SCHOLARSHIP APPLICATION GUIDE

FUTURE STUDENT SCHOLARSHIP APPLICATIONS 2017
Completing the application process

This Application Guide should be referred to when preparing your scholarship application. The guide details information required in each section of the application form and provides advice and requirements.

Application and assessment steps:

Step 1: Search for scholarships you are eligible for
- Use the filter system to find the scholarship/s that you are interested in applying for on the Curtin Scholarships website
- There is a standard filter if you are not sure what scholarships are available or there is an advanced filter where you can search using keywords and additional search criteria.

Step 2: Download the application form
- Application forms are available to download from the scholarships website once the scholarship is open for application
- Most scholarships are listed on the same form with the exception of a few.

Step 3: Complete your application
- Follow the instructions in the application form to complete your application
- This application guide will give you advice on how to complete each section.

Step 4: Submit your application by the deadline
- The scholarship closing date is listed on the scholarships website and on the front page of the application form
- Incomplete applications will be deemed unsuccessful
- The deadline is not extendable and no applications will be accepted after the deadline has passed
- If you are submitting your application via post, make sure you post it with enough time to make it to the Scholarships Office by the deadline
- If you would like the Scholarships Office to check your application, your application will need to be received by the Scholarships Office at least one week prior to the deadline
- Emailed applications are not accepted.
Step 5: Receive application receipt
- An email receipt will be sent within 10 working days of receiving your application to the email address you have listed with TISC.
- Ensure that you will have access to the email address you have listed with TISC in the lead up to semester one.

Step 6: Applications are assessed
- Applications will be assessed by a selection panel based on the information you have provided.
- For scholarships that have an interview component, shortlisted applicants will be sent interview information in early January via the email address they have listed with TISC.
- Interviews are usually scheduled for the first fortnight in January.
- Shortlisted applicants must be available for their designated interview time. A Skype interview may be possible if the student is out of the state.

Step 7: Receive application outcome
- Outcomes will be sent in mid-January via the email address you have listed with TISC.
- All successful and unsuccessful applicants will be notified via email.

Step 8: Submit acceptance documents
- Successful applicants will be sent acceptance documents with their outcome email.
- Students must return acceptance documents by early February 2017.

Application and assessment timeline

<table>
<thead>
<tr>
<th>Component</th>
<th>Method</th>
<th>Time frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application submission</td>
<td>Hard copy (post, fax or in person)</td>
<td>Whilst scholarship is open for application</td>
</tr>
<tr>
<td>Application receipt</td>
<td>Email listed via TISC</td>
<td>Within 10 days after submission</td>
</tr>
<tr>
<td>Interview invitation</td>
<td>Email listed via TISC</td>
<td>Early January</td>
</tr>
<tr>
<td>- For scholarships with interview component only</td>
<td></td>
<td>Interviews are usually scheduled for the first fortnight in January</td>
</tr>
<tr>
<td>- Sent to shortlisted applicants only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome</td>
<td>Email listed via TISC</td>
<td>Mid-January</td>
</tr>
<tr>
<td>- Successful and unsuccessful applicants notified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of acceptance documents</td>
<td>Hard copy (post, fax or in person)</td>
<td>End January</td>
</tr>
</tbody>
</table>
Eligibility

What scholarships can I apply for?
We encourage you to apply for all of the scholarships that you meet the eligibility criteria for. Eligibility criteria can be found by clicking on the web information page for each scholarship.

What if I apply for a scholarship with an ATAR requirement and I don’t receive the required ATAR?
ATAR scores will be checked upon results release. If you do not receive an eligible ATAR, you will be sent an unsuccessful outcome for the scholarship.

How do I know if I am eligible for a financial need based scholarship?
Financial need assessment is based on the below:

- Socioeconomic status
  - This is assessed by your answers to the questions in the application form
- Income and living arrangements
  - Your income is assessed if you pay for the majority of your living expenses (including accommodation)
  - Your parents/guardians’ income is assessed if they pay for the majority of your living expenses
- Special consideration
  - You have the opportunity to write a statement detailing anything that has affected your ability to study and/or will affect your ability to study at university. This statement will be taken into consideration when assessing your financial need based scholarship application.

