

# The Leonard & Ursula Keating Scholarship Application Form 2018

## MUST BE SENT OR DELIVERED TO

The University of Notre Dame Australia  
Ms Stefania Demurtas  
Senior Development Officer, Office of University Relations  
19 Mouat Street (ND1/108), Fremantle WA 6959

PLEASE NOTE that posting an application is not guarantee of receipt. We strongly recommend that applicants deliver their application in person or send by registered mail. **Applications via email cannot be accepted.**

## INFORMATION TO ASSIST YOUR APPLICATION SUBMISSION

- Check the Conditions carefully to ensure you are eligible to apply for the scholarship.
- Write clearly.
- Answer all the questions.
- Date and sign your application.
- Submit your application by the closing date. Late applications cannot be accepted.
- Make sure you have enclosed all the information and documents required. **Incomplete applications will not be accepted.**
- Do not bind or staple your application.
- Supporting documents will not be returned. Accordingly, please send in copies rather than original documents.

### STUDENT CHECKLIST

**Ensure you have answered all the questions in your application form and enclosed all the following documents:**

Y N

- Completed Application Form
- Personal Statement addressing the Selection Criteria
- CV
- Two reference letters
- Copies of AUSTUDY, Youth Allowance Payments (if applicable)
- Copy of academic transcript from previous degrees (if applicable)
- Copy of current academic transcript from Notre Dame (if applicable)
- Evidence of a disability or chronic medical condition (if applicable)

Signature

Date

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## FREQUENTLY ASKED QUESTIONS

### What do I write in my Personal Statement?

In your Personal Statement you will need to address the Selection Criteria of the scholarship you are applying for. Use each of the selection criteria as headings. Some common examples of selection criteria include:

- > Demonstrated financial need of the applicant;
- > Any responsibility the applicant may have for others (for example, significant carer responsibilities);
- > Personal circumstances or background which warrants special consideration;
- > The ways in which the award of the Scholarship would assist the applicant; and
- > Academic merit.

It is essential to respond to each criterion, writing at least one to two paragraphs explaining how you have demonstrated the particular skill, quality, or need. If relevant, provide examples from your work, study or community roles. Be clear and concise. If a word limit is set ensure you adhere to it and edit your responses for grammar, spelling and punctuation.

### What should the reference letters include?

Two reference letters must be included with the application. Ideally, the two letters will consist of an educational/professional reference, and a character reference. Your referees can include a current or previous employer; a representative of a volunteer organisation or one of your lecturers.

We suggest you provide your referee with a copy of the scholarship Conditions so that the reference can be written with a particular focus. If applying for several scholarships, please ask the referee to write the relevant scholarship name on each reference.

**Letters from spouses, partners and other family members will not be considered.**

### What additional supporting documents can I submit with my application?

Additional supporting documents will depend on your personal and financial situation, and what you are able to provide at the time of your application. Documents could include proof of Centrelink income, a medical certificate, evidence of a disability or chronic medical condition, previous academic records, or a copy of your passport if you are an international student. PLEASE NOTE that the maximum number of supporting documents accepted is three (3).



# The Leonard & Ursula Keating Scholarship Application Form 2018

The Leonard & Ursula Keating Scholarship has been established to assist and encourage students in financial need who are continuing studies at The University of Notre Dame Australia, Fremantle. Applicants must be able to demonstrate financial need; personal circumstances or background which warrants special consideration; and academic merit.

One Scholarship to the value of \$1,000 will be awarded in 2018.

**Please note:** this Scholarship is only open to students enrolled from second year onward in 2018.

Applications close Wednesday 17 January 2018 at 5pm

## 1. PERSONAL INFORMATION

1.1	Title	Surname/Family name	First name	Second/Middle name
	Preferred first name		Date of birth	Age
			• •	
	Gender	Male Female	Student Id Number	
1.2	<b>Term address for 2018</b>			
	Number and street			
	Town/Suburb		State	Postcode
	Telephone (home)		Telephone (work)	
	Mobile		Email	
1.3	<b>Permanent home address (if different from above)</b>			
	Number and street			
	Town/Suburb		State	Postcode
1.4	<b>Citizenship and residency status (Note: evidence of citizenship/residency status must be provided)</b>			
	Please tick the appropriate box			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Australian Citizen	Australian Permanent Resident		

## 2. CURRENT STUDY

2.1	Degree enrolled in at The University of Notre Dame Australia			
	School			
	Date entered	• •	Expected completion date	• •

### 3. CURRENT FINANCIAL SITUATION

3.1 Do you personally receive a means tested Commonwealth income support payment (i.e. Austudy, Youth Allowance, ABSTUDY etc)?

