

**Department of Justice and Regulation**

# **Disability Scholarship Program**

## ***Application Form***

Intake commencing Semester One of the official academic year of 2018

Diversity Issues Unit



Department of  
Justice

# Disability Scholarship Program

*Promoting Career Development for Victorians with a disability in Law, Criminology, Para-Legal, Psychology, Social Work and other Justice related fields.*

## Application Form for the Disability Scholarship Program

Please complete this application form if you are a Victorian with a disability and wish to apply for a DJR Disability Scholarship. Please carefully read the attached Guidelines for the 2018 Scholarship. The selection panel will make a comparative assessment of applications taking into account overall course relevance, previous academic performance, the capacity of applicants to successfully complete studies and the stated aspirations of applicants concerning justice outcomes.

For further information please contact Mr Peter Heazlewood, Diversity Issues Unit. Telephone: (03) 86841706.

On the completion of your application, please forward it:



### **By Mail:**

Mr Peter Heazlewood  
Disability Scholarship  
Contact Officer  
Diversity Issues Unit  
Department of Justice GPO  
Box 4349  
Melbourne Vic 3001  
DX 210641



### **In Person:**

Mr Peter Heazlewood  
Diversity Issues Unit Department  
of Justice  
Level 18  
121 Exhibition Street  
Melbourne Vic 3000

### **By Email:**

[peter.heazlewood@justice.vic.gov.au](mailto:peter.heazlewood@justice.vic.gov.au)

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 27 April 2018.**

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 Academic Results
- Attached an Academic Referee Report

## Privacy collection statement

For information about how the DJR collects and manages personal information, please see the DJR Information Privacy Policy, which is accessible on DJR website at [www.justice.vic.gov.au](http://www.justice.vic.gov.au) or upon request to the DJR Manager, Privacy and Feedback by calling (03) 8684 0178.

DJR Diversity Issues Unit collects personal and health information in this application for the purpose of enabling DJR to assess your scholarship application.

If you do not provide the information sought in this form, the Diversity Issues Unit may not be able to process your application.

Should you be awarded a scholarship, DJR will also use this personal information to ensure that scholarship requirements are

satisfied throughout the duration of the scholarship.

DJR will publicly promote the scholarships and will organise an award ceremony for recipients. Recipients are encouraged to attend the scholarship award presentation ceremony (check the 'authority to release information' statement at the end of this form).

DJR will not disclose your personal or health information to any third party except in accordance with the *Information Privacy Act 2000*. However, during the application assessment process, DJR 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.

## Part 1: Personal Details

Title (eg Mr, Mrs, Miss, Ms etc)	
Family name/Surname	
Given Name/s	
Date of Birth	

## Part 2: Contact Details

Residential Address (must be an Australian address)

Unit number/Street Number	
Street name	
Suburb/Town/Locality	
State	
Postcode	

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

Unit number/Street Number	
Street name	
Suburb/Town/Locality	
State	
Postcode	

How can we contact you?

Home telephone Number	
Mobile telephone number	
Telephone number during semester	
Other contact telephone number	
Fax number	
Email Address (in BLOCK LETTERS)	

**It is essential that you are contactable throughout the period of your scholarship. Please promptly notify the DJR Disability Scholarship Contact Officer of any change of contact details during this time.**

### Part 3: Eligibility Details

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

- (a) have resided in Victoria on a full-time basis for a minimum of two years immediately preceding this application;
- (b) not earn in excess of \$25,000 gross per annum from employment undertaken within the duration of the scholarship (the maximum increases by \$5,000 per annum additional for each dependant);
- (c) have not been in receipt of a scholarship offering financial assistance for study purposes by the Victorian State Government, which exceeded \$20,000 over the past five years. (If you are in receipt of a non-Victorian Government scholarship, please identify this where indicated); and
- (d) have a disability as defined in the Commonwealth *Disability Discrimination Act 1992* (DDA) and have completed "Confirmation of Person with a Disability" Declaration - Attachment A included in this Application Form.

**Do you satisfy the above eligibility criteria?**    Yes   
No

Eligibility criteria is also determined by meeting requirements which are applicable to your study listed below:

- (e) be undertaking studies at an approved Victorian educational institution, or undertaking an accredited distance or online course whilst residing in Victoria;
- (f) 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;

(g) 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:

- undertaking a full-time/part-time workload, as determined by the educational institution where they are studying; or
- be enrolled to undertake 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.

