

Disability Scholarship Program 2022

Application Form

Department of Justice and Community Safety



Justice
and Community
Safety





To receive this publication in an alternative format [email the Inclusion and Intersectionality branch](mailto:inclusion&intersectionality@justice.vic.gov.au) <inclusion&intersectionality@justice.vic.gov.au>.

Available from the [Disability Scholarship Program webpage](https://www.justice.vic.gov.au/careers/disability-scholarship-program) <https://www.justice.vic.gov.au/careers/disability-scholarship-program>.



Table of contents

Application process	4
Submitting your application	4
Eligibility Criteria	5
Privacy collection statement.....	5
Application form	6
Do you identify as a person with disability?.....	6
Diversity information	6
Personal details	7
Contact Details	7
Course details	8
2022 Course details	8
Education achievements	10
Other Scholarships	10
Supporting Statements	12
Academic Reference	13
Contact details	13
Reference	14



Application process

Please complete this application form if you are a Victorian person with disability and wish to apply for a Department of Justice and Community Safety (DJCS) Disability Scholarship. Please carefully read the [Guidelines for the Scholarship Program](https://www.justice.vic.gov.au/careers/disability-scholarship-program) <https://www.justice.vic.gov.au/careers/disability-scholarship-program>.

We will provide adjustments throughout the application process upon request. If you would like help understanding this document or would like to receive it in another format [email the Inclusion and Intersectionality branch](mailto:inclusion&intersectionality@justice.vic.gov.au) <inclusion&intersectionality@justice.vic.gov.au>.

Submitting your application

Please forward your completed application form, and all accompanying documentation by [emailing the Inclusion and Intersectionality branch](mailto:inclusion&intersectionality@justice.vic.gov.au) <inclusion&intersectionality@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 Friday 11 March 2022.

Upon completion of your application, please ensure you have:

- Completed all questions
- Signed the application form (page 6)
- Attached a letter of enrolment
- Attached a letter of admittance
- Attached relevant academic results
- Sought an academic reference (page 14).



Eligibility Criteria

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

- identify as a person with disability
- have been living in Victoria on a full-time basis for the last two years at a minimum
- not earn in excess of \$25,000 gross per annum from employment undertaken while in receipt of the scholarship (the maximum increases by \$5,000 per annum additional for each dependant)
- have not been in receipt of a scholarship offering financial assistance for study purposes by the Victorian Government, which exceeded \$20,000 over the past five years.

Eligibility criteria is also determined by meeting requirements applicable to your study:

- be undertaking studies at an approved Victorian educational institution, or undertaking an accredited distance or online course whilst residing in Victoria
- 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 been accepted into a postgraduate course for which the scholarship is being made; or
 - have been accepted into a diploma or advanced diploma course in the specific courses as stated in these guidelines
- 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:
 - be enrolled to undertake / currently undertaking 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.

Privacy collection statement

For information about how we collect and manage personal information, please see the [DJCS Information Privacy Policy](https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy) <https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy>. The Inclusion and Intersectionality branch collects personal information in this form for the purpose of enabling assessment of your Scholarship application. If you do not provide the information sought as part of the application process, your application may not be able to be assessed.

Personal information provided by you in applying for this scholarship will not be used for any other purpose beyond the assessment of your application for this Program. DJCS will not disclose your personal information to any third party except in accordance with the [Information Privacy Act 2000](https://www.legislation.vic.gov.au/as-made/acts/information-privacy-act-2000) <https://www.legislation.vic.gov.au/as-made/acts/information-privacy-act-2000>. However, during the application assessment process, DJCS 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.

Should you be awarded a scholarship, DJCS will also use information provided to ensure that scholarship requirements are satisfied throughout the duration of the scholarship.



Application form

Do you identify as a person with disability?

Disability includes physical, mental health, intellectual, neurological or sensory impairments which, when combined with other barriers (such as negative attitudes or inaccessible environments) may limit participation in society on an equal basis with others.

Yes – continue filling in this application form

No – this scholarship is for eligible students with disability and may not be the program for you.

Name of applicant:

Signature / e-Signature:

Date:

Diversity information

The following information is collected for demographic purposes and will not affect your scholarship application ranking. These are optional and can be skipped if you would prefer not to say.

What is the first language spoken in your home?	
What is your country of birth?	
Do you identify as a member of the following groups (highlight/tick all that apply)	Aboriginal and/or Torres Strait Islander
	LGBTIQ+ communities
	Culturally and Linguistically Diverse (CALD)
	Live in a regional / remote area
	Are a mature age student (not a current school leaver)
	A recent school leaver

To assist us in our promotion of the program can you please let us know how / where you heard about the DJCS Disability Scholarship Program?



