

## DCJ SCHOLARSHIPS 2021 – Information for New Applicants



DCJ is offering scholarships to young people enrolled in education or training to help complete their studies.

### How much is the scholarship?

Each scholarship for the 2021 school year is \$1,000 (no GST included as this is a grant payment).

### Who can apply for a scholarship?

You are eligible to apply if you are:

- living in social housing (which includes public, community or Aboriginal housing), on the NSW Housing Register, receiving private rental assistance from DCJ, living in crisis/supported accommodation, or living in out-of-home care
- studying in Year 10, 11 or 12 at a NSW high school or HSC equivalent at TAFE, or completing a school based apprenticeship or traineeship, or studying a VET subject at school in 2021.

### What can I use the scholarship for?

The scholarship funds must be used for educational or support related costs to help you complete the school year. You can choose how you spend the money, so long as you buy things that will help you to complete your studies. You will also need to keep the receipts of the items that you buy with the scholarship funds as DCJ may ask you for proof of your purchases. The lists below provide you with an idea of what you might want to buy.

#### **Primary Support**

- school uniform including sports uniform and shoes
- course related or subject fees
- tutoring
- study camps and excursions
- text books, workbooks, study guides
- course related equipment, materials and clothing
- sporting costs
- stationery
- printer, scanner
- internet access
- computer desktop, laptop, tablet
- smart phone
- computer software
- study furniture (eg. desk, chair)

#### **Secondary Support**

- transport costs (eg. opal travel cards, driving lessons)
- medical and support needs (eg. glasses, speech therapy)
- other (eg. social Inclusion activities like sports and youth programs, formal tickets)

## When can I apply for a scholarship?

Applications open at 9:00am on Thursday, **15 October 2020** and close at 5:00pm on Friday, **19 February 2021**.

Late applications will not be accepted.

## How do I apply for a scholarship?

You must have a valid personal email address, do not use a school email address. This email address will be used to register and receive updates about your application so make sure that you can access and check this email regularly.

To apply:

1. Visit [www.facs.nsw.gov.au/dcj-scholarships](http://www.facs.nsw.gov.au/dcj-scholarships) to access the SurveyMonkey Apply application link.
2. Set up an account and create a password.
3. Complete the pre-eligibility questions.
4. Complete all relevant sections of the online application form.
5. Complete the Applicant Support task:  
You will need to nominate a school staff member (principal, welfare teacher, school administration manager, teacher, year advisor etc.) to complete an online Recommender form to support your application.
6. Review your application and click Submit.

## Important information:

- Make sure you read the *Guidelines for New Applicants* before you apply. This will guide you through sections of the application process and help you answer important questions on the application form.
- You can choose to add a Collaborator - someone that can help you with your application. You will need to provide their email address and think about the level of access you would like to give them.
- If you are having trouble receiving emails from SurveyMonkey Apply check to see if [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) has been added as a safe sender on your email inbox.

## What happens once I've submitted my application?

Once you have reviewed and completed all required tasks, you will be able to submit your application. You will receive an email from SurveyMonkey ([noreply@surveymonkey.com](mailto:noreply@surveymonkey.com)) to confirm that your application has been submitted and will be reviewed and assessed.

## How will you assess my application?

DCJ will prioritise giving scholarships to students:

- who commit to achieving their Higher School Certificate and further studies
- who are currently overcoming difficult personal circumstances and financial hardships to remain in school
- who we assess as having the greatest need.

You will receive another email later on about the outcome of your application (Successful, Unsuccessful or on an Eligibility List).

Meeting the eligibility and selection criteria does not guarantee you a scholarship. Each year we receive more applications than available scholarships.

## How will I receive the scholarship funds?

DCJ will pay the scholarships to your school to administer on your behalf, as we have in previous years. You will need to discuss with your school how the funds will be spent and you have until the end of the school year to expend the funds.

If you are doing your HSC equivalent at TAFE, the scholarship funds will be paid directly into your bank account. You will need to retain receipts and keep a record of your expenditure.

**Where can I find out more information?**

- Visit our website [www.facs.nsw.gov.au/dcj-scholarships](http://www.facs.nsw.gov.au/dcj-scholarships)
- Call the Housing Contact Centre on 1800 422 322, press 2 for Housing Services then press 4 for General Enquiries
- Email the DCJ Scholarships team on [education@facs.nsw.gov.au](mailto:education@facs.nsw.gov.au)