

TERTIARY STUDENT Scholarship Applications: Supporting Documents Information & Examples

What's this document for?

This document provides applicants and nominators with additional information and examples of the supporting documents to be submitted with all Western Chances **tertiary** scholarship applications.

It builds on the **Application checklist and guidelines document** and is a useful reference to ensure the correct documentation is submitted with the online application. If the correct supporting documents are not provided, Western Chances cannot assess the scholarship application.

The document is split into three sections that cover the different categories of required Supporting Documents:

1. APPLICANT DETAILS

- Tertiary Student Scholarship Payment Form
- Student Card or other Evidence of Enrolment

2. TALENT & MOTIVATION SUPPORTING DOCUMENTS

- Tertiary Results
- Additional Information – OPTIONAL

3. FINANCIAL HARDSHIP SUPPORTING DOCUMENTS

- Health Care Card
- Pensioner Concession Card
- Youth Allowance or ABSTUDY Statement

The examples provided in this document are a guide only.

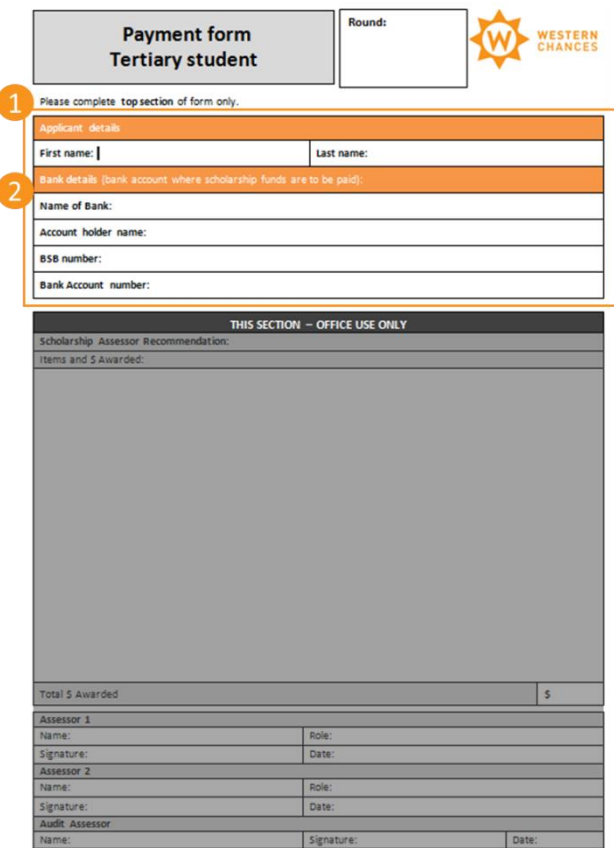
Each tertiary institution and applicant is different so your supporting documents may look different too.

1. APPLICANT DETAILS

Tertiary Student Scholarship Payment Form

Why is this required?

- To enable payments to be made to the scholarship recipient



The form is titled "Payment form Tertiary student" and includes a "Round:" field. It is divided into several sections:

- Section 1:** Applicant details, including fields for "First name:" and "Last name:".
- Section 2:** Bank details (bank account where scholarship funds are to be paid), including fields for "Name of bank:", "Account holder name:", "BSB number:", and "Bank Account number:".
- Section 3:** THIS SECTION – OFFICE USE ONLY, containing a "Scholarship Assessor Recommendation" table, a "Total \$ Awarded" field, and signature fields for "Assessor 1", "Assessor 2", and "Audit Assessor".

This form can be downloaded at :
[http://westernchances.org.au/assets/site_images/Payment Form - Tertiary N119.doc](http://westernchances.org.au/assets/site_images/Payment_Form_-_Tertiary_N119.doc)

- Complete all fields in the top half of the form only.
The bottom section of the form is for Western Chances office use only.
- Complete Bank Details and ensure that **all** details are correct. Scholarship funds will be paid directly into this account.

Student Card or other Evidence of Enrolment

Why is this required?

- To verify the applicant is enrolled at an eligible tertiary institution or organisation.



A copy of the applicant's current student card or other evidence of enrolment must be submitted:

- The name of the tertiary institution must be clear.
- The name on the student card or other evidence of enrolment must match the applicant name.
- The date must be current i.e. not expired.

2. TALENT & MOTIVATION Supporting Documents

Why is this required?

- To demonstrate that the applicant meets the talented and motivated eligibility criteria.

