

About CCEF

The Caroline Chisholm Education Foundation (CCEF) is an independent charitable trust at Chisholm Institute. The mission of the CCEF is to support those in financial hardship receive an education at Chisholm Institute by providing full and partial scholarships to cover cost of tuition and material fees.

Scholarship Eligibility

To find out if you meet the criteria for a scholarship, please complete the self-assessment below by ticking the boxes that are applicable to you:

- Your course of study will be at Chisholm Institute
- You are one of the following:
 - Australian Citizen, or
 - Permanent Resident
- You are in possession of a current Concession or Health Care Card
- Your course is eligible for one of the following:
 - Victorian and Commonwealth government-subsidised training¹
 - VET Student Loan (if applying for Diploma level or above)²

Application Process

1. Once eligible to apply for a scholarship, you will apply for your selected course online, if you have not already done so,
2. A Chisholm Course Adviser or the relevant Teaching Department will be in contact to assist you with your enrolment documents,
3. Complete and submit the Scholarship Application Form including ALL documents as listed in this application form. (See Checklist on Page 9)
4. We will let you know whether you need to register to meet with a Career Guidance Counsellor to discuss your application further,
5. Our Scholarship Panel will then meet to assess your application, and you will be notified by email of the outcome.

PLEASE NOTE: The application process may take up to four (4) weeks, therefore it is recommended to allow plenty of time between submitting your complete application and the commencement of your course.



**ENSURE YOU HAVE NOT PAID YOUR COURSE FEES BEFORE
HEARING THE OUTCOME OF YOUR SCHOLARSHIP APPLICATION
AS THE CCEF IS UNABLE TO REFUND STUDENTS.**

¹ See <https://www.chisholm.edu.au/students/fees> for information on Government subsidy eligibility

² See <https://www.chisholm.edu.au/students/fees/help-with-fees/vet-student-loans> for information on VET Student Loans

1 Personal Details

First Name: _____ Last Name: _____

Preferred Name: _____ Date of Birth: _____

Gender: Female Male Indeterminate/ Intersex/ Unspecified

Residential Address: _____

Suburb: _____ State: _____ Postcode: _____

Mailing Address: (if different) _____

Suburb: _____ State: _____ Postcode: _____

Mobile Phone: _____

Email Address: _____

Chisholm Student Number: (if applicable) _____

Do you identify as being of Aboriginal descent? Yes No

Do you identify as being of Torres Strait Islander descent? Yes No

Which of the following best describes your circumstances:

Living at home and supported by family

Living away from home and supported by family

Financially independent

2 Citizenship Details

What is your country of birth? _____

Are you an Australian Citizen? Yes No

If born in Australia, you must provide a colour copy of your Medicare Card.



If you were not born in Australia and have become an Australian Citizen, you must provide a colour copy of your Australian Passport or Citizenship documents.

Non-Australian Citizens

Are you a Permanent Resident? Yes No



You must provide a colour copy of your Visa documents.
(An Immigration Card is not accepted.)

3 Centrelink Details

- Are you in receipt of a Centrelink Payment? Yes No
 Do you have a current Concession or Health Care Card? Yes No
 Are you listed on your parent/s or guardian/s Health Care Card? Yes No



You must provide a colour copy of your Concession/Health Care Card

4 General Details

- Have you previously received a scholarship from the Caroline Chisholm Education Foundation? Yes No

If yes, please provide the following details:

Course Name: _____ Year: _____

Where did you find out about the Caroline Chisholm education Foundation Scholarship opportunity?

- Chisholm Website Teacher External Agency Open Night
 Chisholm Course Advisor Other: _____

Prior qualification(s)

What qualifications have you completed in the past 10 years at either TAFE or University?

<u>Year</u>	<u>Name of Course</u>	<u>Name of Institute</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What qualifications have you commenced but not completed in the past 10 years at either TAFE or University?

<u>Year</u>	<u>Name of Course</u>	<u>Reason for not completing</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5 Enrolment Details

Before you are able to complete this section, you must have contacted an Enrolment Adviser or Department Course Adviser.

