



Housing Week Scholarships Guidelines 2010

Information for Nominating Teachers

Applications are accepted at any time between the opening and closing dates. The scholarships Selection Panel will assess and select the successful applicants. Applications received after 5:00pm on the closing date will not be considered.

Important dates for 2009

Opening date: Tuesday 23 June 2009

Closing date: Tuesday August 4, 2009

Housing Week Scholarships

As part of Housing Week 2009, the Minister for Housing will award students with scholarships to assist educational achievement and school retention. Students who are living in social housing that is, public or community-managed housing, or at risk of homelessness, attending a Victorian Government school or a Victorian TAFE Institute are eligible to apply for a scholarship to assist their future studies.

The Department of Human Services is offering 70 Housing Week scholarships worth \$1,000. These scholarships aim to assist in improving school retention rates amongst individual students at risk of not completing Year 11 or 12 or the equivalent TAFE studies. The scholarships may be spent on any item that broadly assists educational achievement and school retention (e.g. books, computer equipment, other specialist equipment, disability aids, transport or child care).

Closing date for applications is Tuesday 4 August 2009 and the Minister for Housing will award scholarships to the successful candidates later in the year.

The scholarships will be administered in partnership with Kids Under Cover. Kids Under Cover is a not-for-profit organisation working to prevent youth homelessness.

For a student to be considered for the scholarship, they need to be nominated by their school or TAFE college.

Success Stories

Katie, a secondary student from a rural school

"...I was finding that being on my own at 16 it wasn't easy paying for bills and my schooling. The scholarship helped me to fit in as it meant I was able to pay for my school books, uniforms and go on the same school excursions as everyone else. I no longer felt left out."

Nominating Teacher for Susan, a secondary student from a metropolitan school

"This scholarship has enabled Susan to participate in the full school program. It enabled her to go to sport for the year and for her to participate in the Graduation ceremony. It meant she wasn't left out of extra curricular activities due to financial reasons. The Graduation experience gave her the same right of passage as kids who are from families with greater financial resources."

Eligibility Criteria

To be eligible for a Housing Week Scholarship, students must be:

- Under 20 years of age at 1 February 2010,
- Studying Year 11 or 12 or the equivalent at TAFE in 2010,
- Australian citizens or permanent residents,
- Enrolled in a Victorian Government school or TAFE college,
- Living in social housing that is, public or community-managed housing, or are at risk of homelessness,
- Receiving Youth Allowance, Disability Allowance or Parenting Payment,
- Nominated by their school/TAFE as having the potential to achieve a successful outcome in Year 11 or 12 or equivalent TAFE studies,
- Assessed by their school/TAFE as having the potential to achieve a good attendance record in Year 11 or 12 or equivalent TAFE studies, and
- Supported within the school community.

How will Housing Week Scholarship recipients be selected?

The Selection Panel assesses all applications and recommends the successful candidates for a scholarship. It is anticipated that membership of the Selection panel will comprise a public housing tenant, a senior representative from the Department of Human Services, a retired principal or senior teacher and a senior representative from Kids Under Cover.

All scholarships are awarded at the discretion of the Selection Panel to applicants who best meet the Eligibility Criteria and demonstrate their passion to further develop their learning.

If the number of applications exceeds the scholarships budget, further short listing may be required.

Decisions are final and no further correspondence will be entered into regarding unsuccessful applications.

Application Process

Stage One

- Application forms can be downloaded from the Kids Under Cover website on www.kuc.org.au. Applications will only be accepted on the Housing Week Scholarships 2010 Nomination Form and must be made by the Nominating Teacher in collaboration with the student and their family, guardian or case worker. The application asks for a statement from the student as to how the scholarship would make a difference to them completing their VCE. This must be answered by the student. Please prepare, with your student, a statement prior to entering the online survey.
- The application also requests an itemised budget with estimated cost. The scholarship may be spent on any item that broadly assists educational achievement and school retention (e.g.: computer equipment, other specialist equipment, child care, transport, books, disability aids).
- Nominating Teachers can nominate more than one student, however only one application per student will be accepted.
- **Incomplete applications will not be considered.**
- Applications will be accepted until 5:00pm on the specified closing date. Late applications will not be considered.

Stage Two

- Kids Under Cover will notify the Nominating Teacher of receipt of the application within 7 days of the closing date. This notification will be emailed to the address provided on the application. In the case of no email address, written confirmation will be sent via fax or post.
- If notification is not received within this time, it is the responsibility of the Nominating Teacher to contact Kids Under Cover and follow up receipt of application.
- Applications are processed by Kids Under Cover and relevant details regarding each student are distributed to the Office of Housing and Selection Panel.
- *Please note: All applications are treated as strictly confidential and only discussed with the Nominating Teacher, student, Office of Housing, Selection Panel or Kids Under Cover staff.*

Stage Three

- The Selection Panel meets within a month after the closing date. Information regarding applicants is sent to panel members two weeks prior to this meeting.
- The Selection Panel gives a priority rating to each applicant based on the eligibility criteria and other information provided.
- The Selection Panel makes the final recommendations which are presented to the Minister for Housing via the Office of Housing.