Yes, please complete question 3.2

No, please go to questions 3.3

3.2 Please tick the relevant box and detail the gross amount you receive per fortnight.

Youth Allowance	Amount per fortnight
AUSTUDY	Amount per fortnight
ABSTUDY	Amount per fortnight
Disability Support Pension	Amount per fortnight
Pensioner Education Supplement	Amount per fortnight
Sole Parent Pension	Amount per fortnight
Carer Pension	Amount per fortnight
Veterans' Affairs Payment	Amount per fortnight

Please include a copy of a current Centrelink Income Statement dated within the last three months or other appropriate documentation confirming the level of your current payment. A Centrelink "Income Statement" can be obtained by phoning Centrelink on 13 24 90. Please allow 4-5 working days from the date you request the Income Statement and factor this into the timeline in respect of the closing date for scholarship applications. Alternatively you can go into a Centrelink office and request an Income Statement over the counter.

3.3 Please indicate your status:

Single (living at home)

Single (independent)

Sole parent/carers

Partnered, no dependants

Partnered, dependants

Other (specify)

3.4 What is your gross average fortnightly income?

If you are not sure of your income or expenses, please provide your best estimate of your financial situation for 2018.

Individual income

Partnered/Combined income

Family income (if you are dependent on your family's income)

Fortnightly Income	Amount \$
Salary/Wages (gross)	
Commonwealth supported payment (e.g. Austudy, Youth Allowance)	
Assistance from family	
Child Support	
Scholarships/grants/awards	
Other (e.g. shares, investments, interest, etc).	
<b>Total</b>	

3.5 What are your average fortnightly expenses?

Individual expenses

Partnered/Combined expenses

Family expenses (If you are dependent on your family's income)

Fortnightly Expenses	Amount \$
Rent/Board/Mortgage	
Food/Groceries	
Phone, Power, Utilities	
Transport (Transperth, car costs including insurance, registration, etc).	
Childcare	
Loan Repayments	
Incidentals/Other	
<b>Total</b>	

3.6 What is your average fortnightly deficit/surplus?

Deficit

Surplus

### 3. CURRENT FINANCIAL SITUATION (continued)

3.7 Have you ever applied for a means tested Commonwealth income support payment?

Yes For what type of payment did you apply?

When did you apply?

If your application was declined, please provide details as to the reason why (e.g. Level of parent's income, value of family farming property, level of family assets etc.)

No Why have you not applied?

3.8 Have you been awarded any other Scholarship to assist your University expenses or living costs?

Yes Name of Scholarship Amount

Date awarded

Frequency of Payment

Duration of Scholarship

No

### 4. PERSONAL STATEMENT (Compulsory)

In your Personal Statement you will need to address the Selection Criteria of the scholarship. Use each of the selection criteria as headings. It is essential to respond to each criterion, writing at least one to two paragraphs explaining how you have demonstrated the particular skill, quality, or need. If relevant, provide examples from your work, study or community roles. You should include relevant documentation to support your comments. Your Personal Statement should be a minimum of 400 and a maximum of 800 words.

### 5. STUDENT DECLARATION

#### Privacy and Confidentiality Statement

The Office of University Relations will not disclose any information supplied in this Application Form without written consent of the applicant. The information supplied will only be used for the selection process of this scholarship program.

5.1 I \_\_\_\_\_ declare that the information that I have supplied on this form is true and correct. I understand that if I give false or misleading information, it is both a serious offence under the Criminal Code and a breach of the *Code of Conduct for Students Enrolled* at the University and may result (among other things) in the cancellation of my scholarship.

Full Name (print)

Signature

Date

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#### OFFICE USE

DATE RECEIVED:

SIGNATURE:

STAFF MEMBER: