

# 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, [full name], of [address], [occupation], 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 legislation<sup>1</sup>. The required documentation<sup>2</sup> 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 reviewed<sup>3</sup>. 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,

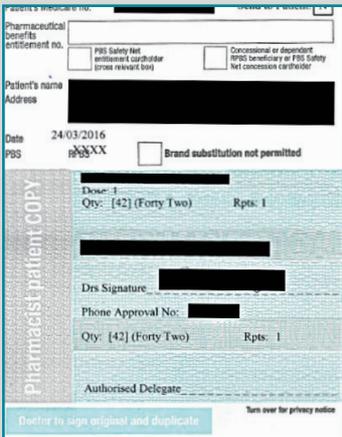
I am writing in my capacity as the treating doctor for James Student. I can confirm that James is suffering from ... This condition impacts on James in the following ways...and effects/will affect their ability to study at university by... I recommend that James be considered for a scholarship based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

REGISTRATION NUMBER \_\_\_\_\_



# 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 has 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)

ORGANISATION LOGO

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

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](mailto:referee@example.com)

Thanks,  
Taylor Student