#### Part 4: Course of study details

<b>Please provide your study details for 2018</b>	
You must provide proof of your enrolment in this course	<input type="checkbox"/> Diploma Course <input type="checkbox"/> Undergraduate Course <input type="checkbox"/> Postgraduate Course

#### Which course of study are you undertaking in 2018?

Exact Course Title (eg Bachelor of Arts)	
Course Code	
Name of Institution or College	
Address of Institution or College	
Please list the subjects you will study in Semester One 2018	
Official Semester	

Commencement Date of Studies (eg Semester One)	
What Year of Study are you undertaking? (eg 2nd, 3rd or 4th Year)	
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, semester, for future years.**

Subjects to be undertaken in future years of course of study. List subjects to be taken by semester, ie 2nd Year, 1st Semester	1.
	2.
	3.
	4.
	5.
	6.
	etc
Subjects to be undertaken in future years of course of study. List subjects to be taken by semester ie 3rd Year, 1st Semester	1.
	2.
	3.
	4.
	5.
	6.
	etc

<b>Have you already...</b>		
Enrolled in the Course	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

<b>What credit points have you gained for study already undertaken?</b>	
<b>What is the total number of credit points you require to complete your course/degree? (This figure should include the points already gained)</b>	



Please attach the following:

- A photocopy (certified) of enrolment details of your course;
- If applicable, any results for subjects already undertaken for which you have gained credit.

<b>Education Achievements</b> Have you attempted or completed any other study since leaving Secondary School? If yes, please outline all courses that you have completed and provide copies of your academic record/achievements (eg Certificate, Diploma, Undergraduate or Postgraduate). If not, include your highest secondary school year.	
<b>Years</b> (eg 2000 - 2005)	
<b>Name of Institution/Campus</b> (eg TAFE or University)	
<b>Name of Course</b> (eg Bachelor of Arts)	
<b>Results</b> (NYC or SC)	
<b>Years</b> (eg 2005 - 2007)	
<b>Name of Institution/Campus</b> (eg TAFE or University)	
<b>Name of Course</b> (eg Bachelor of Arts)	
<b>Results</b> (NYC or SC)	

NYC: Not yet completed

SC: Successfully completed

**Please attach clear certified copies of your official academic record to date, as issued by each Institution.**

**Supporting Statement**

In no more than four hundred (400) words, please tell us of your personal and career aspirations and how your aims and justice outcomes might be met by undertaking your proposed course of study.

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

## Part 4: Course of study details Cont'd

### 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

No

If Yes, please give details below:

Name of provider:

Duration of Scholarship (eg 1, 2 years):

When did you receive the assistance (eg 2006 - 2009):

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

Yes

No

If Yes, please give details below:

Name of provider:

Duration of Scholarship (eg 1, 2 years):

When did you receive the assistance (eg 2011 - 2014):

The course you studied:

Institution where you studied:

Have you applied for other scholarships for your 2018 studies?

Yes

No

If you have answered yes to the above question, have you received notification that you have been successful in securing a scholarship for your current or proposed study?

Yes

No

**It is the responsibility of the applicant to notify the DJR Disability Scholarship Contact Officer of any offer of financial assistance for proposed study after your application has been lodged.**

## Part 5: Academic Referee Details

Please request your Referee to complete **Attachment 'C' Academic Referee's Report** enclosed with this application, to comment on your academic abilities.

Name of Referee	
Name of Institution	
Role within the Institution	
Telephone Number	
Mobile Number	
Email Address	

### **Applicant's Declaration**

I declare that the information supplied by me on this application form is complete, true and correct in every detail. I acknowledge that DJR may terminate any Scholarship and associated allowances 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 DJR to obtain official records with respect to my enrolment, academic record, examination results, details of my work history, attendance and contact addresses throughout the duration of the scholarship. Such information is in accordance with my application for a DJR Disability Scholarship and with regard to any benefits payable to me under the DJR Disability Scholarship award.

I agree to abide by the department's conditions of the DJR Disability Scholarship Program as may be amended from time to time.

Applicant's Name	
Applicant's signature	
Date	

*Attachment A - To be completed by all applicants*

## **Disability Scholarship Program**

<b>Confirmation of Person with a Disability* Declaration</b>	<b>*See Attachment B for definition of disability as defined in the DDA</b>
<b>I, (full name)</b>	
<b>of (address)</b>	
<b>Occupation</b>	
Do solemnly declare that I am a <input type="text"/> year old person with (name and description of disability)	
<input type="text"/>	
I make this solemn declaration by virtue of the Statutory Declarations Act 1958 and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.	
Applicant's Signature	
<input type="text"/>	
Declared at	<input type="text"/>
this <input type="text"/> day of	<input type="text"/> <input type="text"/>
Witness Signature	
<input type="text"/>	
Witness Name	
Witness qualification	
Witness address	

**Giving false or misleading information is a serious offence.**

## Witness to a Statutory Declaration

The statutory declaration should be witnessed by any of the following. These persons can also certify copies of documents required to support your application.