Personal details

Title (e.g. Mr, Mrs, Miss, Ms)	
Surname	
Given Name/s	
Pronouns	
Date of Birth	

Contact Details

Residential Address (must be an Australian address)	
Unit / Street number	
Street name	
Suburb / Town	
Postcode	

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

Unit / Street number	
Street name	
Suburb / Town	
Postcode	

How can we contact you?

Home number	
Mobile number	
Best phone number during semester	
Email Address	

It is essential that you are contactable throughout the period of your scholarship. Please promptly notify the Inclusion and Intersectionality Team of any change of contact details during this time.



Course details

2022 Course details

Exact Course Title (e.g. Bachelor of Arts)	
Course Code	
Name of Institution / College	
Address of Institution / College	
What year of study are you undertaking? (e.g. 2nd, 3rd, 4th)	
List the subjects you will study in Semester 1 2022	
Official Semester commencement date of studies (e.g. Semester One)	
List the subjects you will study in Semester 2 2022	
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 and semester for future years of study.



Year (e.g. 2nd, 3rd, 4th)	
Semester	
Subjects	
Year (e.g. 2nd, 3rd, 4th)	
Semester	
Subjects	

Have you already

Enrolled in the Course for 2022? (If yes <u>attach a certified photocopy of enrolment</u>)	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
What credit points have you gained for study already undertaken? (If applicable, <u>attach any results for subjects already undertaken</u> for which you have gained credit)		
What is the total number of credit points you require to complete your course/degree? (This figure should include the points already gained)		



Education achievements

Have you attempted or completed any other study since leaving Secondary School?

If yes, please outline all courses that you have completed and attach copies of your academic record / achievements to date, as issued by each Institution (e.g. Certificate, Diploma, Undergraduate or Postgraduate). If not, include your highest secondary school year.

Years (e.g. 2000 - 2005)	
Name of Institution / Campus (e.g. TAFE or University)	
Name of Course (e.g. Bachelor of Arts)	
Results (Not yet completed or successfully completed)	
Years (e.g. 2005 - 2007)	
Name of Institution / Campus (e.g. TAFE or University)	
Name of Course (e.g. Bachelor of Arts)	
Results (Not yet completed or successfully completed)	

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 (If yes, please provide details)	
No (proceed to next question)	
Name of provider	
Duration of Scholarship (e.g. 2 years)	
When were you in receipt of the Scholarship (e.g. 2006 – 2009)	



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

Yes (If yes, please provide details)	
No (proceed to next question)	
Name of provider	
Duration of Scholarship (e.g. 2 years)	
When were you in receipt of the Scholarship (e.g. 2006 – 2009)	
Course studied at the time of scholarship	
Institution where you studied	

Have you applied for other scholarships for your 2022 studies?

Yes	
No	
If yes, have you received notification that you have been successful in securing a scholarship for your current or proposed study?	

It is the responsibility of the applicant to notify the Inclusion and Intersectionality Team of any offer of financial assistance for proposed study after your application has been lodged.



Supporting Statements

In no more than 400 words, please tell us about your career aspirations to work in the field of justice and how your proposed studies will help you achieve this career goal.

In no more than 200 words, please tell us how the scholarship will support you to achieve your study and career goals.

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



Academic Reference

Please request your Referee to complete the below questions and attach it to your application.

The following applicant has made an application for a Department of Justice and Community Safety (DJCS) Disability Scholarship. It is required that each applicant provides an academic reference to be considered by the DJCS.

This reference will be treated in strict confidence. You may wish to discuss your comments and assessment with the applicant. When you have completed this form, please return it to the applicant to be attached to the DJCS Disability Scholarship.

The closing date for applications is 5.00pm on Friday 11 March 2022.

If you have any queries about completing this form [email the Inclusion and Intersectionality branch](mailto:inclusion&intersectionality@justice.vic.gov.au) <inclusion&intersectionality@justice.vic.gov.au>.

Contact details

***Applicant to complete.**

Title (e.g. Prof, Dr.)	
Surname	
Given Name/s	
Name of Institution	
Role within Institution	
Address of Institution	
Contact number	
Mobile number	
Email	

Please give details of course study where your academic referee has had involvement.

Years	Name of Institution or Campus (e.g. TAFE or University)	Name of Course (e.g. Bachelor of Arts)	Results (Not yet completed or Successfully completed)



Reference

***Referee to complete.**

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.

Qualities	Exceptional	Top 50%	Top 20%	Top 10%	Unable to judge
Imagination / Creativity					
Analytical ability					
Written and verbal communication					
Persistence / Maturity					
Application and commitment to academic study					
Time management and ability to meet assignment timeframes					

Please provide some commentary about this applicant’s academic performance?

Name of Referee:

Signature:

Date: