

# Scholarship application form

## About CCEF

The Caroline Chisholm Education Foundation (CCEF) is an independent charitable trust at Chisholm Institute. The mission of the CCEF is to support those in financial hardship to receive an education at Chisholm Institute by providing full and partial scholarships to cover cost of tuition and material fees.

### Scholarship eligibility

To find out if you meet the criteria for a scholarship, please complete the self-assessment below by ticking the boxes that are applicable to you:

- Your course of study will be at Chisholm Institute
- You are one of the following: Australian Citizen, or Permanent Resident
- You identify as being of Aboriginal and/or Torres Strait Islander descent
- You are in possession of a current Concession or Health Care Card or are listed on your parent's card
- You and your course is eligible for one of the following:
  - Government-funded training<sup>1</sup>
  - VET student loan (if applying for Diploma level or above).<sup>2</sup>
- You have a current health care card or are listed on your parent's Health Care Card

**Please note:** If you identify as being of Aboriginal and/or Torres Strait Islander descent please refer to the **Scholarship Application Form for Indigenous Students**.

### Application process

- > Once eligible to apply for a scholarship, you will apply for your selected course online, if you have not already done so.
- > A Chisholm course adviser or the relevant teaching department will be in contact to assist you with your enrolment documents.
- > Complete and submit the scholarship application form including ALL documents as listed in this application form. (See the document checklist on page 5).
- > We will let you know whether you need to register to meet with a career guidance counsellor to discuss your application further.
- > Our scholarship panel will then meet to assess your application, and you will be notified by email of the outcome.

**DO NOT PAY YOUR COURSE FEES BEFORE HEARING THE OUTCOME OF YOUR SCHOLARSHIP APPLICATION AS THE CCEF IS UNABLE TO REFUND STUDENTS.**

**Please note:** The application process may take up to four (4) weeks, therefore it is recommended you allow plenty of time between submitting your complete application and the commencement of your course.

1. See [chisholm.edu.au/fees](http://chisholm.edu.au/fees) on Government subsidy eligibility.

2. See [chisholm.edu.au/VSL](http://chisholm.edu.au/VSL) for information on VET Student Loans.

## Personal details

<b>First name:</b>	<b>Last name:</b>	
<b>Preferred name:</b>	<b>Date of birth:</b> /     /	
<b>Gender:</b>	Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified <input type="checkbox"/>	
<b>Residential address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Mobile phone (required):</b>	<b>Chisholm student number (if applicable):</b>	
<b>Email address (required):</b>		

## Citizenship details

**Are you an Australian citizen?**     Yes      No

You must hold a green Medicare card

### Non-Australian citizens

Are you a permanent resident?     Yes      No

You must provide a colour copy of your visa documents. (An Immigration card is not accepted.)

## Centrelink details

**Are you in receipt of a Centrelink payment?**     Yes      No

**Do you have a current concession or health care card?**     Yes      No

**Are you listed on your parent/s/ or guardian/s health care card?**     Yes      No

## General details

**Have you previously received a scholarship from the Caroline Chisholm Education Foundation?**     Yes      No

If yes, please provide the following details:

**Course name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

### How did you hear about us?

- Chisholm website      External agency      Open night      Teacher      Chisholm course advisor  
 Other

## Enrolment details

Before you are able to complete this section, you must have contacted a course adviser or department course adviser to commence your enrolment. They will be able to help you to commence the enrolment process:

- > Statement of fees
- > Textbook/equipment list (if applicable).

These documents are required for your application to be processed.

For diploma and advanced diploma courses, you must be eligible for a vet student loan as we only assist with material and amenity fees.

**Course code:**

**Course title:**

Certificate I    Certificate II    Certificate III    Certificate IV    Diploma    Advanced diploma    Bachelor

**Are you re-enrolling into this course?**      Yes     No

**Location of course studies:**

Bass Coast     Berwick     Cranbourne     Dandenong     Frankston     Mornington Peninsula  
 Online     Off campus     Other

**Course commencement date:**      /      /

**Course engagement:**      Full time       Part time

## About you

Please tell us a bit more about you, your present and future goals, and how we can help.

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### First of all, why did you choose this course?

- |  |   |
|--|---|
| <input type="checkbox"/> To get into another course of study       | <input type="checkbox"/> To get a job                     |
| <input type="checkbox"/> I wanted extra skills for my job          | <input type="checkbox"/> It was a requirement of my job   |
| <input type="checkbox"/> To try for a different career             | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> To start my own business                  | <input type="checkbox"/> To develop my existing business  |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other                            |
- 

What do you know about the industry and employment opportunities that relate to this course?

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Where would you like to be in 5 years' time, in your life and career?

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Outline your situation and any barriers impacting your hardship (e.g., financial, family violence, refugee, single parent, special needs, disability carer).

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## Chisholm referral

It is highly recommended that you include a referral from a Chisholm staff member to support your application (not essential).

Chisholm member of staff to complete this section:

Does this course align with the applicant's career goals (employment or pathway to employment)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you believe that the applicant has a commitment to complete the course requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has this student been placed on a 'stop attendance' notice due to default on debit success payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the student disengaging from Chisholm due to the inability to meet ongoing course fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Below is your opportunity to write about the student and how we can help.

