



**SCHOLARSHIP INFORMATION
AND
APPLICATION FORM
2019**

CONTENTS

	Page
Introduction	3
Purpose	3
Scholarship Categories	3
Impact	3
Eligibility	3
Scholarship Panel	4
Expectations	4
Application Process	4
Timing	4
Application Form	5
Your Impact Statement	6
Privacy Statement	7
Declaration	7
Scholarship Checklist	7

INTRODUCTION

This Application Pack is for anyone living in CEHL co-operative or CEHL managed housing and who wishes to undertake further education.

The CEHL Scholarship has grown out of the Education Award, which was launched in 2010 using rebates from trade alliances and contributions from CEHL's insurers and private lenders.

PURPOSE

The purpose of the CEHL Scholarship is to facilitate access to educational opportunities for co-operative households by providing financial aid for further education.

SCHOLARSHIP CATEGORIES

CEHL is providing two \$2,000 Scholarships in each of these categories:

- Certificate Level Study (including Apprenticeships and Traineeships and other vocational training);
- Diploma and Advanced Diploma Study;
- Undergraduate Study;
- Postgraduate Study.

IMPACT

Applications are welcome from all current or potential students living in CEHL co-operative or CEHL managed housing, particularly those who are single parents, Indigenous, mature age, living with a disability or in a remote geographical location, or from non-English speaking backgrounds.

Applicants must demonstrate that:

- They meet the eligibility criteria, and also:
- That the Scholarship will have a significantly positive impact for them.

Scholarships will be provided to eight eligible applicants who demonstrate that they will receive the greatest positive impact from the Scholarship.

Guidance about preparing an Impact Statement is provided in the section called 'Your Impact Statement' below.

ELIGIBILITY

To be eligible to apply for the CEHL Scholarship, please provide proof that you are:

- Currently living in a CEHL Shareholder Co-operative either as a Co-operative Member or as an immediate family member of a Co-operative Member;
- Actively pursuing enrolment onto a further education course;
- Aged 16 or older;
- Entitled to live permanently in Australia.

No more than 1 Scholarship will be provided to each Co-operative Household each year.

SCHOLARSHIP PANEL

- Your application will be assessed by a Scholarship Panel.
- The Panel is made up of a CEHL Manager, a CEHL employee with relevant expertise, and a Co-operative Member, and may also include relevant external experts or funders by express invitation.
- The Panel will always observe strict confidentiality.

EXPECTATIONS

The expectation of the CEHL Scholarship is that everyone who receives the Scholarship must attend a Scholarship Award Ceremony and assist CEHL with promoting, reviewing and evaluating the Scholarship scheme.

APPLICATION PROCESS

1. To apply you must complete the Scholarship Application Form (attached) and complete an Impact Statement to describe what positive impact the Scholarship will have on our life. (A guide to writing the Impact Statement is provided below);
2. You must provide reasonable evidence, including:
 - Permission for CEHL to access your household record to check that you are living in a CEHL co-operative or CEHL managed housing;
 - Proof that you are actively pursuing enrolment or re-enrolment onto a course;
 - Photo identification showing that you are aged at least 16 and entitled to live permanently in Australia.
3. Your application will be checked against the Eligibility Criteria (above);
4. If you are eligible to apply, your application and impact statement will be given to a Scholarship Panel to determine which applicants should be awarded the Scholarship based on how much positive impact the Scholarship will have.

TIMING

1. The closing date for applications is 5:00pm on Friday 31 January 2019;
2. All applicants will be notified of the Scholarship Panel's decisions and payments will be made to the successful applicants in February.

CEHL SCHOLARSHIP APPLICATION FORM

Complete and send this form to the above address by 5:00pm on Friday 31 January 2019.

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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you actively pursuing enrolment onto a further education course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aged 16 or older?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an Australian Citizen or Permanent Resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

WHAT ARE YOU ENROLLING OR RE-ENROLLING TO STUDY?

Please tell us about the course you are enrolling or re-enrolling for?

Subject What subject will you study?	Qualification Certificate II, Degree, etc	Education Provider Which TAFE, university, etc	Start date

REFERENCES

Please provide names and contact details of two people who can confirm that you are eligible for the CEHL Scholarship and that you are committed to your studies and will receive a positive impact from the CEHL

Name:	Name:
Address:	Address:
Email:	Email:
Phone:	Phone:

YOUR IMPACT STATEMENT

- Please explain in no more than 1,000 words “What significant positive impact this course and this Scholarship will have on my life.”

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

- Your Impact Statement will be given to the Scholarship Panel. It will be assessed together with Statements from other applicants. The Scholarship will be awarded to the eight eligible applicants who demonstrate the most significant positive impact.

Please write your Impact Statement here.

Continue on another sheet if there is insufficient space.

PRIVACY STATEMENT

The information provided in this form will be handled in accordance with the *Information Privacy Act 2000* (detailed on Privacy Victoria website www.privacy.vic.gov.au). The primary purpose of this information is assess your eligibility and application for the CEHL Scholarship and communicate with you about this. The secondary purpose of this information is for regular evaluation and review of the Scholarship. 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 2 years. You can access and/or correct your information held by CEHL by phoning 1800 353 669. You may choose not to give CEHL some of the required information, but CEHL may not be able to offer a Scholarship if there is insufficient information to assess your eligibility and application.

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 is a chargeable offence.
- 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 to CEHL to access my household record in CEHL's systems to check that I am listed as a co-operative household member.
- I give authority to CEHL to contact the references that I have provided to verify that I am eligible for the CEHL Scholarship and will receive a positive impact from this.
- 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 onto 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:/...../.....
	(Full Name of Applicant)	(Signature of Applicant)	

CEHL SCHOLARSHIP CHECKLIST

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

CEHL Scholarship Application Form – Completed and signed	<input type="checkbox"/>
Impact Statement – Completed and signed	<input type="checkbox"/>
Copy of your Photo ID (as evidence of age and permanency in Australia)	<input type="checkbox"/>
Evidence that you are actively pursuing enrolment onto the course (eg: letter of enrolment or receipt of payment of fees from education provider)	<input type="checkbox"/>

**Please send completed form to Scholarship, CEHL, Level 1, 112 Balmain Street,
Richmond, Victoria, 3121, or scholarship@cehl.com.au
by 5:00pm on Friday 31 January 2019**