



Documentary Evidence List - 2008

CS and UBFAS Scholarship Applications

Examples of Documentary Evidence required

Once you have completed the online application form, a list of documentary evidence will be generated that is specific to your application. You must collect evidence in each category listed on your application, and send it (by mail or hand delivery) to the University of Ballarat. The submission of Documentary Evidence is a compulsory part of the application process. Following are **examples** of the documentary evidence you may be asked to submit. You do not need to supply every example in the category.

Please note that photocopies are acceptable, and **do not** send originals as they will not be returned.

Change of name

- A document verifying your change of name. This must include both previous and new names.

Citizenship status

- Birth certificate, birth certificate extract, or the relevant pages of an Australian passport; **or**
- Certificate of Australian Citizenship that shows your name; **or**
- Australian Permanent Humanitarian Visa, or a letter from the Department of Immigration detailing your personal details, the class and subclass of visa you have been issued and the date of issue.

Indigenous Australian

- Completion of *Declaration of Aboriginality/Torres Strait Islander*, which is automatically generated at the end of your online application.
**You may also be required to provide further evidence such as; confirmation in writing with the common seal from the chairperson of the Aboriginal and Torres Strait Islander incorporated organisation in a community in which you live or have previously lived.*

Evidence for the need to study part-time

- A written statement from you as to why you cannot study full-time; **and**
 - a. A written professional opinion providing assessment of your circumstances, assessment of inability to study full-time, the recommended level of part-time study, and the time-frame for this inability to study full-time; **or**
 - b. A written explanation from the Course Coordinator or Head of School explaining how course restraints have not allowed you to study full-time, and the time-frame for this inability to study full-time.

Health Care Card or Government Pension Card

- Photocopy of your current* Health Care Card or Government Pension Card; **or**
- Photocopy of your parent's/partner's current* Health Care Card or Government Pension Card with your name on it, as applicable.

**Expired cards do not verify your claim. However, if you are still eligible for a card, Centrelink can provide you with a statement confirming this.*

Centrelink Benefit* or Income Support

Evidence of receipt of a Centrelink benefit may be **either**:



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- Completion of the *UB Income Confirmation Form* (automatically generated at the end of the application form) authorising Centrelink to provide the University of Ballarat with access to your Centrelink file for the purpose of proving your financial circumstances; **or**
- Copy of Centrelink Statement of Income for Youth Allowance, Austudy, ABSTUDY, Parenting Payment or other pension or payment.
* *Family Tax Benefit Part A/B payments are **not** applicable.*

Income

- Evidence of your income (one of the following):
 - recent group certificate(s), income tax assessment notice(s), pay slips (12 weeks) or a statement from your employer detailing gross fortnightly payments from the last 12 weeks; **or**
 - where you are under 25 years of age, and not employed, a letter from your parents if they support you by way of a regular payment.
- Evidence of your partner's current income (one of the following):
 - recent group certificate(s), income tax assessment notice(s), pay slips (12 weeks) or a statement from your employer detailing gross fortnightly payments from the last 12 weeks.
- Evidence of your parent/s' income (one of the following for each parent):
 - recent group certificate(s), income tax assessment notice(s), pay slips (12 weeks) or a statement from your employer detailing gross fortnightly payments from the last 12 weeks.

Independence – under 25 years

- Evidence of your independence as determined by any of the following:
 - You have worked at least 30 hours a week for at least 18 months in the last two years; **or**
 - You have worked at least 15 hours a week for at least two years since leaving secondary school; **or**
 - You left secondary school at least 18 months ago and have earned at least \$18,525 in the 18 months since leaving school; **or**
 - You are, or have been married; **or**
 - You are, or have been living in a marriage-like relationship for 12 months or more; **or**
 - You are, or have been living in a marriage-like relationship for six months or more which ended because your partner died or because of domestic violence; **or**
 - You have, or have had, a dependent child; **or**
 - Your parent/s are unable to exercise their parental responsibilities because they are in a nursing home, are mentally incapacitated, cannot be located or are in jail; **or**
 - You are a refugee; **or**
 - You are an orphan; **or**
 - It is unreasonable for you to live at home because:
 - There is extreme family breakdown; or
 - There is serious risk if you continue to live in the parental home; or
 - You are consistently deprived of basic necessities such as food, water, clothing, power, shelter or sleep; or
 - Your health and well-being are seriously threatened by drug or alcohol abuse, criminal or illegal activities; or there is violence in the home; or
 - Your parent/s are unable to provide a suitable home because they lack stable accommodation.



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Dependent with Special Need

- Evidence of dependent/s with special needs, eg Centrelink Carer Payment documentation or letter from Doctor or relevant Professional.

Applicant with Special Need

- Documentation regarding Health and/or Disability issues for yourself, eg Doctor's or relevant professional's letter, or statement from a UB Disability Liaison Officer.

Exceptional Circumstances for Affected Farms and Small Businesses

Documentary Evidence of receipt of one of the following in the last two years:

- Exceptional Circumstances Relief Payment from Centrelink ; **or**
- Interim Income Support from Centrelink; **or**
- Exceptional Circumstances Interest Subsidy Support administered by the relevant state authority.

Completed schooling in a regional or remote location

- Certificate, letter or other document from each of your final two years of schooling; **or**
- Letter from the school principal (on school letterhead) indicating that you were a student there in your final two years of schooling (years to be stated).
- *The above evidence must include the following:*
 - Name of school, address and logo; **and**
 - Signature of the Principal, Assistant Principal or VCE/Year 12 Coordinator; **and**
 - Relevant dates of VCE schooling; **and**
 - Your name.

Moved from a regional or remote location to undertake vocational education and training (e.g. TAFE)

- Documentation to confirm that you lived in the stated regional or remote location during two out of the four years prior to commencing study at UB. You must provide documentation for **each year**, eg bills, official letters, Electoral Enrolment forms, tax assessment notices or other document that states the year, your name and regional address; **and**
- Documentation to confirm that you undertook vocational education and training (eg TAFE) immediately preceding the commencement of your undergraduate course. Examples include; TAFE Certificate, Statement of Results, or an Academic Transcript.

Lived in a regional or remote location

- Documentation to confirm that you lived in the stated regional or remote location during three out of the four years prior to commencing study at UB. You must provide documentation for **each year**, eg bills, official letters, Electoral Enrolment forms, tax assessment notices or other document that states the year, your name and regional address.

Additional Information, evidence as applicable

- Health and/or Disability issues for self or dependants (eg Doctor's or relevant professional's letter)
- Professional's report
- Letter of refugee status
- Guidance counsellor's report
- Evidence of disrupted schooling
- Rural/regional isolation