• A Justice of the Peace or a Bail Justice	• A legally qualified Medical Practitioner
• A Barrister & Solicitor of the Supreme Court	• A Dentist
• A Clerk to a Barrister & Solicitor of the Supreme Court	• A Veterinary Surgeon
• A Principal in the Victorian Teaching Service	• A Pharmacist
• A Member of former Member of either House of the Parliament of Victoria	• A Member of the Police Force
• A Member or former Member of either House of the Parliament of Australia	• The Manager of a Bank
• A person registered as a Patent Attorney under Part XV of the Patents Act 1952	• A Councillor of a municipality
• A person who holds an Office in the Public Service or Statutory Authority	• A Town Clerk or Shire Secretary
• A Member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants	• A Sheriff or Deputy Sheriff
• A Minister of Religion authorised to celebrate marriages	• A Secretary of a Building Society
• A Senior Officer of a Council as defined in the Local Government Act 1989	

# **Disability Scholarship Program**

## **Definition of Disability**

The definition used in this document is that prescribed in the Commonwealth Disability Discrimination Act 1992:

“Disability in relation to a person, means:

- total or partial loss of the person’s bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the person’s body; or
- disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- a disorder, illness or disease that affects a person’s thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour;

and includes a disability that:

- presently exists; or
- previously existed but no longer exists; or
- may exist in the future; or
- is imputed to a person.”

The disability may be permanent or temporary. It may exist from birth



or be acquired in life. A person may have one disability or a number of disabilities. A person's disability may be apparent, such as loss of a limb, or hidden, such as epilepsy or depressive illness.

# People with a Disability Scholarship Program

<b>Academic Reference for the Scholarship Application</b>
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The following applicant has made an application for a DJR Disability Scholarship. It is required that each applicant provides an academic reference to be considered by the DJR.

This reference will be treated in strict confidence. You may wish to discuss your comments and assessment with the applicant.

Please complete the form and return it directly to the DJR Disability Scholarship applicant.

**The closing date for applications is 5.00pm on 27 April 2018.**

If you have any queries about completing this form, please contact the DJR Disability Scholarship Contact Officer, Mr Peter Heazlewood, on telephone (03) 86841706

<b>Part 1: Applicant Details</b>	
Title (eg Mr, Mrs, Miss, Ms)	
Family name/Surname	
Given Name/s	
<b>Part 2: Applicant's Study Details</b> ( <i>Applicant to complete</i> )	
Applicant's proposed course of study	
<b>Academic Referee Information</b>	
Name of Referee	
Name of Institution	
Address of Institution	
Telephone number	
Mobile number	
Please give details of course study where your academic referee has	

had involvement.

<b>Years</b>	<b>Name of Institution or Campus</b> <i>(eg TAFE or University)</i>	<b>Name of Course</b> <i>(eg Bachelor of Arts)</i>	<b>Results</b> <i>(NYC or SC)</i>

**NB: Results - (NYC) Not yet completed - (SC) Successfully completed**

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.

<b>Qualities</b>	<b>Exceptional</b>	<b>Top 10%</b>	<b>Top 20%</b>	<b>Top 50%</b>	<b>Unable to judge</b>
Imagination/ Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written & Verbal Communica tion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence/ Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application & commitment to academic study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time manag't and meeting of assignment timeframes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Are there any further comments you wish to make about this applicant's academic performance?**

Name of Referee	
Referee Signature	<input style="width: 250px; height: 40px;" type="text"/>
Date	

**Thank you for your assistance.** You may wish to discuss your comments with the applicant. When you have completed this form, please return it to **the applicant** to be attached to the DJR Disability Scholarship.

**The closing date for applications is 5.00pm on 27 April 2018.**

**Part 4: Authority to release information** (*Applicant to complete*)

In the event I am awarded a scholarship, I agree to the publication of my personal details and status as a person with a disability at the award ceremony and in promotional materials. I understand that details of the specific nature of my disability will not be disclosed for this purpose.

Yes  No

Signature

Date

**Do you require this document in another format?** If you require this document in another accessible format or if you have certain requirements to enable you to participate in this process, please contact the DJR Disability Scholarship Contact Officer, Mr Peter Heazlewood, on telephone (03) 86841706 or by email at [peter.heazlewood@justice.vic.gov.au](mailto:peter.heazlewood@justice.vic.gov.au).