

Scholarship supporting documents



Documents provided to support your application need to be relevant and specific. It's better to submit one relevant, specific example rather than numerous documents that don't meet our guidelines. As a guide, please see below for examples of acceptable and non-acceptable documents.




Financial hardship

Acceptable

Current Centrelink income statement, Statutory declaration

Reference: [REDACTED]




3 October 2018

This Income Statement shows information we hold about you on your Centrelink record. If you decide to show this information to anyone else for any reason, you can choose to show all the information or to block some information out.

Income Statement

DOB	[REDACTED]
Customer Partnered	N
Youth independent rate	Y
Maximum Rate Youth Allowance	Y
Number of Children Assessed	0



State of Victoria

STATUTORY DECLARATION

I, [REDACTED]
of [REDACTED]
[REDACTED] do solemnly and sincerely declare that:

I am financially self-supporting.
My taxable income for the current financial year is less than \$56,000'


Not acceptable

Payslips, tax documents, bank statements

Employee Pay [REDACTED]
Pay Period [REDACTED]
Payment Date [REDACTED]
Company [REDACTED]
ABN Number [REDACTED]

Employee Record(ER)	Salary Plan	Grade	Step	Position
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Total Net Pay [REDACTED]



Australian Government
Australian Taxation Office

Tax period ending 30 June 2018
Tax file number [REDACTED]
Date of issue [REDACTED]
Our reference [REDACTED]
Internet www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2018
Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
Your taxable income is [REDACTED]		

Scholarship supporting documents




Medical hardship

Acceptable

Letter of support from your doctor (must contain original signature and be on organisational letterhead), current Learning Access Plan and be on organisational letterhead), current Learning Access Plan

Learning Access Plan
Disability Resource Centre




Student name: _____

Learning Access Plans outline the strategies, adjustments and services assessed as appropriate for a student in line with disability discrimination legislation¹. The required documentation² related to the disability or health condition has been provided.

Student name: _____ Student ID number: _____
Faculty/Organisation: _____
Course code/Name: _____
Campus: _____ Mode: _____

The recommended services and adjustments are valid until the plan is reviewed³. A review can be requested before it is due by the student, faculty or DRC if required.

Review due: End of Trimester 2 - 2018



ORGANISATION LOGO

Doctor Mary Brown
Regional Medical Clinic
123 High Street
Melbourne, VIC, 1234

01/01/2019

To whom it may concern,


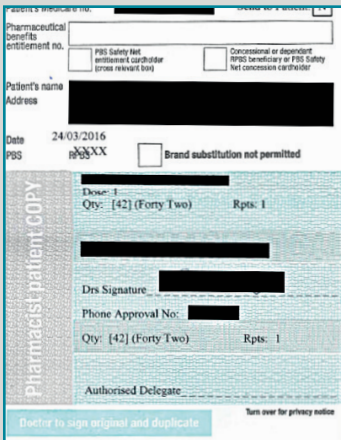
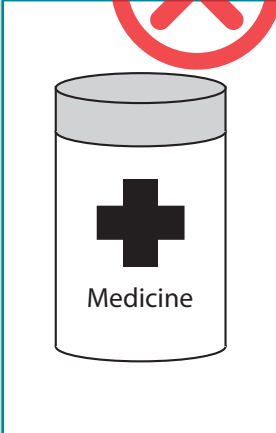
I am writing in my capacity as the treating doctor for James Student. I can confirm that James is suffering from ... This condition impacts on James in the following ways...and effects/will affect their ability to study at university by... I recommend that James be considered for a scholarship based on their medical condition.

Yours sincerely,
Mary Brown
Mary Brown MD

Not acceptable

Prescriptions, hospital admission forms, special consideration forms, test results

Medical Certificate
Special Consideration in assessment

Other hardship (personal, social, geographic)

Acceptable

Letter of support (must contain original signature and be on organisational letterhead if applicable)

ORGANISATION LOGO


Helping Hand Charity
56 Busy Street
Melbourne VIC 1234

01/01/2019

To whom it may concern,

I am writing to confirm that Lisa Student has been experiencing personal/geographic/social disadvantage, as a result of... I am aware of this situation through my capacity as...This situation/disadvantage impacts on Lisa in the following ways...and effects/will affect their ability to study at university by... I recommend that Lisa be considered for a scholarship based on this disadvantage.

