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| Disability Scholarship ProgramApplication FormDepartment of Justice and Community Safety |



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| To receive this publication in an alternative format email the Inclusion and Intersectionality Team <inclusion&intersectionality@justice.vic.gov.au>.Available from the [Disability Scholarship Program webpage](https://www.justice.vic.gov.au/careers/disability-scholarship-program) <https://www.justice.vic.gov.au/careers/disability-scholarship-program>. |

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# Application process

Please complete this application form if you are a Victorian person with disability and wish to apply for a Department of Justice and Community Safety (DJCS) Disability Scholarship. Please carefully read the [Guidelines for the Scholarship Program](https://www.justice.vic.gov.au/careers/disability-scholarship-program) <https://www.justice.vic.gov.au/careers/disability-scholarship-program>.

We will provide adjustments throughout the application process upon request. If you would like help understanding this document or would like to receive it in another format email the Inclusion and Intersectionality Team <inclusion&intersectionality@justice.vic.gov.au>.

Please forward your completed application form, and all accompanying documentation, by one of the following methods:

* by post to:

Crystal Bruton, Manager

Inclusion and Intersectionality Team

Department of Justice and Community Safety

GPO Box 4349

MELBOURNE VIC 3000

* by emailing the Inclusion and Intersectionality Team <inclusion&intersectionality@justice.vic.gov.au>
* in person: applications can be left at the concierge desk at 121 Exhibition Street, Melbourne. Please ensure you address the envelope to Crystal Bruton, Manager Inclusion and Intersectionality Team.

**Incomplete or late applications may not be accepted.** It is your responsibility to ensure that all documentation, as requested be provided with your application. This includes referee reports, course information, enrolment details and other supporting documentation. Your application may not be considered if all documentation is not attached.

Every effort will be made to expedite the decision-making process promptly, and applicants will be notified of the result of their Scholarship application in writing as soon as possible after the closing date.

**The closing date for applications is 5.00pm on Friday 12 March 2021.**

Upon completion of your application, please ensure you have:

* Completed all questions
* Signed the Application Form
* Attached a Letter of Enrolment
* Attached a Letter of Admittance
* Attached relevant Academic Results
* Attached an Academic Reference.

# Eligibility Criteria

To be eligible for a scholarship, an applicant must meet the following requirements:

* identify as a person with disability, as per the definition of ‘disability’ under the [**Disability Act 2006**](https://content.legislation.vic.gov.au/sites/default/files/2020-10/06-23aa042%20authorised.pdf)<https://content.legislation.vic.gov.au/sites/default/files/2020-10/06-23aa042%20authorised.pdf>
* have resided in Victoria on a full-time basis for the last two years at a minimum
* not earn in excess of $25,000 gross per annum from employment undertaken while in receipt of the scholarship (the maximum increases by $5,000 per annum additional for each dependant)
* have not been in receipt of a scholarship offering financial assistance for study purposes by the Victorian Government, which exceeded $20,000 over the past five years.

Eligibility criteria is also determined by meeting requirements applicable to your study:

* be undertaking studies at an approved Victorian educational institution, or undertaking an accredited distance or online course whilst residing in Victoria
* have successfully completed the first year of an undergraduate degree course in the discipline for which the application for a scholarship is being made; or
* have successfully gained entry into a postgraduate course for which the scholarship is being made; or
* have successfully gained entry into a diploma or advanced diploma course in the specific courses as stated in these guidelines
* for undergraduate applicants to be eligible, they will need to have successfully completed all units of a full-time/part-time workload within one year, as determined by the educational institution at which they are studying, and be:
* be enrolled to undertake / currently undertaking a full-time/part-time workload, as determined by the educational institution where they are studying; or
* undertaking study to satisfy the formal component at an approved College of Law.

# Privacy collection statement

For information about how we collect and manage personal information, please see the [DJCS Information Privacy Policy](https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy) <https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy>.

The Inclusion and Intersectionality Team collects personal information in this form for the purpose of enabling assessment of your Scholarship application. If you do not provide the information sought as part of the application process, your application may not be able to be assessed.

Personal information provided by you in applying for this scholarship will not be used for any other purpose beyond the assessment of your application for this Program.

DJCS will not disclose your personal information to any third party except in accordance with the **Information Privacy Act 2000**. However, during the application assessment process, DJCS may make contact with the tertiary institutions cited by you, to verify enrolment information in the application, as well as any academic referees you have nominated.

Should you be awarded a scholarship, DJCS will also use information provided to ensure that scholarship requirements are satisfied throughout the duration of the scholarship.

# Application form

## Personal details

|  |  |
| --- | --- |
| **Title** (e.g. Mr, Mrs, Miss, Ms) |  |
| **Surname** |  |
| **Given Name/s** |  |
| **Pronouns** |  |
| **Date of Birth** |  |

## Contact Details

|  |  |
| --- | --- |
| **Residential Address** (must be an Australian address) |  |
| **Unit / Street number** |  |
| **Street name** |  |
| **Suburb / Town** |  |
| **Postcode** |  |

**Postal Address if different to above (must be an Australian address)**

|  |  |
| --- | --- |
| **Unit / Street number** |  |
| **Street name** |  |
| **Suburb / Town** |  |
| **Postcode** |  |

**How can we contact you?**

|  |  |
| --- | --- |
| **Home number**  |  |
| **Mobile number** |  |
| **Best phone number during semester** |  |
| **Email Address**  |  |

It is essential that you are contactable throughout the period of your scholarship. Please promptly notify the Inclusion and Intersectionality Team of any change of contact details during this time.