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**Staff name:**

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**Email address:**

**Phone number:**

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**Signature:**

**Date**     /     /

## Personal reference - support agency referral

You are welcome to include a personal reference related to employment, education or volunteer work; or include a referral from a Support Agency who currently provide State or Federal Government funded support program.

**Please note:** This excludes job active, disability employment services and other employment programs. You should discuss with your job active provider first about assistance with fees.

Include the reference/referral as a separate document to be attached to this application.

## Chisholm wellbeing support

Chisholm is able to offer a range of support to help you through your learning journey. Please let us know if you need support in any of the following areas:

- |   |  |
|---|--|
| <input type="checkbox"/> Indigenous support         | <input type="checkbox"/> Career support            |
| <input type="checkbox"/> Counselling services       | <input type="checkbox"/> Student wellbeing officer |
| <input type="checkbox"/> Academic support           | <input type="checkbox"/> External supports         |
| <input type="checkbox"/> Disability liaison officer |  |

## Declaration

By submitting your application you are confirming that:

- All of the information provided is true and complete;
- Have read and agreed to the Terms and Conditions;
- Have read and understood the General Privacy Statement;
- Have read and completed the Document Checklist and attached the relevant documentation;
- Agree to participate in an annual survey related to your scholarship application;
- Understand that your application may be shared by Caroline Chisholm Education Foundation with other professional staff at Chisholm Institute.

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**Name of applicant**

**Signature** \_\_\_\_\_ **Date:**      /      /

If you are under 18 years of age, please ask your parent or guardian to sign this application.

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**Name of parent or guardian:**

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**Address:**

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

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**Phone number:**

**Signature** \_\_\_\_\_ **Date:**      /      /

## Document checklist (Chisholm member of staff to complete this section)

**Citizenship Details**

Medicare card verified

**Non-Australian Citizens**

Permanent Residency or visa verified

**Centrelink details**

Concession/health care card verified

**Enrolment details**

Supplied a copy of your Statement of fees? Yes  No

Supplied a copy of your textbook/equipment list? (if applicable) Yes  No

**Chisholm referral**

Have you had a Chisholm member of staff complete this section? N/A  Yes  No

**Support agency referral**

If you have been referred by a government funded support agency, have they provided a referral? N/A  Yes  No

Ensure you have completed all sections and provided all required documentation as incomplete applications will not be considered.

## Application submission

If you require assistance to complete this online form, please contact Student Enquiry and Enrolment Services by email [ccfescholarships@chisholm.edu.au](mailto:ccfescholarships@chisholm.edu.au) or phone **1300 244 746**.

## Terms and conditions

Scholarship value will be paid to client engagement at the time of your enrolment. Applicants will not receive any monetary payment to the value of the scholarship. Scholarship award is non-transferable.

To be eligible for a scholarship you must meet the criteria as mentioned in the application form and submit all required documentation and have signed the application form.

## Selection process

Applicants are required to complete the Scholarship application form and attach their additional supporting documents. The decision of the review panel is final and no further communication will be entered into.

## Survey participation

To assist us to maintain existing funding and secure new ongoing funding to provide future students of Chisholm with financial support to complete their studies, we are asking you as a condition of funding to participate in an ongoing study of the benefits to you of completing your qualification of choice.

You may be asked to complete a short questionnaire twice a year and up to three years after you have commenced your qualification.

## General privacy statement

The Caroline Chisholm Education Foundation appreciates the importance of protecting personal and any health-related information. The Caroline Chisholm Education Foundation respects an individual's right to privacy and complies with the Commonwealth Privacy Act 1988, Victorian Information Privacy Act 2000 and the Victorian Health Records Act 2001

The Caroline Chisholm Education Foundation will only collect information from you that is necessary in order to provide our services to you. This could include: name, address, date of birth, telephone numbers, emergency contacts and photograph for identification purposes.

The information you provide will only be used/disclosed for the reason you provided it, or for a secondary purpose that you would reasonably expect. The law also allows some uses/disclosures without consent, such as to protect safety.

All personal and/or health information will be removed from the Caroline Chisholm Education Foundation systems when it is no longer required.

The Caroline Chisholm Education Foundation will take reasonable steps to secure the personal and any health-related information it collects, protect it from loss, misuse or alteration, and to ensure it is kept accurate and up-to-date. The Caroline Chisholm Education Foundation will not disclose personal and any health-related information without your consent unless required to by law or regulation.

Individuals can request access to the personal information the Caroline Chisholm Education Foundation holds about them.

If individuals believe their personal information is inaccurate, incomplete or out of date the individual is entitled to request that it be corrected. There may be circumstances where access to information cannot be granted as it may compromise the privacy of another individual. All access should be sought through the Freedom of Information Act 1982.

For further information on privacy concerns, contact the CCEF Executive Officer on **03 9238 8114** or [scholarships@chisholm.edu.au](mailto:scholarships@chisholm.edu.au).