Our Chisholm Enrolment Adviser and Teaching Department will help you with:

- Pre-Training Review
- Training Plan
- BKSB Literacy and Numeracy Results (or Year 12/higher qualification if applicable)
- Statement of Fees
- Textbook/Equipment List (if applicable)



The enrolment documents are required for your application to be processed. If you do not have this information, please contact an Enrolment Adviser on 1300 244 746 or the relevant Course Department to make an appointment.

What is the level of the course you will be undertaking?

- | | | |
|---|---|---|
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate III |
| <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Diploma | <input type="checkbox"/> Advanced Diploma |

Name of Course: _____



FOR DIPLOMA AND ADVANCED DIPLOMA COURSES, YOU MUST BE ELIGIBLE FOR A VET STUDENT LOAN AS WE ONLY ASSIST WITH MATERIAL AND AMENITY FEES.

Are you re-enrolling into this course? Yes No

PLEASE NOTE: Scholarships do not cover the costs of online courses.

Location of Course Studies:

- | | | |
|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Dandenong | <input type="checkbox"/> Frankston | <input type="checkbox"/> Bass Coast |
| <input type="checkbox"/> 311 Dandenong | <input type="checkbox"/> Cranbourne | <input type="checkbox"/> Berwick |
| <input type="checkbox"/> Mornington Peninsula | <input type="checkbox"/> Other: _____ | |

Course commencement date: _____

Course engagement: Full time Part time

6 Applicant Statements

The CCEF awards scholarships to students experiencing financial hardship, and who might not otherwise be able to participate in education. Please response to the following questions, explaining your career goals and why you have selected this course.

Employment: What do you know about the industry and employment opportunities that relate to this course?

Pathways: How does this course relate to your overall career goals? Your response may relate to employment progression and pathways to further study.

Your future: What would you like to achieve from this course and scholarship application?

Financial hardship: Outline your financial situation and any economic barriers that could prevent you undertaking your chosen course?

Commitment: Describe your motivation and commitment to your chosen vocation and future employment.

7 Chisholm Referral

It is highly recommended that you include a referral from a Chisholm staff member to support your application. Applications that do not include a referral will be directed to a Careers Guidance Counsellor for further discussion.

CHISHOLM MEMBER OF STAFF TO COMPLETE THIS SECTION

- | | | |
|--|------------------------------|-----------------------------|
| Does this course align with the applicant's career goals (employment or pathway to employment)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe that the applicant has a commitment to complete the course requirements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has this student been placed on a 'Stop Attendance' notice due to default on debit success payments? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the student disengaging from Chisholm due to the inability to meet ongoing course fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you believe the student should be considered for a Scholarship due to financial hardship? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please provide further information in support of this application or attach a separate document.

Staff Name:	Phone number:
Email Address:	
Date:	Signature:

8 Personal Reference (Optional)

You are welcome to include a personal reference related to employment, education or volunteer work as a separate document to be attached to this application.

9 Support Agency Referral (Optional)

You are welcome to include a referral from a Support Agency who currently provide State or Federal Government funded support program. PLEASE NOTE: This excludes Job Active, Disability Employment Services and other employment programs. You should discuss with your Job Active Provider first about assistance with fees.

Include the referral as a separate document to be attached to this application.

10 Declaration

Before submitting your application, you must attach all required documents listed on the *Document Checklist* on Page 9. And you need to have read and understood the *Terms and Conditions* on Page 10.

By submitting your application you are confirming that:

- ✓ All of the information provided is true and complete,
- ✓ Have read and agreed to the Terms and Conditions,
- ✓ Have read the General Privacy Statement,
- ✓ Have read the Checklist and attached the relevant documentation,
- ✓ Agree to participate in an annual survey related to your scholarship application,
- ✓ Understand that your application may be shared by Caroline Chisholm Education Foundation with other professional staff at Chisholm Institute.

Name of Applicant: _____

Date: _____

Signature: _____

If you are under 18 years of age, please ask your parent or guardian to sign this application.