# Course details

## 2021 Course details

|  |  |
| --- | --- |
| **Exact Course Title** (e.g. Bachelor of Arts) |  |
| **Course Code** |  |
| **Name of Institution / College** |  |
| **Address of Institution / College** |  |
| **What year of study are you undertaking?** (e.g. 2nd, 3rd, 4th) |  |
| **List the subjects you will study in Semester 1 2021** |  |
| **Official Semester commencement date of studies** (e.g. Semester One) |  |
| **List the subjects you will study in Semester 2 2021** |  |
| **Expected completion date of course** |  |

If the course of study for which you are applying for a scholarship is longer than one year, please list below the subjects and semester for future years of study.

|  |  |
| --- | --- |
| **Year** (e.g. 2nd, 3rd, 4th) |  |
| **Semester** |  |
| **Subjects** |  |
| **Year** (e.g. 2nd, 3rd, 4th) |  |
| **Semester** |  |
| **Subjects** |  |

**Have you already**

|  |  |  |
| --- | --- | --- |
| **Enrolled in the Course** **for 2021**?(If yes attach a certified photocopy of enrolment) | Yes | No |
| **Gained Admittance into the Course** | Yes | No |
| **Commenced in the Course of Study** | Yes | No |
| **Undertaken any prerequisites for the Course** | Yes | No |
| **What credit points have you gained for study already undertaken?**(If applicable, attach any results for subjects already undertaken for which you have gained credit) |  |
| **What is the total number of credit points you require to complete your course/degree?**(This figure should include the points already gained) |  |

## Education achievements

**Have you attempted or completed any other study since leaving Secondary School?**

If yes, please outline all courses that you have completed and attach certified copies of your academic record / achievements to date, as issued by each Institution (e.g. Certificate, Diploma, Undergraduate or Postgraduate). If not, include your highest secondary school year.

|  |  |
| --- | --- |
| **Years** (e.g. 2000 - 2005) |  |
| **Name of Institution / Campus**(e.g. TAFE or University) |  |
| **Name of Course** (e.g. Bachelor of Arts) |  |
| **Results** (Not yet completed or successfully completed) |  |
| **Years** (e.g. 2005 - 2007) |  |
| **Name of Institution / Campus**(e.g. TAFE or University) |  |
| **Name of Course** (e.g. Bachelor of Arts) |  |
| **Results** (Not yet completed or successfully completed) |  |

## Other Scholarships

**Have you previously received a scholarship from the Victorian State Government which provided financial assistance of more than $20,000 for tertiary study within the last five years?**

|  |  |
| --- | --- |
| **Yes** (If yes, please provide details) |  |
| **No** (proceed to next question) |  |
| **Name of provider** |  |
| **Duration of Scholarship** (e.g. 2 years) |  |
| **When were you in receipt of the Scholarship** (e.g. 2006 – 2009) |  |

**Have you previously (or currently) received a non-Victorian Government scholarship within the last five years?**

|  |  |
| --- | --- |
| **Yes** (If yes, please provide details) |  |
| **No** (proceed to next question) |  |
| **Name of provider** |  |
| **Duration of Scholarship** (e.g. 2 years) |  |
| **When were you in receipt of the Scholarship** (e.g. 2006 – 2009) |  |
| **Course studied at the time of scholarship** |  |
| **Institution where you studied** |  |

**Have you applied for other scholarships for your 2021 studies?**

|  |  |
| --- | --- |
| **Yes**  |  |
| **No**  |  |
| **If yes, have you received notification that you have been successful in securing a scholarship for your current or proposed study?**  |  |

It is the responsibility of the applicant to notify the Inclusion and Intersectionality Team of any offer of financial assistance for proposed study after your application has been lodged.

# Supporting Statements

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| **In no more than 400 words, please tell us of your career aspirations and how your aims and justice outcomes might be met by undertaking your proposed course of study.**  |
|  |
| **In no more than 200 words, please tell us how the scholarship will support you to achieve your study and career goals.**  |
|  |

(Please attach additional pages of comment to the application if further space is required)

# Academic Reference

Please request your Referee to complete the below questions and attach it to your application.

The following applicant has made an application for a Department of Justice and Community Safety (DJCS) Disability Scholarship. It is required that each applicant provides an academic reference to be considered by the DJCS.

This reference will be treated in strict confidence. You may wish to discuss your comments and assessment with the applicant. When you have completed this form, please return it to the applicant to be attached to the DJCS Disability Scholarship.

**The closing date for applications is 5.00pm on Friday 12 March 2021.**

If you have any queries about completing this form email the Inclusion and Intersectionality Team <inclusion&intersectionality@justice.vic.gov.au>.

## Contact details

\*Applicant to complete.

|  |  |
| --- | --- |
| **Title (e.g. Prof, Dr.)** |  |
| **Surname** |  |
| **Given Name/s** |  |
| **Name of Institution** |  |
| **Role within Institution** |  |
| **Address of Institution** |  |
| **Contact number** |  |
| **Mobile number** |  |
| **Email** |  |

**Please give details of course study where your academic referee has had involvement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** | **Name of Institution or Campus**(e.g. TAFE or University) | **Name of Course**(e.g. Bachelor of Arts) | **Results** (Not yet completed or Successfully completed) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Reference

\*Applicant to complete.

**Please give your appraisal of the applicant in terms of qualities listed below. Rate the applicant in comparison with others you know who have undertaken similar study.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualities | Exceptional | Top 50% | Top 20% | Top 10% | Unable to judge |
| Imagination / Creativity |  |  |  |  |  |
| Analytical ability |  |  |  |  |  |
| Written and verbal communication |  |  |  |  |  |
| Persistence / Maturity |  |  |  |  |  |
| Application and commitment to academic study |  |  |  |  |  |
| Time management and ability to meet assignment timeframes |  |  |  |  |  |
| **Are there any further comments you wish to make about this applicant’s academic performance?** |
|  |

**Name of Referee:**

**Signature:**

**Date:**