Application Advice

Only submit your application when you are satisfied that you have provided all the required information and documentation. Incomplete applications will be deemed unsuccessful.

Merit based applications

- Research: If you are applying for an industry sponsored scholarship, take the time to research the industry sponsor and familiarise yourself with their business objectives and core values. You can then align your answers accordingly
- Take your time: Write well thought out answers for each question on your merit based application as these scholarships are often competitive
- Preparation: If you are shortlisted for an interview, make sure you prepare adequately. Preparation is essential and will enhance your chances of performing well. The Scholarships Office can provide resources and advice upon request.

Financial need based applications

- Provide accurate information: Write your application based on your predicted financial circumstances during semester. Make sure your application is accurate and your documents are all correct as each application is reviewed in detail and inaccurate or incomplete applications will be deemed unsuccessful
- Provide detailed information: You are encouraged to write a statement in the additional circumstances section as this provides the opportunity for you to detail additional information that is relevant to your circumstances
- Submit early: If you would like the Scholarships Office to check your documents, your application will need to be received at least one week prior to the deadline.
Selecting the scholarships you wish to apply for

- The Scholarship application form allows you to apply for more than one scholarship at the same time.
- You must select which scholarships you wish to apply for and confirm that you meet the eligibility criteria. Eligibility criteria are outlined on each scholarship information page.
- The sections you will need to complete in the application form are dependent on the types of scholarships you are applying for. The sections you will need to complete are listed in the fourth column.

Scholarship Selection Page

<table>
<thead>
<tr>
<th>SCHOLARSHIP</th>
<th>Specifically For</th>
<th>Funding Type</th>
<th>Complete Sections</th>
<th>Select the scholarships you wish to apply for</th>
<th>I have read and meet the criteria for this scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Scholarships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATR HEDC Exempt Scholarship</td>
<td>Indigenous</td>
<td>Curtin</td>
<td>A &amp; C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHF Billiton Science and Engineering Undergraduate Scholarship</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHF Billiton Mining Engineering &amp; Metallurgical Engineering Scholarship</td>
<td>Wasm</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BHF Billiton Women in Engineering Undergraduate Scholarship</td>
<td>Females</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBES Indigenous Undergraduate Scholarship</td>
<td>Indigenous</td>
<td>Curtin</td>
<td>A &amp; C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBES Innovation Scholarship</td>
<td>Curtin</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ChemCentre Indigenous Scholarship</td>
<td>Indigenous</td>
<td>Curtin</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Lewis Scholarship</td>
<td>Indigenous</td>
<td>Curtin</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Mining and Petroleum Scholarship</td>
<td>Wasm</td>
<td>Curtin</td>
<td>A &amp; C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology Scholarship</td>
<td>Curtin</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICMM Scholarship</td>
<td>Wasm</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Jones Memorial Scholarship</td>
<td>Wasm</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Education Foundation Scholarship</td>
<td>Industry</td>
<td>A &amp; C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Power Women in Electrical Power Engineering Scholarship</td>
<td>Females</td>
<td>Industry</td>
<td>A, C &amp; D</td>
<td></td>
<td></td>
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<tr>
<td>Need Scholarships</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Harry Perkins Memorial Scholarship</td>
<td>Rural/remote</td>
<td>Curtin</td>
<td>A &amp; B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indigenous Commonwealth Scholarships</td>
<td>Indigenous</td>
<td>Government</td>
<td>A, B &amp; D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtin STAR Scholarship</td>
<td>Curtin</td>
<td>A &amp; B</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Merit and Need Scholarships</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Richard Langham Memorial Scholarship</td>
<td>Rural/remote</td>
<td>Curtin</td>
<td>A, B &amp; C</td>
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</tbody>
</table>
This section requests information that will be used to determine your eligibility.

All questions in Section A must be answered in order for your application to be assessed.

There will be a notification alerting you throughout the application if you have answered a question that makes you ineligible for some or all of the scholarships on the form.

Ensure you check the eligibility criteria on the scholarships website for each scholarship.

There will be a notification alerting you throughout the application if there are documentation requirements.

Ensure you check the documentation checklist at the back of the application form for more information.

Permanent home address: The residential address where you would normally reside outside of semester.

Semester address: The residential address that you will reside at during semester.
Section B – All need based scholarship applicants to complete

This section requests information pertaining to your financial / socioeconomic status.

