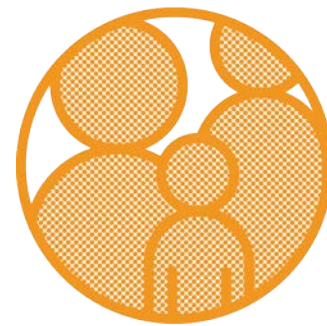


# CEHL STUDY GRANT

## INFORMATION + APPLICATION FORM



### Introduction

The CEHL Study Grant, formally known as *CEHL Scholarship* and the *Education Award*, was launched in 2010 and has benefited over 90 co-op members and their households through the provision of financial assistance to support those undertaking accredited study.

### Purpose

The purpose of the CEHL Study Grant is to encourage and support CEHL co-operative households, through the provision of financial assistance, to access educational opportunities and develop their skills.

### Study grant categories

CEHL provides eight \$2,000 study grants in the following categories:

- Certificate level study including apprenticeships and traineeships and other vocational training
- Diploma and advanced diploma study
- Undergraduate study
- Postgraduate study

### Additional categories

Two additional \$2,000 study grants are available in the following categories:

#### **Helen Tyndall Award**

This award is in memory of Helen Tyndall, who was well known, and highly respected CEHL's Administration Team Co-ordinator for many years.

This grant is awarded for studies in the following areas: Business Administration, Information Technology or Commerce with applicants being at any stage of their course.

#### **Co-op Development Award**

This award is for studies that enhance and support improving co-op practices and program engagement. This grant is awarded for studies in the following areas: leadership and governance, engagement, digital literacy, digital file/record-keeping, dispute resolution, small business management, financial services, maintenance budgeting and forecasting.

### Eligibility criteria

To be eligible for the CEHL Study Grant, please provide proof that you are:

- Currently living in a CEHL shareholder co-operative either as a co-operative member or as a listed household member on the 2022/23 Household Information Form
- Enrolled, or are actively pursuing enrolment in a further education course
- aged 16 or older
- Entitled to live permanently in Australia

### Application process

To apply:

1. Complete the attached *Study Grant Application Form*, include:
  - An Impact Statement to describe your reason for enrolling in further study
  - The benefits of being awarded a Study Grant and the positive impact undertaking study will have for you
  - Provide reasonable evidence, including proof that you are actively pursuing enrolment or are enrolled into a course
  - Provide photo identification showing you are aged 16 or over and, entitled to live permanently in Australia

Your application will be checked against the Eligibility Criteria (above) and CEHL will access your 2022/23 Household Information Form to check that you are living in a CEHL co-operative.

# CEHL STUDY GRANT

## Information + Application Form



### STUDY GRANT PANEL

If you are eligible to apply, your application and impact statement will be given to a Study Grant Panel who will determine which applicants should be awarded the Grant based on:

- your reason for enrolling in further study
- the benefits of being awarded a Study Grant, and
- the positive impact undertaking study will have for you

The Study Grant Panel is made up of:

1 x CEHL Manager

1 x CEHL Employee with relevant expertise

1 x Co-operative Member

CEHL may also include relevant external experts.

Please refer to Privacy Statement for advice on how your application and information will be stored and treated.

### OTHER

Within the year of being awarded a study grant, CEHL may request assistance from you to promote, review, and evaluate the Study Grant scheme.

### TAX OBLIGATIONS

In certain circumstances, a study grant may incur a tax liability, most commonly for part time study, please consider this, and consult with your tax practitioner or the Australian Tax Office for further advice.

### PRIVACY STATEMENT

The information provided in the *Study Grant Application Form* will be handled in accordance with the [CEHL Privacy Policy](#)

The primary purpose of this information is assessing your eligibility and application for the CEHL Study Grant and communicate with you about this.

The secondary purpose of this information is for regular evaluation and review of the Study Grant.

Your information will not be used for any other purpose or disclosed to anyone outside CEHL without your consent unless there is a legal requirement.

Your information will be protected from misuse, loss, unauthorised access, modification, or disclosure, and will be destroyed after two years.

You can access and/or correct your information held by CEHL by phoning **1800 353 669**.

If you choose not to provide CEHL any of the required information, CEHL may not be able to offer a Study Grant if there is insufficient information to assess your eligibility and application.

# CEHL STUDY GRANT APPLICATION FORM



Complete and submit this form by **Friday 3 March 2023**

Send by email: [kristina@cehl.com.au](mailto:kristina@cehl.com.au)

or post: Common Equity Housing Limited  
PO Box 504,  
Carlton, Victoria, 3053

## PERSONAL DETAILS

**Your Full Name:**

**Name of your Co-op:**

**Home Address:**

**Phone or Mobile number:**

**Email Address:**

## ELIGIBILITY

Are you able to answer 'Yes' to these four questions at time of applying?

Are you currently living in a CEHL Co-operative as a Co-operative Member or as a family household member of a Co-operative Member? <i>Please note household members must be listed on the 22/23 Household Information Form</i>	Yes	No
Are you actively pursuing enrolment or are you enrolled into an accredited study?	Yes	No
Are you aged 16 or older?	Yes	No
Are you an Australian Citizen or Permanent Resident?	Yes	No

## COURSE DETAILS

Please tell us about the course you are enrolling or re-enrolling for, and provide evidence of enrolment or active steps you have taken to enrol.

SUBJECT What subject will you study?	QUALIFICATION Certificate, degree, etc	EDUCATION PROVIDER Name of TAFE, university, etc	START DATE Date you start/started studying

# CEHL STUDY GRANT APPLICATION FORM

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## IMPACT STATEMENT

Please explain in no more than 1,000 words:

- your reason for enrolling in further study
- the benefits of being awarded a Study Grant
- the positive impact undertaking study will have for you

*For example: you might explain why the course you are enrolling, or re-enrolling is important for you and your interests and ambitions, and how the study grant will help you with this.*

Please Type your Impact Statement below:

# CEHL STUDY GRANT APPLICATION FORM

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## DECLARATION

Please sign, to confirm the following:

- I have provided true and accurate information in my application and impact statement
- I understand that intentionally making a false statement may result in me being asked to pay funds back to CEHL
- I have read and fully understood the Privacy Statement and agree that my personal information may be collected stored, used and disclosed by Common Equity Housing Limited for the stated purposes
- I give authority for CEHL to contact the provider of the course that I am enrolling or re-enrolling for to verify that I am actively pursuing enrolment or are enrolled into a further education course

I declare by signing below that all the information I have provided to Common Equity Housing Limited in this application is true and correct and I have read and fully understood and agree with every point in this application.

Declared by:

Date:

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## CHECKLIST

Please check that you have included the following items with your application:

CEHL Study Grant Application Form – Completed and signed

Impact Statement – Completed and signed

Copy of your Photo ID (as evidence of age and permanency in Australia)

Evidence that you are actively pursuing enrolment onto the course such as: letter of enrolment, and /or receipt of payment of fees from education provider