

SECONDARY STUDENT Scholarship Applications: Supporting Documents Information & Examples



What's this document for?

This document provides nominators with additional information and examples of the supporting documents to be submitted with all Western Chances **secondary** 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 four sections that cover the different categories of required Supporting Documents:

1. APPLICANT DETAILS

- Secondary Scholarship Payment Form

2. TALENT & MOTIVATION SUPPORTING DOCUMENTS

- School Report
- Attendance Report
- Artistic Talent Nominations
- Leadership Talent Nominations
- Additional Information – OPTIONAL

3. FINANCIAL HARDSHIP SUPPORTING DOCUMENTS

- Health Care Card
- Pensioner Concession Card
- Youth Allowance or ABSTUDY Statement
- Camps, Sports & Excursion Fund (CSEF)

4. VET/VCAL SUPPORTING DOCUMENTS

- Subject Fees Invoice

The examples provided in this document are a guide only.

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

1. APPLICANT DETAILS


Secondary Student Scholarship Payment Form

Why is this required?

- To confirm that the applicant, nominator and school principal are all aware of and support the scholarship application
- To enable payments to be made to the school for the scholarship recipient (managed by the nominator and school Business Manager)

Payment form
Secondary applicant

Round:



1 Please complete top section of form only.

Applicant details			
First name:	Last name:	Year level:	
Nominator details			
Nominating school/organisation:			
Nominator name:			
Business Manager name:			
Title	Name	Signature	Date
School Principal			

2

THIS SECTION – OFFICE USE ONLY	
Scholarship Assessor Recommendations:	
Items and \$ Awarded:	
Total \$ Awarded	\$
Assessor 1	
Name:	Role:
Signature:	Date:
Assessor 2	
Name:	Role:
Signature:	Date:
Audit Assessor	
Name:	Signature: Date:

This form can be downloaded at :

[http://westernchances.org.au/assets/site_images/Payment_Form -
Secondary N119.doc](http://westernchances.org.au/assets/site_images/Payment_Form_Secondary_N119.doc)

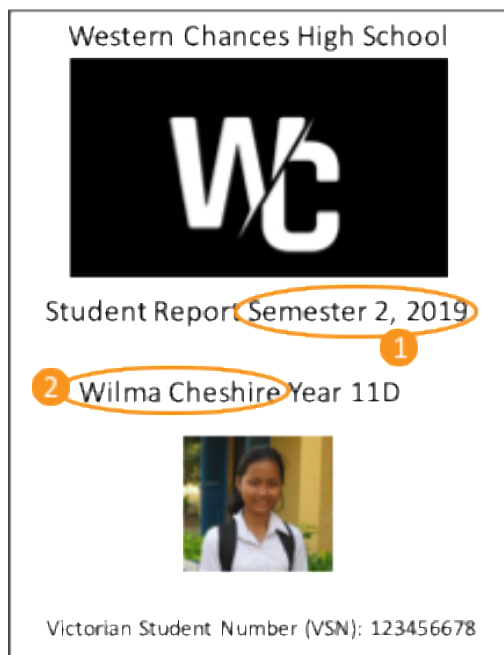
- 1** Complete all fields in the top half of the form only.
- The bottom section of the form is for Western Chances office use only.
- 2** The form must be completed by the nominator and signed by the school principal:
- School Principal

2. TALENT & MOTIVATION Supporting Documents

Why is this required?

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

School Report



A copy of the applicant's most recent full semester report must be submitted with the application. The report must clearly show:

- The report semester or date
- The applicant name
- Results including definitions of grades*
- Work habits or similar*

* The applicant's results and work habits are used to help validate the talent and motivation of the applicant, particularly in the nominated area of talent or pathway.

If the school report does not sufficiently demonstrate the applicant's talent and/or motivation, additional information is required (for example, where results show only satisfactory or not satisfactory). Please refer to 'Additional Information' section for further details.

- Results
- Work Habits or similar

Attendance Report

Student: **Wilma CHESHIRE – 11D, Year 11**

Active

Dashboard | Schedule | Personal | Attendance | Reports | Analytics

Summary | Notes/Approvals | Unexplained | Arrival/Departure | Enrolments | Full Record

Daily Activities & Attendance

Currently Viewing: < 22/07/2019

>

Switch to Grid view

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm

An Attendance Summary report from Compass, Xuno or similar showing the applicant's attendance record for the most recent full semester must be submitted with the application. We suggest using screen capture function or snipping tool.

The report must clearly show:

- The applicant name and year level.
- Attendance summary Start Date and End Date must cover most recent full semester.
- Percentage attendance breakdown for each subject must be clearly visible.

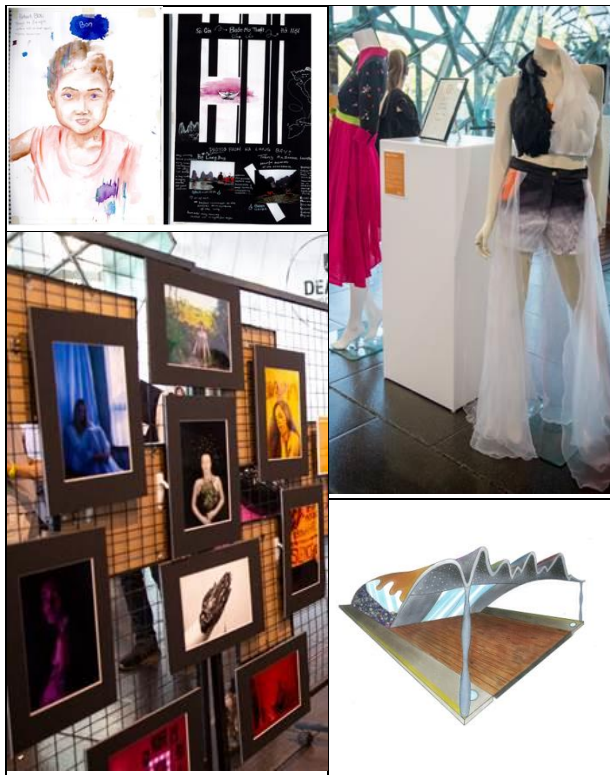
If the attendance summary indicates accounted for attendance is less than 90%, additional information is to be included in the application form to explain the absenteeism.

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Artistic Talent Nominations

The below are examples of evidence that support artistic talent nominations. This is only a very small sample of the many and varied types of evidence that can be provided.



Evidence of the nominated artistic talent **from the previous 12 months** must be provided.

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
- Example of an applicant's drawing and design

OR a written reference from a teacher in this area.

Leadership Talent Nominations

The below are examples of awards that support leadership talent nominations. This is only a small sample of the evidence that can be provided.



Evidence of the nominated leadership talent from the **previous 12 months** must be provided.

For example (**but not limited to**): Long Tan Award, Duke of Edinburgh Award, school captaincy etc. *(Please note that student of the week awards do not adequately demonstrate leadership talent.)*

Leadership roles such as school captaincy can be specified in the online application.

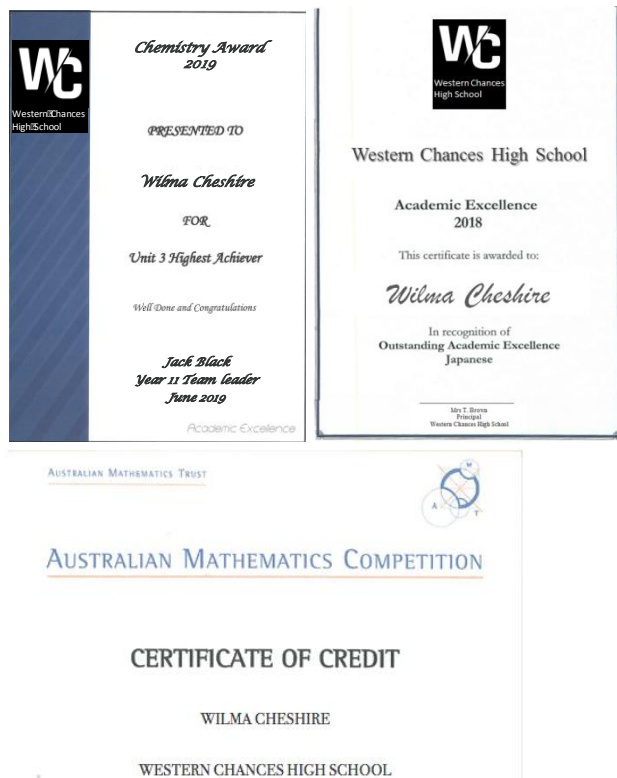
Copies of awards and certificates can be submitted with the supporting documents.

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

This is **OPTIONAL except** where the school report or other information in the application does not sufficiently demonstrate the applicant's talent and/or motivation. For example, where school report results show only satisfactory or not satisfactory.

3. FINANCIAL HARDSHIP Supporting Documents

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

ONLY ONE OF THE ACCEPTED DOCUMENTS LISTED AND SHOWN BELOW IS REQUIRED (if one of these documents are not available as proof, please contact Western Chances to confirm eligibility criteria prior to application)

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 parent/guardian name listed in the scholarship application.

3. The scholarship 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.

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 parent/guardian name listed in the scholarship application.
3. The scholarship 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 parent/guardian Pensioner Concession Card.

2. The name listed on the Pensioner Concession Card must match the parent/guardian name listed in the scholarship application.

3. The scholarship 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.

1. Must provide a legible copy of the parent/guardian Pensioner Concession Card.
2. The name listed on the Pensioner Concession Card must match the parent/guardian name listed in the scholarship application.
3. The scholarship 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.