All questions in Section B must be answered in order for your application to be assessed for a financial need based scholarship. If you are applying for a merit based scholarship only, you are not required to complete this section.

11. Will you be relocating from a regional or remote area to commence study at Curtin University?
   - No
   - Yes > Regional postcode ____________________________ > Attach document E – Refer documentation checklist

   To check if you are from a regional or remote area, you can enter your postcode here.

13. Do you have a current Centrelink Concession Card?
   - No
   - Yes > Attach document F – Refer documentation checklist

   Further information on Centrelink Concession Cards can be found on the Centrelink website.

15. How many bank accounts do you currently hold? (All accounts including partner’s accounts if partnered)

   ________________________________________________

   You must state the total number of bank accounts that you and your partner hold including everyday accounts, savings accounts, credit accounts etc.

16. Please list the details of all your bank accounts in the table below regardless of balance (include partner’s accounts if partnered)

   > Attach document H – Refer documentation checklist
   > Attach document I – Refer documentation checklist

<table>
<thead>
<tr>
<th>ACCOUNT HOLDER NAME e.g. you or your partner’s name</th>
<th>ACCOUNT TYPE e.g. NAB Saver</th>
<th>ACCOUNT NUMBER last 4 digits e.g. 12345678</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

   You must supply details for all accounts regardless of balance.
   60 days transactions for all accounts must also be supplied. Your transactions must be dated within 10 days of submission, must include your name and account number and must be annotated. (See documentation requirements for further details)
   If you do not supply details for all accounts that you and your partner hold, your application will be ineligible.
Question 17 requires details on your income during semester. This includes your confirmed income and income you are applying for.

The first table requires information about your confirmed income during semester. If you are partnered, you will need to include your partner’s income.

Documentation requirements are listed throughout the table based on the sections you complete. If required documents are not submitted, your application will be ineligible. Please see documentation requirements for further details.

The second table requires information about the income you are applying for. If you are partnered, you will need to include any income your partner is applying for.

The last table requires you to add the sums of both tables. This is your total estimated income during semester.
Special Consideration Statement Format

• Your statement can be in paragraph format or dot point format
• You can include as much or as little information as you like – only what is included can be taken into consideration
• Your statement should include how the situation has impacted your ability to study, your enrolment, your home life and/or your income
• Your statement should also include your name and student ID
• Your statements must be supported with documentation e.g. medical certificates etc.

You must tick all boxes that apply in question 18. If your parents give you an allowance, you must also tick the third box.

If your parents assist with your living expenses, we require you to submit your parents’ latest tax statements. Their income will be taken into consideration if they fund more than 50% of your living expenses. Your bank transactions will be looked at to verify your expenses.

Question 19 requires a breakdown of your expenses during semester and the percentage funded by you, your partner and/or your parents.
You can also write a comment next to each expense if necessary.
If you are unsure and you have estimated the percentage, please write ‘estimate’ as a comment.

Questions 20 and 21 give you the opportunity to provide additional information regarding your personal circumstances that have had or will have an impact on you during your studies.
This section requests information relating to academic merit.

**Achievement List Guidelines**

Outline your achievements as per example below

<table>
<thead>
<tr>
<th>Heading: Achievements List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your full name</td>
</tr>
<tr>
<td>Your TISC No / student ID</td>
</tr>
</tbody>
</table>

### a) Academic achievements to date
- Include all relevant academic achievements you have received in dot point format
- List in chronological order with the most recent being at the top of the list
- Include any relevant details in brackets

**Examples**
- Year 12 Science Excellence Award
- Year 12 Engineering Project 1st Prize (awarded for best bridge design)
- Year 11 Music Award (awarded to top year 11 music student)

### b) Leadership achievements to date
- Include all relevant leadership achievements you have received in dot point format
- List in chronological order with the most recent being at the top of the list
- Include the length of time you undertook these activities for
- Include any relevant details in brackets

**Examples**
- Year 11 & 12 - Captain of school basketball team
- Year 10 - Completed young leaders camp (week long camp – 10 attendees selected on merit basis)
- Year 9 - Captain of debating team

