DCJ SCHOLARSHIPS 2021 – Information for Education and Support staff

2021 Scholarships

DCJ is offering scholarships to students enrolled in education or training. The scholarship aims to support DCJ clients by reducing financial barriers that prevent young people from engaging in, continuing or completing 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).

How do I know if a student is eligible for a scholarship?
New applicants – students who have not previously received a DCJ scholarship are eligible to apply if they 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 and
- studying in Year 10, 11 or 12 at a NSW high school or HSC equivalent at TAFE, completing a school based apprenticeship or traineeship, or studying a VET subject at school in 2021.

Returning applicants – students who were awarded a DCJ scholarship in either 2017, 2018, 2019 and/or 2020 are eligible to receive continued funding in subsequent years and reapply if they 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 11 or 12 at a NSW high school or HSC equivalent at TAFE, completing a school based apprenticeship or traineeship, or studying a VET subject at school in 2021; or
- studying at TAFE, university or other tertiary studies in 2021 and are able to provide proof of enrolment or letter of offer.

When do applications open?
Applications open at 9.00 am on Thursday, 15 October 2020 and close at 5.00 pm on Friday, 19 February 2021. We cannot accept late applications.

Applications are completed online via SurveyMonkey Apply.
Visit www.facs.nsw.gov.au/dcj-scholarships to access the online application link

Please refer to the Guidelines for New Applicants for further information on the application process.
The application will progress to the next stage where it will be reviewed and assessed.

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.

The student will receive an email later about the outcome of their application (Successful, Unsuccessful or on an Eligibility List). Schools of successful students will also be notified.

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

**What is my role as an education or support worker?**
Education staff play an important role supporting and encouraging eligible students to apply for the scholarship and promoting the program at school.

Depending on your role, you will be invited to be one or more of the following:

**Collaborator:**
A student can choose to add a Collaborator, someone to help with their application. The student can vary a Collaborator’s level of read and/or write access.

**Recommender:**
As part of the online application process, a student must complete a mandatory Application Support task. The student is required to nominate an education staff member (principal, welfare teacher, school administration manager, teacher, year advisor etc.) to complete an online Recommender form to support their application.

The student is requested to approach a staff member for their email address. The school’s general email address cannot be used. If you are nominated, you will receive an email from SurveyMonkey (noreply@surveymonkey.com) to register or sign in if you have an existing account. You will be able to see a list of recommendation requests initiated by students. You can provide recommendations to multiple students.

A Recommender will be able to confirm that the student will be engaged with their studies, that the school will support the student achieve their Higher School Certificate, and assist the student by administering the funds on their behalf.

The student will not be able to submit their application without this form.

**Important information:**
- A Collaborator and Recommender can be the same person.
- If you are having trouble receiving emails from SurveyMonkey Apply, check to see if noreply@mail.smapply.net has been added as a safe sender on your email inbox.
- If you have not received any email requests, check with the student that they have entered your correct email address. If there are further issues, please contact the Scholarships team.

**Administering the scholarship funds:**
If a student is successful, the school’s role is to:
- work closely with the student to determine their needs and how the funds can best assist them in their studies
- take responsibility to administer the full scholarship funds on behalf of the student
- keep a record or retain receipts for items or services purchased with the scholarship money. DCJ may ask the school to provide details on how the scholarship money has been expended
- advise the Scholarships team if the student has disengaged from their studies,
changed school or withdrawn from the program.

**What can a student use the scholarship for?**
The scholarship funds will be used for educational or support related costs to help students complete the school year. Provided they are used for those costs, the program is flexible as to what can be purchased with scholarship funds.

Some examples are and not limited to:

**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)

**What can't a student use the scholarship for?**
A student cannot use their scholarship for items that can be provided through other financial assistance programs offered by the school.

Scholarship funds cannot be used to pay school fees.

**How will a student receive their scholarship funds?**
For public high schools: DCJ will pay the scholarship funds via the Department of Education’s EDConnect directly to the school’s account.

For private and independent schools: DCJ will pay the scholarship funds directly to the school’s account via Electronic Funds Transfer.

Note: there is no GST component in the $1000 grant funds. If items with GST are purchased, the full amount should be deducted from the total of funds remaining.

Students are required to expend the funds before the end of the calendar year in which they were awarded the scholarship.

Further information and instructions on funding and expenditure will be emailed to schools when application outcomes are issued.

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

Thank you for assisting your students to take part in this rewarding program.

Many students have gone on to further studies, completed university, and have a rewarding and successful career.