Yours sincerely,
ERJ
Elizabeth Jones
Helping Hand Charity
Title/relationship with student



Not acceptable

Any other documentation (note that documents are not required for this category)

MAGISTRATES' COURT FAMILY VIOLENCE PROTECTION ACT 2008

INTERVENTION ORDER

Respondent's name _____ Case Nr. _____
Address _____ D.O.B _____
or approximate age _____ years

On _____ at the Magistrates' Court at _____
a Court Order was made against you. You were _____ at Court.

THIS ORDER IS A NATIONALLY RECOGNISED ORDER

VICTORIA
BIRTHS, DEATHS AND MARRIAGES REGISTRATION ACT 1996

DEATH CERTIFICATE



Scholarship supporting documents



Leadership activities or community service/volunteering participation

Acceptable

Letter of support (must contain original signature and be on organisational letterhead if applicable), certificate of participation that confirms your achievement/involvement

John Smith
Blue Flag Organisation
55 Main Street
Melbourne, VIC, 1234

ORGANISATION LOGO

01/01/2019

To whom it may concern,

I am writing to confirm that Robert Student has participated in leadership/community service activities through the Blue Flag organisation/program. I am aware of this through my role as the CEO of Blue Flag. Robert has participated in the following activities...over a timeframe of... They have notable achievements in...and have shown the following skills...

Yours sincerely,
John Smith
John Smith
CEO of Blue Flag Organisation

Not acceptable

Screenshots of emails, volunteer rosters, generic certificates that do not confirm the level of achievement/involvement

Primary School

Year 6 Awards, 2011

Physical Education Award

The recipient of the Physical Education Award is an energetic, motivated student with an ever increasing passion for sport. As a Sport Captain, they have enthusiastically fulfilled all duties to a high standard and have displayed excellent leadership.

This student has achieved excellent results in sports activities, representing

Elite sporting activities

Acceptable

Letter from a senior member of your sporting organisation (must contain original signature and be on organisational letterhead if applicable)

David Turner
Comets Soccer Club
88 Sports Street
Melbourne, VIC, 1234

ORGANISATION LOGO

01/01/2019

To whom it may concern,

I am writing to confirm that Jessica Student is involved in soccer at a national level. She is a member of the Comets Soccer Club, of which I am the president, and has been competing in this sport for 10 years. Jessica is the current captain of the team and is expected to represent Australia in this sport at the next Olympic Games.

Yours sincerely,
David Turner
David Turner
President of the Comets Soccer Club

Not acceptable

Trophies, ribbons, results of individual sporting events or competitions

WINNER

1st

Referee statement

Acceptable

Reference letter (must contain original signature and be on organisational letterhead if applicable)

Frank Williams
Yellow Arrow Company
33 City Street Melbourne,
VIC, 1234

ORGANISATION LOGO

01/01/2019

To whom it may concern,

I am writing to recommend Matthew Student for a scholarship at Deakin University. I know Matthew through my role as his teacher/supervisor/... in my position in the Yellow Arrow Company. In the time I have known Matthew he has achieved...and has shown himself to be of...character. Given his achievements/personal qualities I highly recommend Matthew for a scholarship.

Yours sincerely,
F. Williams
Frank Williams
Role/description of relationship with student
Yellow Arrow Company

Not acceptable

Letters written by family members, unsigned or other informal letters, referee contact details with no statement of support

To whom it may concern,

I am writing to recommend my nephew Paul Student for a scholarship at Deakin University. Paul is a good boy and some extra money would go a long way to help him and his family.

Yours sincerely,
Louise McDonald

Hello,

Please call or email my referee to hear about me. Their details are as follows:

Phone – 0412 345 678

Email – referee@example.com

Thanks,
Taylor Student