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OR Youth Allowance or ABSTUDY Statement

Example 1 – Statement letter

If not delivered: Locked Bag 7834 Canberra Bc, ACT 2610

Reference: [REDACTED]

1 CUSTOMER NAME
CUSTOMER ADDRESS

2 31 January 2019

Your Youth Allowance

Regular Payment from payment date 04/02/2019

Youth Allowance	\$299.80
Plus Energy Supplement	+ \$4.60
Total	\$304.40

► Important Information

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

M237865510

If not delivered: Locked Bag 7834 Canberra Bc, ACT 2610

Reference: [REDACTED]

1 CUSTOMER NAME
CUSTOMER ADDRESS

2 18 February 2019

Your Youth Allowance

Payment from 01/03/2018 to 01/03/2018 due on 10/03/2018

Regular Payment from payment date 01/03/2018	\$299.80
Youth Allowance	\$299.80
Plus Energy Supplement	+ \$4.60
Total	\$304.40

► Important Information

You are being paid the delay from your rate of Youth Allowance from 10 March 2018.

Contact Information

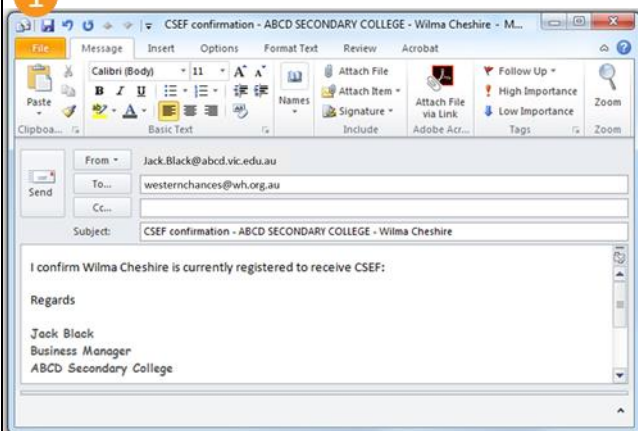
1800 221 221
1800 221 221
1800 221 221

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OR Camps, Sports & Excursion Fund (CSEF)

1



School Business Manager (or nominating organisation equivalent) must confirm via email to westernchances@wh.org.au that the scholarship applicant currently receives CSEF.

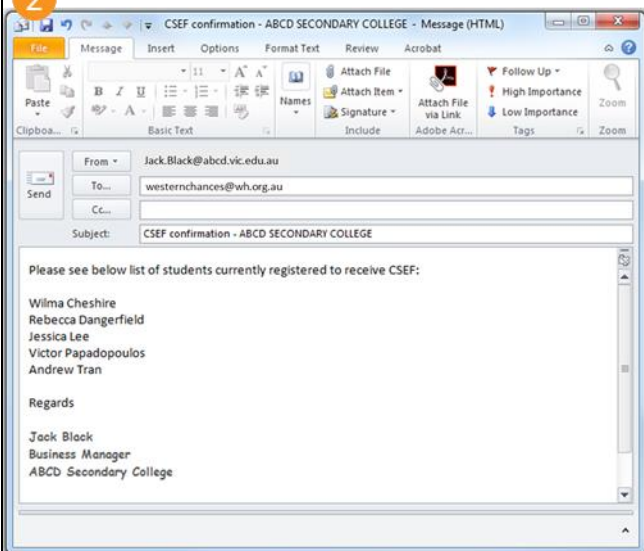
1

May be provided as an individual email for each applicant.

2

May be provided as a list of applicants from the same school who all receive CSEF.

2



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VET/VCAL Supporting Documents

Subject Fees Invoice

Where payment of fees is requested, a copy of the subject fees invoice must be provided to validate the fees payable.

- 1 The name listed on the statement must match the applicant name.
- 2 Statement must reflect the period the fees are payable for.
- 3 The fee descriptions and total \$ should be clear.

the Gordon
Postal Address: Private Bag 1
Geelong Mail Centre, Victoria, Australia 3221
Telephone (03) 5225 0500, Facsimile (03) 5225 0505
National Provider Number: 2044
ABN 57 241 053 146

Statement of Account

Account number: 87654321

Opening Balance 18-Dec-2018 1,975.00

Total debits 0.00

Total other credits 1,975.00

Closing Balance 20-Mar-2019 0.00

Total GST paid this period: 0.00

Date	Due Date	Description	Reference	Debit	Credit	Balance
		Opening Balance				1,975.00
		ACM20110 VETIS Tuition		1,845.00	130.00	
		ACM20110 VETIS Class Materials Fee		130.00	0.00	
		Closing Balance				\$0.00

Applicable Course(s)

the Gordon
Postal Address: Private Bag 1
Geelong Mail Centre, Victoria, Australia 3221
Telephone (03) 5225 0500, Facsimile (03) 5225 0505

Remittance Advice

Student Name
Account No: 87654321

Please debit my Credit Card Number

Cardholder's Name:

Expiry / / Amount \$

Signature:

Credit card payments can be made by telephoning (03) 5225 0500.
Please make cheques payable to the Gordon Institute of TAFE and attach this remittance advice

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