Tertiary Results

Western Chances UNIVERSITY
Academic Transcript
Date of Issue: 20 December 2019

Student Name: **MS REBECCA DANGERFIELD**
Student ID: 1076984

BACHELOR OF BUSINESS

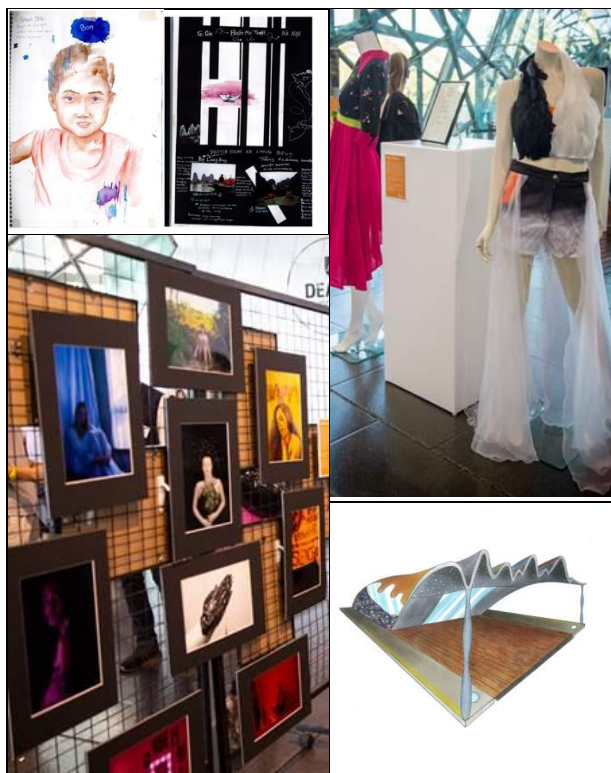
		Teaching Period	Mark	Grade	Credit Points
2019					
CODE201	SUBJECT TITLE 201	1	84	HD	12
CODE202	SUBJECT TITLE 202	1	74	D	12
CODE203	SUBJECT TITLE 203	1	83	HD	12
CODE204	SUBJECT TITLE 204	1	88	HD	12
CODE205	SUBJECT TITLE 205	2	82	HD	12
CODE206	SUBJECT TITLE 206	2	74	D	12
CODE207	SUBJECT TITLE 207	2	86	HD	12
CODE208	SUBJECT TITLE 208	2	69	C	12
2018					
CODE101	SUBJECT TITLE 101	1	75	D	12
CODE102	SUBJECT TITLE 102	1	94	HD	12
CODE103	SUBJECT TITLE 103	1	86	HD	12
CODE104	SUBJECT TITLE 104	1	75	D	12
CODE105	SUBJECT TITLE 105	2	73	D	12
CODE106	SUBJECT TITLE 106	2	71	D	12
CODE107	SUBJECT TITLE 107	2	68	C	12
CODE108	SUBJECT TITLE 108	2	77	D	12
CREDIT POINTS ACHIEVED					192
GRADE POINT AVERAGE					6.31

A copy of the applicant's most up to date academic transcript must be submitted with the application. The results transcript must clearly show:

- Name of the tertiary institution or organisation
- Applicant name
- Most Recent year/semester
- Subjects
- Results (e.g. marks and grades)

Additional Information - OPTIONAL

The below are examples of additional information. This is only a small sample of the types of additional information that may be provided to support the scholarship application.



Certificates, awards, articles, artistic talent examples or other information from the **previous 12 months** that demonstrates the applicant's talent, motivation and determination to achieve their goals.

For example (**but not limited to**):

- Example of applicant's art
- MP3 file of an applicant's short film
- Example of applicant's fashion design
- Video or photo of dance performance
- Example of student art and photography exhibition
- MP3 file of applicant's musical/singing recording
- Competition results
- Golden Key membership
- Example of an applicant's drawing and design

Please note it is **optional** to provide additional information to support the application.

3. FINANCIAL HARDSHIP Supporting Documents

Why is this required? To confirm that the student meets financial hardship eligibility criteria.

ONLY ONE OF THE ACCEPTED DOCUMENTS LISTED AND SHOWN BELOW IS REQUIRED

Health Care Card



- 1 Must provide a legible copy of the applicant or parent/guardian Health Care Card.
- 2 The name listed on the Health Care Card must match the applicant name or the parent/guardian name listed in the scholarship application.
- 3 If the Health Care Card is not in the name of the applicant, the applicant must be listed as a dependent on the Health Care Card.
- 4 The Health Care Card must be current on the date the scholarship application is submitted i.e. not expired – please check expiry date.

OR Pensioner Concession Card



- 1 Must provide a legible copy of the applicant or parent/guardian Pensioner Concession Card.
- 2 The name listed on the Pensioner Concession Card must match the applicant name or the parent/guardian name listed in the scholarship application.
- 3 If the Pensioner Concession Card is not in the name of the applicant, the applicant must be listed as a child on the Pensioner Concession Card.
- 4 The Pensioner Concession Card must be current on the date the scholarship application is submitted i.e. not expired – please check expiry date.

OR Youth Allowance or ABSTUDY Statement

Example 1 – Statement letter



Must provide a legible copy of a Youth Allowance or ABSTUDY Statement.

This can be:

- a copy of a statement letter similar to **Example 1** OR
- a screenshot of a statement from the applicant’s Centrelink Online account similar to **Example 2**.

- 1 The name listed on the statement must match the applicant name.
- 2 The date on the statement must be for the current calendar year.

Example 2 – Mobile screenshot statement

