
Child 5				
Child 6				

Yes I am a carer as defined below

No I am not a carer as defined below- *Please go to Q6*

For the purpose of this application, a carer is defined as a person of any age, who without being paid, cares for another person who needs ongoing support because of a long-term medical condition, a mental illness, a disability, frailty or the need for palliative care. A carer may or may not be a family member and may or may not live with the person. Volunteers under the auspices of a voluntary organisation are not included. Applicants may be in receipt of a Centrelink Carer Allowance or Carer payment

Please describe the exact responsibilities you have, including who you care for, their relationship to you, and why the person you care for is in need of care.

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Please indicate the number of hours per week you undertake carer responsibilities

Less than 15 15-20 21-30 31-40 51-50 51+

Do you expect these responsibilities to continue and for how long?

Please list the verified documents you have attached to support this disadvantage here

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6. Long Term Medical Condition or Disability

Do you have a disability? Yes No – Go to question 7

Is your ability to study at university being affected by or is it likely to be affected by the long-term and ongoing effects of:

- A severe, long term or recurrent medical/psychiatric condition or illness; or
- A learning, sensory, physical, psychological or other disability/disorder.

Yes No – Go to question 7

If yes please complete the following Personal statement. Applicants completing this section of the application must be registered with the Disabilities Office. Further information may be written on a separate sheet and attached to this application

Personal Statement

Do you expect your long-term medical condition or disability to continue and for how long?

Yes No

Describe the nature of your long term medical condition or disability and how it affects your study?

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Please list the verified documents you have attached to support this disadvantage here

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7. Other Scholarships – Including Equity and Merit Scholarships

Are you in receipt of, or will you be in receipt of any other scholarship/s that you are aware of?

Yes- Please complete the following for each scholarship/bursary No – Go to question 8

Year Awarded	Name of Scholarship / Bursary	Awarding Body	Duration	Annual Value	Total Value	Type Equity/Merit

8. Statement Addressing Criteria

If the scholarship cover sheet states that you need to provide a statement addressing criteria please attach this statement to your application here.

9. Privacy Statement

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, academic progress details, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities in your personal and/or academic interests. After you leave the University, the University may approach you to seek financial or other support.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or your results, even to close relatives, without your permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, Government regulation, or the requirements for normal operation of the University.

They include the following:

- We inform Centrelink of your enrolment details if you are receiving payments;
- We release statistical information to the Department of Education, Employment and Workplace Relations (DEEWR) as noted on your Government Statistics form;
- We disclose the personal information you have given in this application to DEEWR. DEEWR will collect and store this information for use in connection with the Higher Education Information Management System (HEIMS) for the purpose of allocating a Commonwealth Higher Education Student Support Number (CHESSN) to you;
- We tell the Australian Taxation Office (ATO) about your HELP liabilities;
- When your award is conferred, your name will be published in the record of proceedings for the conferring of awards;
- We may publish your examination results and the award of a prize or scholarship;
- Your data may be included in aggregate socio-economic data by the University for planning purposes;
- If you are an overseas student or permanent resident we give the Department of Immigration and Citizenship (DIC) the Australian Agency for International Development (AUSAID) and DEEWR certain information which we are required to release;
- If you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- If you apply to transfer to another tertiary institution we may release to that institution or a tertiary admission centre information about your academic progress at this University.

A further explanation of precisely what information may be passed to these Government bodies or agencies can be obtained by contacting the Student Centre.

10. Declaration

I am aware that submission of an incomplete application may delay or eliminate consideration of my application. I declare that all the information I have provided, to the best of my understanding and belief, is complete and correct.

I understand that the giving of false or misleading information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. As detailed in the Privacy Statement, I authorise the University to supply any relevant official records to government bodies.

I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State Government agencies in accordance with the University's obligations under the ESOS Act 2000 and the national code, available from www.deewr.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress.

If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to the Australian Vice-Chancellors Committee any of its member institutions, the Australasian Conference of Tertiary Admissions Centres, and any other relevant examining authority.

I authorize University of Canberra to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary, QualSearch will be engaged to access this academic information. I understand that University of Canberra is not responsible if any educational body /institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

Signed

Date

Application Checklist

- I have answered all questions
- I have completed and attached the scholarship cover sheet
- I have attached properly certified copies of the documents requested
- I have attached a 300-word statement addressing the selection criteria (if required on cover sheet)
- I have requested my referees to return their reports direct to the Scholarships and Prizes Office (if required on cover sheet)
- I have read and signed the Declaration

Contact Details and Return Postal Address

Postal Address	In person	Contact info
Scholarships and Prizes Office University of Canberra ACT 2617	Student Centre Building 1 University Drive Bruce	Ph: 1300 301 727 Fax: +61(0) 2 6201 5391 Email: scholarships@canberra.edu.au http://www.canberra.edu.au/scholarships