### c) Extracurricular achievements to date
- Include all relevant extracurricular activities including any volunteering, community, sporting or cultural achievements that you have undertaken in dot point format
- List in chronological order with the most recent being at the top of the list
- Include the length of time you undertook these activities for

**Examples**
- Volunteer as helper at my local Church (St Bernadette’s) (2012 – Current)
- Volunteer at soup kitchen (13 hours) 2013 - 2015
- Involved in fashion parade (1 week) (2014)
Selection Criteria Statement Guidelines

Outline the selection criteria as per example below

<table>
<thead>
<tr>
<th>Heading: Selection Criteria Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your full name</td>
</tr>
<tr>
<td>Your TISC No / student ID</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>a) Reasons for choosing to study course</td>
</tr>
<tr>
<td>• Paragraph format</td>
</tr>
<tr>
<td>• 1-2 paragraphs</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>b) Personal aspirations present and future</td>
</tr>
<tr>
<td>• Paragraph format</td>
</tr>
<tr>
<td>• 1-2 paragraphs</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>c) Experience in chosen field</td>
</tr>
<tr>
<td>• Paragraph format</td>
</tr>
<tr>
<td>• 1-2 paragraphs</td>
</tr>
<tr>
<td>• This can be work experience or extra-curricular involvement which aligns with chosen course.</td>
</tr>
</tbody>
</table>

Reference Letter

Your reference should be completed by a teacher, tutor, employer or high school representative who is able to comment on your achievements, abilities and merit. The reference should be printed on letterhead and signed by the referee.

The reference should detail:

a) Your major achievements to date – within and external to school
b) Your commitment to learning and personal attributes
c) Your leadership qualities

Resume

Your resume should detail your education and employment experience.

Your resume does not have to be lengthy – it should just provide a snapshot of your educational background and work experience to date.

For more information about how to write a resume, please visit the Careers Centre website http://unilife.curtin.edu.au/careers/resumes.htm
Section D – Specific scholarship applicants to complete

Section D of the form requests the completion of specific scholarship questions and statements relevant to the individual scholarship being applied for.

Not all scholarships will have questions in this section. To determine whether you need to complete any questions in this section, please see the scholarship list page at the start of the application.

Documentation Requirements Checklist

It is important that you submit the correct documentation with your application. Applications that are submitted with incorrect or incomplete documents will be ineligible.

If you would like the Scholarships Office to check your application prior to the scholarship closing date, your application will need to be received at least one week prior to the deadline.

<table>
<thead>
<tr>
<th>Document</th>
<th>Question</th>
<th>Document Type</th>
<th>Document Requirement Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document A</td>
<td>Q2</td>
<td>Proof of Aborginal</td>
<td>This is an ‘Eligibility Documentation’ requirement if you are applying for an Aboriginal specific scholarship(s). Examples of documents accepted:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or In/terrew Strait Islander document</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document B</td>
<td>Q4</td>
<td>Statement of high school results for year 11 &amp; 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This documentation is not required if you are a mature-aged student. Any document with your name dated within the last 90 days will be accepted.</td>
</tr>
<tr>
<td>Document C</td>
<td>Q5</td>
<td>Proof of address</td>
<td></td>
</tr>
<tr>
<td>Document D</td>
<td>Q9</td>
<td>Reasons for Reduced study load</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Documentation to support your reasons for enrolling points</td>
</tr>
</tbody>
</table>

Document type lists whether the document is an eligibility document or assessment document.

If eligibility documents are not supplied or are incomplete, your application will be ineligible.

If assessment documentation is not supplied, the question will not be assessed.

You are required to submit documentation in relation to the sections you completed on the application form.

Document number will match the document number listed in the application form.

The information column provides further information on what is required.
If the bank transactions you provide do not meet the below requirements, your financial need-based scholarship application will be ineligible.

You must provide:

- Most recent 60 days transactions for all accounts including savings accounts regardless of balance
- Transactions must be dated within 10 days of submission date
- Transactions must include your name and account number

If you are providing screen shots from internet banking, you will also need to provide a screen shot of your home page detailing your name and account number(s) or an old statement detailing your name and account number(s)

- Highlight and annotate your transactions (provide explanation for):
  - All credits into account
  - Monetary contributions to household e.g. board or rental payments
  - All debit transactions above $2,000.

