

# SCHOLARSHIP APPLICATION FORM FOR INDIGENOUS STUDENTS

## 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

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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 identify as being of Aboriginal and/or Torres Strait Islander
- Your course is eligible for one of the following:
- Victorian and Commonwealth government-subsidised training <sup>1</sup>
  - VET student loan (if applying for Diploma level or above).<sup>2</sup>

## APPLICATION PROCESS

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- > 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 7).
- > 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.

**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.

**Ensure you have not paid your course fees before hearing the outcome of your scholarship application as the CCEF is unable to refund students.**

1. See [chisholm.edu.au/fees](http://chisholm.edu.au/fees) for information 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> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified |                                 |
| <b>Residential address</b>  | <b>Suburb</b>                   |
| <b>State</b>  | <b>Postcode</b>                 |
| <b>Mailing address</b>  | <b>Suburb</b>                   |
| <b>State</b>  | <b>Postcode</b>                 |
| <b>Mobile phone</b> (required)  | <b>Email address</b> (required) |
| <b>Chisholm student number</b> (If applicable)  |                                 |
| <input type="checkbox"/> Living at home and supported by family   |                                 |
| <input type="checkbox"/> Living away from home and supported by family  |                                 |
| <input type="checkbox"/> Financially independent  |                                 |

## CENTRELINK DETAILS

|   |
|---|
| <b>Are you in receipt of a Centrelink payment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                     |
| <b>Do you have a current concession or health care card?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No           |
| <b>Are you listed on your parent/s or guardian/s health care card?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

## GENERAL DETAILS

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

If yes, please provide the following details:

| <b>Course name</b>                        | <b>Year</b>   |
|---|---|
| <b>How did you hear about us?</b>         |   |
| <input type="checkbox"/> Chisholm website | <input type="checkbox"/> Teacher                                      |
| <input type="checkbox"/> External agency  | <input type="checkbox"/> Aboriginal controlled community organisation |
| <input type="checkbox"/> Open night       | <input type="checkbox"/> Chisholm course advisor                      |
| <input type="checkbox"/> Other            | <input type="checkbox"/> Virtual Information Session                  |

### Prior qualification(s)

What qualifications have you completed in the past 3 years at either TAFE or University?

| <b>Year</b> | <b>Name of course</b> | <b>Name of institute</b> |
|-------------|-----------------------|--------------------------|
|             |                       |                          |
|             |                       |                          |
|             |                       |                          |

### Prior qualification(s)

What qualifications have you commenced but not completed in the past 3 years at either TAFE or University?

| <b>Year</b> | <b>Name of course</b> | <b>Name of institute</b> |
|-------------|-----------------------|--------------------------|
|             |                       |                          |
|             |                       |                          |
|             |                       |                          |

## ENROLMENT DETAILS

Before you are able to complete this section, you must have contacted a course adviser or department course adviser.

Our Chisholm enrolment adviser and teaching department will help you with:

- > Pre-training review
- > Training plan
- > BKSB Literacy and Numeracy Results (or Year 12/higher qualification if applicable)
- > Statement of fees
- > Textbook/equipment list (if applicable).

The enrolment documents are required for your application to be processed. If you do not have this information, please contact an enrolment adviser on **1300 244 746** or the relevant course department to make an appointment.

Certificate I

Certificate II

Certificate III

Certificate IV

Diploma

Advanced diploma

Name of course

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

Are you re-enrolling into this course?  Yes  No

**PLEASE NOTE:** Scholarships do not cover the costs of online courses.

### Location of Course Studies:

Bass Coast

Berwick

Chisholm @311 Dandenong

Cranbourne

Dandenong

Frankston

Mornington Peninsula

Other

Course commencement date     /     /

Course engagement      Full time

Part time

## ABOUT YOU

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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"/> <b>To get into another course of study</b>       | <input type="checkbox"/> <b>To get a job</b>                     |
| <input type="checkbox"/> <b>I wanted extra skills for my job</b>          | <input type="checkbox"/> <b>It was a requirement of my job</b>   |
| <input type="checkbox"/> <b>To try for a different career</b>             | <input type="checkbox"/> <b>To get a better job or promotion</b> |
| <input type="checkbox"/> <b>To start my own business</b>                  | <input type="checkbox"/> <b>To develop my existing business</b>  |
| <input type="checkbox"/> <b>For personal interest or self-development</b> | <input type="checkbox"/> <b>Other</b>                            |
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What do you know about the 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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Life interests – what interests, activities and strengths do you have? This can include hobbies.

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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"/> <b>Indigenous support</b>         | <input type="checkbox"/> <b>Career support</b>            |
| <input type="checkbox"/> <b>Counselling services</b>       | <input type="checkbox"/> <b>Student wellbeing officer</b> |
| <input type="checkbox"/> <b>Academic support</b>           | <input type="checkbox"/> <b>External supports.</b>        |
| <input type="checkbox"/> <b>Disability liaison officer</b> |   |
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## CHISHOLM REFERRAL

It is highly recommended that you include a referral from a Chisholm staff member to support your application. Applications that do not include a referral will be directed to a careers guidance counsellor for further discussion.

Chisholm member of staff to complete this section:

**Does this course align with the applicant's career goals (employment or pathway to employment)?**  Yes  No

**Do you believe that the applicant has a commitment to complete the course requirements?**  Yes  No

**Has this student been placed on a 'stop attendance' notice due to default on debit success payments?**  Yes  No

**Is the student disengaging from Chisholm due to the inability to meet ongoing course fees?**  Yes  No

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

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**Staff name**

**Email address**

**Email address**

**Phone number**

**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.

## DECLARATION

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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

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Signature

Date / /

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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

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State

Postcode

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Phone number

Suburb

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Signature

Date / /

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## DOCUMENT CHECKLIST

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### Centrelink details

Supplied a colour copy of your concession/health care card?  Yes  No

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### Enrolment details

Supplied a copy of your pre-training review?  Yes  No

Supplied a copy of your Training plan?  Yes  No

Supplied a copy of your Statement of fees?  Yes  No

Supplied a copy of your BKSBS Literacy and Numeracy Results (or Year 12/higher qualification if applicable)?  Yes  No

Supplied a copy of your Textbook/Equipment List? (if applicable)  Yes  No

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### Chisholm referral

Have you had a Chisholm employee complete this section?  N/A  Yes  No

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### 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

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Please send your application and all required documents to the office of the Caroline Chisholm Education Foundation, preferably via email to [scholarships@chisholm.edu.au](mailto:scholarships@chisholm.edu.au).

Otherwise our physical address is Chisholm Institute Cranbourne campus - Building A and our mailing address is PO Box 684, Dandenong VIC 3175.

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## 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 via Phone: **03 9238 8114** or E-mail: **[scholarships@chisholm.edu.au](mailto:scholarships@chisholm.edu.au)**

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