

Aboriginal Tertiary Scholarship Program Application

Department of Justice and Community Safety
People and Culture



Justice
and Community
Safety



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1. Introduction

The Aboriginal Tertiary Scholarship Program (the program) enables Aboriginal and Torres Strait Islander people to apply for financial support to actively continue their accredited study.

The program is a key component of the Department of Justice and Community Safety (the department) Career Development Program, aligned with Action Area 3 of the Koori Employment and Career Strategy 2017-2020 (the strategy).

Scholarship recipients will also gain access to a work placement at the department and may be eligible to apply for the Aboriginal Graduate Scheme.

Please forward all enquiries, and your completed application to:

The Scholarship Contact Officer

Aboriginal Employment Team

Department of Justice and Community Safety

Tel: (03) 8684 1751

Email: aboriginal.employment@justice.vic.gov.au



Various supporting evidence/documentation will be required along with your application. To make it easier for you, the symbol (on the left) will be found wherever additional documentation is requested.

Incomplete or late applications may not be accepted. It is your responsibility to ensure that all the requested documentation is provided with your application.

Your application may not be considered if all documentation is not attached.



2. Completing and submitting your application

Complete this application form if you identify as an Australian Aboriginal and/or Torres Strait Islander person, wishing to apply for a Department of Justice and Community Safety Aboriginal Tertiary Scholarship.

Carefully read the *Aboriginal Tertiary Scholarship Program Guidelines* before submitting your application. A limited number of scholarships will be awarded on the basis of merit.

Aboriginal Tertiary Scholarship Program applicants may be asked to attend an interview to expand on their application.

Please refer to the department's Aboriginal Tertiary Scholarship Program webpage to confirm up to date closing dates for the current application round.

<https://www.justice.vic.gov.au/careers/aboriginal-tertiary-scholarship-program>

Personal details		
Title (e.g. Ms, Miss, Mrs, Mr):	Date of birth (day/month/year):	
Given names:	Surname:	
Contact details		
Residential address:		
Suburb/town:	State:	Postcode:
Postal address (if different to residential):		
Suburb/town:	State:	Postcode:
Home/work phone: ()	Mobile:	
Email address:		

2.1 Other scholarships

Have you applied for other scholarships commencing the same year as this one?

Yes No

Have you received notification that you have been successful in securing another scholarship for your current or proposed study?

Yes No

It is the responsibility of the applicant to notify the Scholarship Contact Officer (contact details page 2) of any offer of additional financial assistance during the proposed study after your application has been lodged.

2.2 Confirmation of eligibility

To be eligible for a scholarship, you must:

- Have resided in the state of Victoria on a full-time basis for a minimum of three years immediately preceding lodgement of your application. Residency details are requested on the application form. Additional documentation may be requested after the closing dates.

Do you satisfy the above eligibility criteria? Yes No

- Be an Aboriginal and/or Torres Strait Islander person who:
 - identifies as an Aboriginal and/or Torres Strait Islander person
 - is accepted by the Aboriginal and/or Torres Strait Islander community in which you live or have lived in
 - and has completed and signed the 'Statutory Declaration of Aboriginality form' before an authorised witness.

Do you satisfy the above eligibility criteria? Yes No

- Be undertaking studies at an education institution and:
 - have successfully completed the first year of an undergraduate degree course in the discipline for which the application is being made; or
 - have successfully gained entry into a postgraduate course for which the scholarship application is being made; or
 - have successfully completed the first year of an accredited online under/post graduate course.

Do you satisfy the above eligibility criteria? Yes No



Please ensure that you also complete and sign the 'Statutory Declaration of Aboriginality form' before an authorised witness.

The form can be found attached to this application.

2.3 Course of study details

Please tick the box that is applicable to your study		
<input type="checkbox"/> Undergraduate course (full-time only)	<input type="checkbox"/> Postgraduate course (full-time only)	
Exact course title (e.g. Bachelor of Arts):		
Course code:		
Name of institution:		
Address of institution:		
Suburb/town:	State:	Postcode:
Commencement date for studies:	Which year of study are you undertaking (e.g. 2 nd , 3 rd , 4 th)?	Expected completion date:
What credit points have you gained for study already undertaken?		
What is the total number of credit points required to complete your course/degree? (This figure should include the points already gained)		
If the attached 'proof of enrolment' doesn't include your subjects for the next 12 months please list them below:		
Semester 1	Semester 2	



Please outline the study details for the duration of which you wish to apply for scholarship support by completing the above. You must also attach:

- a certified photocopy of proof of enrolment details for your course
- certified copies of your official academic record to date, including any results for subjects already undertaken for which you have gained credit
- a written academic reference by a relevant staff member at your education institution

2.5 Declaration

(All applicants to complete and sign the following declaration)

I declare that the information supplied by me on this application form is complete, true and correct in every detail. I acknowledge that the Department of Justice and Community Safety may terminate any scholarship if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the proposed course of study as detailed in this application.

I authorise the Department of Justice and Community Safety to obtain official records with respect to my enrolment, academic record, examination results, attendance and contact addresses throughout the duration of the scholarship. Such information is in accordance with my application for an Aboriginal Tertiary Scholarship and with regard to any benefits payable to me under the Department of Justice and Community Safety's Aboriginal Tertiary Scholarship Program.

I agree to abide by the Department of Justice and Community Safety's conditions of the Aboriginal Tertiary Scholarship Program.

Applicant's full name
(please print)

Applicant's signature

Date signed
(day/month/year)

2.6 Applicant checklist

Tick the following and submit with your application.

Have you:

- Read through and understood the guidelines?
- Met all of the eligibility criteria?
- Completed all questions?
- Signed the declaration at the end of the application form?
- Attached a proof of enrolment?
- Attached academic results?
- Attached a written academic reference?
- Completed and signed the 'Statutory Declaration of Aboriginality form' before an authorised witness?

End of application