Transaction Examples

Bank statement

You can provide bank statements to show your transactions, however keep in mind the date requirements listed above.
Internet Banking Screen Shots

If you provide internet banking screen shots, make sure you provide a screen shot detailing your name and account numbers. Your transactions listing must also show your account number.

The filter section will allow you to filter your 60 days most recent transactions.

Do not export your transactions to an Excel document as this can be edited and will not be accepted to verify your transactions.

We must be able to see the link between your name and your accounts. This can be via a home page screen shot or old statement.
Your internet banking screen shots per account must provide your account number and a clear list of all transactions for 60 days. Your transactions must also be within 10 days of your submission date. Transactions must also be clearly annotated.
Submission Information

Submission options

1. Post
   - Postal address listed on application form
   - Ensure you allow enough time for the application to reach the Scholarships Office by the deadline
   - Place your application in a plastic sleeve
   - Do not use staples or folders as all applications are scanned

2. In person
   - Scholarships Office address listed on application form
   - The Scholarships Office is open between 8.30am and 4.30pm, Monday to Friday
   - Place your application in a plastic sleeve
   - Do not use staples or folders as all applications are scanned

3. Fax
   - Fax number listed on application form
   - Attach a front cover to your application form containing the following:
     o Your full name
     o TISC ID
     o Subject (Scholarship application submission)
     o Total number of pages being faxed

<table>
<thead>
<tr>
<th>Name:</th>
<th>Vickie Roxburgh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>15443252</td>
</tr>
<tr>
<td>Subject:</td>
<td>Scholarship Application Submission</td>
</tr>
<tr>
<td>Total Pages:</td>
<td>27 Pages in total faxed including this page</td>
</tr>
</tbody>
</table>

Please note: Emailed applications are not accepted.
What if I don’t have my year 12 results yet?
Year 12 results for the first half of the year are a minimum requirement for merit based scholarships. The application period should provide enough time to obtain these results. Full year results are preferred, therefore it may be worth waiting until October (September for JCUS) to submit your application so that you have enough time to obtain these results.

What if I am unsure about meeting the ATAR requirements?
We encourage you to apply anyway. ATAR scores will be checked upon results release. If you receive an eligible ATAR, providing you meet the other eligibility requirements your application will be assessed. If you do not receive an eligible ATAR, you will be sent an unsuccessful outcome for the scholarship.

What if my application doesn’t arrive on time?
Applications must be posted, faxed or handed in by the closing date. If your application is posted on the closing date, providing it is date stamped by the post office your application will still be accepted.

What happens if I submit an incomplete application?
Incomplete applications will be deemed unsuccessful. Please make sure your application is complete before submission.

If you would like the Scholarships Office to check your application, it will need to be received by the Scholarships Office at least one week prior to the scholarship closing date. Applications that are submitted within the closing week cannot be checked.

Can I add information to my submitted application?
If you would like to amend an application that you have submitted or add documents to your application, you will need to email scholarships@curtin.edu.au or call 9266 2992 within opening hours.

Applications can only be amended within the scholarship application period. Once the scholarship has closed for application, your application cannot be amended.

How are the recipients selected?
Each scholarship is assessed based on the scholarship’s individual selection criteria by a selection panel.

All eligible applicants will be assessed and ranked according to the selection criteria outlined on the scholarship information webpage.

Dependent on the number of scholarships on offer, the scholarship will be awarded in order of need or merit. The scholarship will only be awarded if there are applicants deemed to be of sufficient merit or need.

What happens in an interview?
Scholarship interviews are run like job interviews. The interview will be run by a panel who will ask a number of questions in line with the scholarship selection criteria. For interview advice, please visit the Department of Training and Workforce Development website. Interview advice and resources may also be provided from the Scholarships Office upon request.

Can I appeal if I am unsuccessful?
Appeals must be made in writing to the Scholarships Office within ten (10) days of the date listed on the outcome communication.

Appeals can be made based upon process issues only.

All applications are assessed based on information provided in the initial application; no additional information will be considered with an appeal.

Can I apply for more than one scholarship?
Yes, we encourage you to apply to as many scholarships as you are eligible for. There are restrictions as to what scholarships you can hold at the same time. For further information on holding more than one scholarship, please email scholarships@curtin.edu.au