Stage Four

- Written notification is sent to all of the Nominating Teacher's advising them whether their student was successful or unsuccessful.
- Included with this letter, for successful student's only, will be:
 - **Grant Agreement** - to be signed by the Nominating Teacher, Nominated Student and School Principal/TAFE coordinator. This must be returned to the Scholarships Coordinator within two weeks of receipt. Grants in one amount of \$1000 will be deposited into the school/TAFE's nominated account on the receipt of the signed Agreement by Kids Under Cover.
 - **Expenditure Form** – to be completed by the school/TAFE, signed by the nominated student and submitted to the Office of Housing by the end of the calendar year. The Nominating Teacher and student should discuss purchases and how purchases will be made. The school/TAFE can make purchases on the students behalf alternately students can make their own purchases and present the school/TAFE with the receipt or invoice. The student must present all receipts for reimbursement.
- A ceremony will take place towards the end of the year, where the Minister for Housing will present the successful recipients with a certificate.

Department of Housing

Housing Week Scholarships 2010 Nomination Form

Administered by Kids Under Cover

This form should be completed by the supporting teacher making the nomination with input by the student.

I wish to nominate (student's name):
Student's current year level:
Name of school or TAFE attending:

SECTION A – Eligibility criteria

This student fulfills the following eligibility criteria (Please tick the appropriate response):

Eligibility Criteria	Yes	No
1. This student will be studying: Year 11 in 2010	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 in 2010	<input type="checkbox"/>	<input type="checkbox"/>
the equivalent Year 11/12 studies at TAFE in 2010	<input type="checkbox"/>	<input type="checkbox"/>
2. This student is an Australian citizen	<input type="checkbox"/>	<input type="checkbox"/>
3. This student is a permanent resident	<input type="checkbox"/>	<input type="checkbox"/>
4. This student is enrolled in a: Victorian Government School	<input type="checkbox"/>	<input type="checkbox"/>
Victorian TAFE Institute	<input type="checkbox"/>	<input type="checkbox"/>
5. This student is supported within the TAFE or school community and will be mentored through Year 11 or Year 12 by the nominating teacher	<input type="checkbox"/>	<input type="checkbox"/>



This student is receiving (please tick appropriate box):

	Tick box
Youth allowance	<input type="checkbox"/>
Disability allowance	<input type="checkbox"/>
Wages	<input type="checkbox"/>
Parenting payment (this is in reference to the student receiving this payment not the student's parents)	<input type="checkbox"/>
Not applicable	<input type="checkbox"/>
Other (please advise):	<input type="checkbox"/>

This student is living in (please tick appropriate box):

	Tick box
Public housing (through the Office of Housing)	<input type="checkbox"/>
Aboriginal housing (through Aboriginal Housing Victoria)	<input type="checkbox"/>
Community housing (eg. THM, housing association)	<input type="checkbox"/>
At risk of homelessness (eg. couch surfing, unsuitable accommodation)	<input type="checkbox"/>

Please provide evidence of above living arrangement (eg. rental account number for public housing tenants, landlord's name and telephone number for community housing):

Where did you hear about this scholarship initiative?

Please double check to ensure you have filled Section A out correctly.

All information on the form will be checked and if details are missing or incorrect the nominated student will not be eligible for a scholarship.

If the student qualifies in the above eligibility criteria please complete the rest of the application form.

SECTION B – Student details

(Only complete this section if the application meets the eligibility criteria in Section A)

First name:	
Surname:	
Gender:	
Date of birth:	
(Note: Scholarships are only available to currently enrolled students who will be under 20 years of age at 1 February 2010)	
Street address:	
Postal address (if different from above):	
Home phone:	Mobile:
Email:	

Secondary school/TAFE name:	
School/TAFE postal address:	
School/TAFE phone number:	Fax:
School/TAFE email:	
School/TAFE nominating teacher name and position:	
Nominating teacher email:	
Nominating teacher after hours contact number:	
Statement confirming student is enrolled at school/TAFE (Please attach) <input type="checkbox"/>	

SECTION C – Additional information

(This information will assist in the selection process)