Name of Parent or Guardian: _____

Address: _____

Suburb: _____

State: _____

Postcode: _____

Phone number: _____

Date: _____

Signature: _____

Document Checklist



Before submitting your application, please ensure you have completed all sections and provided all the required documentation.

Section 2 Citizenship Details

Born in Australia

Supplied a colour copy of your Medicare Card? N/A Yes No

Born overseas

Supplied a colour copy of your Australian Passport or Citizenship Certificate? N/A Yes No

Non-Australian Citizens

Supplied evidence of your Permanent Residency or Visa? N/A Yes No

Section 3 Centrelink Details

Supplied a colour copy of your Concession/Health Care Card? Yes No

Section 5 Enrolment Details

Supplied a copy of your Pre-Training Review? Yes No

Supplied a copy of your Training Plan? Yes No

Supplied a copy of your Statement of Fees? Yes No

Supplied a copy of your BKSB Literacy and Numeracy Results (or Year 12/higher qualification if applicable)? Yes No

Supplied a copy of your Textbook/Equipment List? (if applicable) Yes No

Section 7 Chisholm Referral

Have you had a Chisholm employee complete this section? N/A Yes No

Section 9 Support Agency Referral

If you have been referred by a Government funded support agency, have they provided a referral? N/A Yes No



INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Please return the completed Scholarship Application Form and all required documents attached to the office of the Caroline Chisholm Education Foundation.

Physical address: Chisholm Institute Cranbourne Campus – Building A

Mail address: PO Box 684, Dandenong VIC 3175

Email address: scholarships@chisholm.edu.au

TERMS & CONDITIONS

Scholarship value will be paid to Client Engagement at the time of your enrolment.

Applicants will not receive any monetary payment to the value of the scholarship.

Scholarship award is non-transferable.

To be eligible for a scholarship you must meet the criteria as mentioned in the application form and submit all required documentation and signed the application form.

SELECTION PROCESS

Applicants are required to complete the Scholarship Application Form and attach their additional supporting documents.

The decision of the review panel is final and no further communication will be entered into.

SURVEY PARTICIPATION

To assist us to maintain existing funding and secure new ongoing funding to provide future students of Chisholm with financial support to complete their studies, we are asking you as a condition of funding to participate in an ongoing study of the benefits to you of completing your qualification of choice.

You may be asked to complete a short questionnaire twice a year and up to three years after you have commenced your qualification.

GENERAL PRIVACY STATEMENT

The Caroline Chisholm Education Foundation appreciates the importance of protecting personal and any health-related information. The Caroline Chisholm Education Foundation respects an individual's right to privacy and complies with the Commonwealth Privacy Act 1988, Victorian Information Privacy Act 2000 and the Victorian Health Records Act 2001

The Caroline Chisholm Education Foundation will only collect information from you that is necessary in order to provide our services to you. This could include: Name, address, date of birth, telephone numbers, emergency contacts and photograph for identification purposes.

The information you provide will only be used/disclosed for the reason you provided it, or for a secondary purpose that you would reasonably expect. The law also allows some uses/disclosures without consent, such as to protect safety.

All personal and/or health information will be removed from the Caroline Chisholm Education Foundation systems when it is no longer required.

The Caroline Chisholm Education Foundation will take reasonable steps to secure the personal and any health-related information it collects, protect it from loss, misuse or alteration, and to ensure it is kept accurate and up-to-date. The Caroline Chisholm Education Foundation will not disclose personal and any health-related information without your consent unless required to by law or regulation.

Individuals can request access to the personal information the Caroline Chisholm Education Foundation holds about them. If individuals believe their personal information is inaccurate, incomplete or out of date the individual is entitled to request that it be corrected. There may be circumstances where access to information cannot be granted as it may compromise the privacy of another individual. All access should be sought through the Freedom of Information Act 1982.

For further information on privacy concerns, contact the Caroline Chisholm Education Foundation Executive Officer on:

Phone: 9238 8114

E-mail: scholarships@chisholm.edu.au