

333 Scholarship Program Guidelines

Purpose

Link Wentworth’s scholarship program aims to help our residents reach their academic, employment, and wellbeing goals. It supports residents by easing the financial burden associated with education and professional development. The Scholarship program is driven by Link Wentworth’s vision of ‘providing homes, building futures.

The Scholarship Program provides an opportunity to access financial assistance towards the cost of education, professional development, and lifelong learning. Funding assistance is available for students attending primary and secondary school, TAFE or university, and for residents who wish to pursue study in an area of interest or in employment-related skills development.

Who can apply for a scholarship?

You can apply for a scholarship if you:

- live in a Link Wentworth Social Housing, Affordable Housing, Transitional Housing or Specialist Disability Accommodation (SDA) property
- receive a rent subsidy from Link Wentworth supporting you to rent in the private rental market. This includes individuals receiving Rent Choice, Start Safely or the Private Rental Subsidy.

An application may not be considered if the household is in rent arrears or owes money to Link Wentworth unless there is an active repayment plan in place.

What can scholarships be used for?

Scholarship funding can be used to cover a wide range of courses and extracurricular activities for students, as well as expenses directly related to school, TAFE, and university. It is also available for short and long-term study for adults. Examples can be found in the category description below.

What does the Scholarship Program offer?

The program provides funding across four categories: School Age, Tertiary Education and Professional Development, Lifelong Learning, and Digital Devices.

The maximum amount you can apply for varies based on the intended use of the scholarship. The following guide indicates the maximum amount available for each category, though the final amount awarded will depend on the cost of the course or item being funded.

Category	Eligibility	Description	Amount
School Age	Kindergarten to Year 12 enrolled in kindergarten, primary or secondary education in 2025.	Can be used for: <ul style="list-style-type: none"> • Outside-of-school (OOF) activities such as sports, dance, music, or swimming lessons. • Sports uniforms & equipment required to undertake OOF activities. 	up to \$750



		<ul style="list-style-type: none"> • Study materials e.g., textbooks, workbooks, study guides. • Tutoring and driving lessons. • Excursions and extracurricular fees. 	
Tertiary Education and Professional development	Adult Learners enrolled in a course at University, TAFE (Cert III or higher), registered training organisations (RTO) and accredited institutions.	Can be used for: <ul style="list-style-type: none"> • Course fees. • Employment-related skill development e.g. driving lessons, short courses, and qualifications. • Uniforms, professional attire, and special equipment. • Tutoring. 	up to \$1500
Lifelong Learning	Adult and mature learners To enroll in education or participate in an activity that supports lifelong learning and wellbeing.	Can be used for: <ul style="list-style-type: none"> • Fees for short courses in arts, crafts, cooking, language, dance lessons, and other areas of adult interest. • Fees for interest groups and clubs (E.g. lawn bowls, art society, car club, line dancing). • Resources for study e.g.: textbooks, art supplies, dance shoes. 	up to \$750
Digital device	Tenants and household members enrolled in education who require a device for study.	Funds towards a device (laptop, tablet, desktop computer) for study to the value of \$750.	\$750

What costs will not be covered by a scholarship?

Scholarships cannot be used to pay for:

- courses that have already been completed
- equipment that has already been purchased
- items that are unrelated to education and professional development
- courses that could be paid for by Smart and Skilled fee free Scholarship.

How many scholarships can be applied for?

Applicants can apply for one scholarship in one category per scholarship round (year).

Multiple applicants from the same family/household are eligible to apply in the same round. E.g.: School Age child and a parent or sibling undertaking university study.

Completing the application form

Application forms can be completed online via the Link Wentworth website, in person at a Link Wentworth office or at a Scholarship support session.

Applicants are required to:

- complete each section of the application form

- meet the eligibility requirements detailed in the Scholarship Guidelines
- include supporting information of the costs or items related to study. It is important to include as much information as possible to ensure the application supports the criteria for assessment.

The guide below outlines information required for applications to be submitted successfully for assessment.

Supporting Information

Scholarship Item	Evidence Required
Course Fees	Two documents: 1. Proof of enrollment: acceptance letter, enrollment email, student enrollment documents. 2. Proof of Fees: HECS schedule, course fees schedule, email/letter quote with fees
Membership Fees	Two documents: 1. Proof of membership: enrollment, email, club/tutoring/activity membership letter/email. 2. Proof of fees: Membership fee schedule, quote for club/tutoring/activity, email with fee schedule.
Course Materials	Two documents: 1. Materials List 2. Quote or itemised cost of materials

All information supplied on the application form and any supporting information will be treated in accordance with Link Wentworth's Privacy Policy.

Application Timeline

The scholarship round is open for approximately two and a half months from early July to mid-September each year.

Submissions made after the application deadline will not be accepted. Incomplete submissions on this date will receive an email to inform if the missing information is not provided within 7 days, their scholarship application will not be considered.

To progress to the assessment round, applications must be complete with supporting information. Link Wentworth may provide additional reminders for missing information at its discretion.

Application Assessment and awards

Applications are assessed in October by a panel of Link Wentworth staff from various departments within the organisation. The process is as follows:

- The panel assess applications against an assessment matrix and Scholarship Guidelines. Identifying information is removed from each application before being assessed.
- Successful and unsuccessful applicants will be notified by email or letter in November each year.
- Successful applicants will be invited to attend the scholarship awards presentation in November each year to receive their award. The Scholarship agreement will be included with the invitation.
- Signed Scholarship agreement and payment information is to be submitted by the outlined date. All payments will be made to successful applicants by mid-December each year.

Monitoring and feedback

Successful applicants will be contacted six months after receiving their scholarship. Link Wentworth will ask for information on how the money has been spent and to find out how the course is going or whether the equipment has been useful. Link Wentworth will use this information in our outcomes reporting.

We may ask successful applicants for their permission to feature some of this information on our marketing and communication channels.

Where Link Wentworth has concerns regarding use of the scholarship funds, we reserve the right to request additional information to demonstrate that the funds have been spent on eligible expenses. If Link Wentworth is not satisfied that the funds have been used in accordance with the Program guidelines, steps may be taken to recover the funds from the recipient. Where it has been shown that the applicant provided false or misleading information, Link Wentworth reserves the right to take steps to recover the funds from the recipient.

Complaints & Appeals

A resident who is not happy with a decision made by Link Wentworth or who believes that Link Wentworth has not followed this policy can make a complain or appeal the decision. For more information, see the Complaints and Appeals policies on the Link Wentworth website www.linkwentworth.org.au or call Link Wentworth on 131 421.

Quality Assurance

The Scholarship Program Guidelines will be formally reviewed annually or when necessitated through a sufficient change in circumstances.