Additional information	Yes	No
Is the student an Indigenous Australian?		
If yes, are they of: Aboriginal descent	<input type="checkbox"/>	<input type="checkbox"/>
Torres Strait Islander descent	<input type="checkbox"/>	<input type="checkbox"/>
Is the student currently a tenant in their own right (ie. they have signed a lease)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student or family at risk of homelessness?	<input type="checkbox"/>	<input type="checkbox"/>
This student is nominated by their school/TAFE as having the potential to achieve a successful outcome in Year 11,12 or equivalent TAFE studies in 2010	<input type="checkbox"/>	<input type="checkbox"/>

Does this student have the potential to achieve a good attendance record?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student at-risk of not completing Years 11/12 TAFE studies in 2010?	<input type="checkbox"/>	<input type="checkbox"/>

Is the student experiencing any form of disadvantage such as (please tick appropriate box):

	Tick box
Young parent	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Family member with a disability	<input type="checkbox"/>
Working a part time job	<input type="checkbox"/>
No permanent accommodation (ie. couch surfing)	<input type="checkbox"/>
Living alone	<input type="checkbox"/>
Not applicable	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

SECTION D: Supporting statements

1. Supporting statement by the student

How would a Housing Week Scholarship *make a difference* to you completing the VCE?
(This must be completed for your application to be considered.)

2. Additional supporting comments the endorsing teacher/student wishes to make
(eg. study habits, plans for your study, your goals, achievements to date, etc.)

3. What are the factors contributing to the hardship of the student completing their education?

SECTION F – Confidentiality, declaration and consent statements

Please print off a copy of this page and have it signed. Keep a copy for future reference in the student’s file. Online application will be accepted once the Confirmation that all parties have sited and agreed to this application box has been selected.

Privacy Note and Declaration by the student applicant

I agree to be nominated for this scholarship, and certify that all information provided in this nomination is true and correct. I consent to the school representing me on my behalf and receiving information regarding this scholarship program should I have no ongoing address.

I agree that Kids Under Cover and the Office of Housing may collect the personal information about me provided in this nomination and use this information to make decisions about the awarding of scholarships to students who apply for scholarships, and only for this purpose.

I acknowledge that Kids Under Cover and the Office of Housing will store this information securely, and that I may access, change or withdraw this information, including this nomination as a whole, at any time.

I have read the guidelines and other requirements for this scholarship initiative and agree that, should I be awarded a scholarship, I will abide by them.

Printed name of nominated student: _____

Signature of nominated student: _____

Date: _____

Privacy Note and Declaration by school representative making the nomination:

By submitting this nomination for the Housing Week scholarship initiative, I certify that all information provided is true and correct.

(Please note that all information on the form will be checked and if details are missing or incorrect the nominated student will not be eligible for a scholarship).

I have read the guidelines and other requirements for this scholarship initiative and agree that, should the person I have nominated be awarded a scholarship, I will abide by them.

Printed name of person making nomination: _____

Signature of person making nomination: _____

Date: _____

Consent Information

Please note: Your application for a Housing Week Scholarship will not be affected by your choosing not to consent to receiving publicity.

Please have a parent or guardian sign and date the following authorization if you are under 18 years of age and agree to receive publicity.

Consent

Applicants under 18 years of age

I, as parent/guardian of _____ acknowledge that the Department will only use my child's information in relation to the Housing Week Scholarships program and that I/they will forgo any rights to copyright.

I agree to the Office of Housing making public my child's name, school, suburb or town and disclosing my name and other relevant information, including photographs to the media.

Signature of Parent/Guardian: _____

Applicants 18 years of age or over

I, _____, acknowledge that the Department will only use my information in relation to the Housing Week Scholarships program and that I/they will forgo any rights to copyright.

I agree to the Office of Housing making my name, school, suburb or town and disclosing my name and other relevant information, including photographs to the media.

Confirmation that all parties have sited and agreed to this application:

Teacher to agree:

I as nominating professional state that the principal, parent, students and any other interested party is aware of this application and agrees to all the conditions

SECTION G – Checklist and lodgment details

Have you completed the following (please tick)

	Tick box
Section A – Eligibility criteria	<input type="checkbox"/>
Section B – Student details	<input type="checkbox"/>
Section C – Additional information	<input type="checkbox"/>
Section D – Supporting statements	<input type="checkbox"/>
Section E – Scholarship budget	<input type="checkbox"/>
Section F – Confidentiality, declaration and consent statements	<input type="checkbox"/>

Once the application is completed, please print out a copy and save in the applicant student's file.

Applications close on Tues 4 August. Applications are accepted between the opening and closing dates of each round. Applications received after 5.00 pm on the closing date will not be considered.

For further information please contact Nancy Hanley at the Kids Under Cover office on 03 9429 7444 or email nancy@kuc.org.au