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|  | UNIVERSITY OF SOUTH AUSTRALIA Application for Scholarship Assessment |

# Important information

Please read the following frequently asked questions to assist you complete your form.

**Why have I received this form?**

# To be still considered for one of the scholarships (e.g. Commonwealth Scholarships or UniSA Grants), you must be able to demonstrate financial disadvantage. You did not indicate that you (or anyone you are dependent on) are currently receiving means-tested benefits or a health care card. This form is an alternative way for us to assess your financial situation, and your application for a scholarship.

**What do I need to do?**

1. you must complete this form and supply all the requested documentation (to verify financial disadvantage);

**AND**

1. supply all of the additional documentation that was requested (a list was sent to your student email account when you applied)

**Important!** Please check the confirmation email for your application, to ensure you have supplied ALL supporting documentation for your scholarship or grant (e.g. Commonwealth Scholarships or UniSA Grant).

**When do I need to do this by?**

The sooner you return your supporting documentation, the sooner we can process your reviews/applications.

**For due date, please refer to the Scholarship Management System for details relating to the documentation deadline, and where to send the information. If you require further assistance please email** [**Scholarships.Prizes@unisa.edu.au**](mailto:Scholarships.Prizes@unisa.edu.au) **.**

**Please note that students can access the Scholarships Management System by logging into the** [**myUniSA Student Portal**](http://www.unisa.edu.au/myunisa/)  **and clicking on my Current Studies. This will display a 'My Scholarships' link (on the right hand side of the page) that will take you to the My Scholarships homepage)**

**Where do I send everything?**

Refer to [myUniSA Student Portal](http://www.unisa.edu.au/myunisa/)  and clicking on my Current Studies. This will display a 'My Scholarships' link (on the right hand side of the page) that will take you to the My Scholarships homepage)

**What happens if I don’t send in everything, or I send it in late?**

If you don’t return this form on time, or don’t include all of the documentation you need with it, your application won’t go any further. It’s really important that you return the form and the requested documentation by **due date (indicated in your system generated confirmation email)** – we want you to have an opportunity to be assessed for a scholarship!

**I am still not sure what I need to do or send in. What should I do?**

Please read this form and your confirmation email carefully. If you need help to complete this form please contact or email (visit your home campus [learning and teaching unit](http://www.unisa.edu.au/ltu/contact/locations.asp) contacts page - <http://www.unisa.edu.au/ltu/contact/locations.asp> ) to make an appointment to see a counsellor at Learning and Teaching Unit on any campus. What you should take to the appointment:

* this form;
* your confirmation email; and
* any supporting documentation you think might be relevant or has been requested.

**Please note supporting documentation will not be returned from our office, so ensure to provide copies.**

## Student Details

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| **UniSA student ID Number** |  | |
| **Family Name** |  | |
| **First Names** |  | |
| **Contact number:** | **Home:** | **Mobile:** |
| **Address:** |  | |
|  |  | **Postcode** |

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| **1.** | Are you or the person(s) you are dependent on currently in receipt of a:   * Government benefit (eg benefit from Centrelink) or any other form of benefit; OR * Health Care Card (not a Medicare card); OR * Pensioner concession card   **Yes  No** | | |
| **1a.** | **If ‘Yes’** to question 1:   * please detail the benefit or cards; and * who is currently in receipt of them: | | **If ‘No’** to question 1:  Have you or the person(s) you are dependent on ever been assessed by Centrelink or similar Government department?  **Yes  No**  If yes:   * what is the name(s) of the person(s) assessed?:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * when was the last assessment? (approximate date):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * which department assessed the person(s)? (eg Centrelink):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Why was the assessment unsuccessful? (eg high income earner, or above threshold) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of person:  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of current benefit or card:  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Income / support details**

You must list:  
- all of the person(s) including yourself in your household or family; and  
- any person(s) you support or are supported by.  
Provide details of all dependents or person(s) you are supported by even if they do not live with you (eg if you are paying child maintenance, you would list each child you are supporting). For each person listed (including yourself) you must complete all boxes on each row. Where the question is not applicable to that person(s), please indicate with ‘N/A’.

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|  | **Personal information** | | | | | **Previous financial year** | **Current financial year** | | |
| **One row for each person**. | **All of the person(s), including yourself in your household / family, or in the household / family that supports you.**  Please write the name of the person. | **What is their relationship to you?**  Eg child, brother, partner, defacto, parent, foster parent, foster child etc. | **What is the age of this person?**  If you are unsure of exact age or cannot state exact age please write ‘Over 18’ or ‘Under 18’. | **Is this person a student?**  Yes or No | **Does this person have a disability?**  Yes or No | **Did this person have any form of income for the previous financial year, for the period 1st July – June 30th?**  Yes or No Income includes wages, salary, dividends, scholarship, grant or prize payments, Government benefit payments, parenting payments, etc. | **Does this person have any form of income for the current financial year, for the period 1st July - current date?**  Yes or No Income includes wages, salary, dividends, scholarship, grant or prize payments, Government benefit payments, parenting payments, etc. | **If this person has an income, what are the source(s) of their income(s), for the period 1st July - current date?**  Income includes wages, salary, dividends, scholarship, grant or prize payments, Government benefit payments, parenting payments, etc. | **What is the total of all income for each person, for the period 1st July - current date?**  If the person does not have an income write ‘N/A’.  Please ensure the numeric value is clear. |
| **Applicant** | (Yourself) | ‘N/A’, as you are the applicant. |  | Yes |  |  |  |  | $ |
| 2. |  |  |  |  |  |  |  |  | $ |
| 3. |  |  |  |  |  |  |  |  | $ |
| 4. |  |  |  |  |  |  |  |  | $ |
| 5. |  |  |  |  |  |  |  |  | $ |
| 6. |  |  |  |  |  |  |  |  | $ |

**If you require more rows, please print this page again.**

**Supporting documentation**

You MUST supply the following for EVERY person (including yourself) that has ANY form of income listed in Section B:

1. **The most recent tax return statement for each person (for the previous financial year)**In the case where that person:  
   - does not have a tax return (has not been assessed by the taxation office): please provide alternative supporting documentation  
   - has had a non taxable income (and therefore may not have a tax return) for the period 1st July – 30th June of the previous financial year: please provide a summary of the total income for that period from the provider(s) of the income
2. **Documentation of income for the current financial year to date (for the period 1st July to current date), for each person (including yourself), from the provider of that income**For example:  
   - for wages or salary, the most recent pay slip or payment summary from the employer(s)  
   - for scholarships grants or bursaries, a summary of payments to date, from the provider(s)  
   - for parenting payments, a summary of the payments paid to that person, from the provider(s)

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| **Applicant Declaration:** read carefully, tick all boxes, sign and date the declaration | | | |
| I have answered all questions honestly.  I have supplied ALL information which may affect how my circumstances or financial situation are assessed or perceived.  I have not omitted ANY information which may affect how my circumstances or financial situation are assessed or perceived.  I declare that the information I have supplied about my circumstances is true and complete, and acknowledge that should this information be found to be incorrect, any scholarship or grant awarded to me may be withdrawn.  I understand that: ***Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)*** | | | |
| **Signature of Applicant** |  | **Date** | / / |

Confidentiality - all information you provide in this application will be treated as confidential according to University Policy A.46 Confidentiality of Students’ Personal Information. Your personal information can only be released in special circumstances, where the law requires, or where you give permission

**Disclaimer**

The information you provide in this form and your attached documents will be used to assist in assessing your eligibility for a scholarship as part of your application, but will not necessarily result in the final awarding of a scholarship.