

# holmesglen

### **APPLICATION FORM**

## 2025 Holmesglen Apprentice Support Fund

## THE APPRENTICE SUPPORT FUND PROGRAM

Holmesglen is proud to have a comprehensive Scholarship Program available for the benefit of learners who wish to undertake vocational education programs. The program is aimed at facilitating a range of values which the Institute has always embodied. The core values of the Institute are Ambition, Scholarship, Passion, Integrity, Respect and Excellence.

Holmesglen's most valuable assets are our learners and our scholarship programs are designed to invest and empower our students and apprentices to achieve their educational goals.

The Apprentice Support Fund is available for apprentices experiencing financial difficulty to reduce barriers to tertiary and vocational

education and training and enhance equitable access to education and training.

The fund recognises apprentices' circumstances as well as their commitment to their study and career will be awarded to apprentices up to the to be allocated against tuition costs.

If tuition fees are reduced in any event, scholarship value will be adjusted accordingly ie. application of concession, study load reduction etc

Before completing this form, please ensure that you have carefully read the to see if you meet the requirements to apply for this scholarship.

#### **HOW TO SUBMIT YOUR APPLICATION**

Step 1: Complete application form on-line or hardcopy

Step 2: Contact Student Wellbeing on 9564 1649
(Chadstone and City Campus), 9564 6317
(Glen Waverley) or
9209 5680 (Moorabbin) to make an
appointment
with a Counsellor who will assist you.

Step 3: Please ensure that you bring all requested documentation to support your scholarship application.

#### IN PERSON:

- Student Wellbeing Offices
- Chadstone Campus C7.1.12
- Glen Waverley Campus W1.1.29
- Moorabbin Campus M4.1.303

#### **BY EMAIL:**

student well being @holmes glen.edu. au

Applications for the 2025 Holmesglen Apprentice Support Fund open on the 12 of February, 2025 and close at the end of November, 2025. The scholarship committee meets monthly to assess applications and funds are subject to availability.

APPLICANT NAME				
ELIGIBILITY CHECKLIST				
Are you an Australian citizen or permanent resident?	YES	NO 🗌		
Are you a current full time or part time student at Holmesglen?	YES	NO 🗌		
Are you studying a Certificate or Diploma vocational program?	YES	NO 🗌		
Can you maintain satisfactory attendance and course progress?	YES	NO 🗌		
Are you in receipt of any other scholarship, VET student loan, fee HELP or other government schemes including jobtrainer or free TAFE?	YES	NO 🗌		
Are you a family member of a Holmesglen employee or an education agent?	YES	NO 🗌		
Have you read the Terms and Conditions?	YES	NO 🗌		
Appointment made with Student Wellheing Department/Apprentice Central Councellor	VES 🗌	NO 🗆		

#### **1. Personal Details**

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RE. The Apprentice Support fund is available to help Holmesglen apprentices who because of financial nardship might not enjoy the full benefit of their apprenticeship. Please tell us how you might qualify:								
Financial Bataile								
. Financial Details								
A. Please tell us what the fees are that	you have to pay for your app	prenticeship/course:						
Course Fees:								
other (tools, clothes, books, etc):								
is. To have your application considered, you dependent on parents or partner's income	·	ned Applicants without supporting documentation will usehold income/expenditure.	not be considered.					
NCOME (Fortnightly)	\$ Document supplied	EXPENDITURE (Fortnightly) \$	Document supplied					
. Employment:	Yes No No	1. Food:	Yes No					
. From parents/family/spouse:	Yes No No	2. Rent/Morgage:	Yes No [					
Investment/business enterprise:	Yes No No	3. Services (e.g. electricity/gas/water):	Yes No					
. Centrelink payment (Please specify):	Yes No No	4. Telephone	Yes No					
. Other (please specify below):		5. Transport/running costs:	Yes No					
	Yes No No	6. Dependants (e.g. children/school costs)	Yes No					
	Yes No No	7. Insurance (e.g. health/house):	Yes No					
	Yes No No	8. Loans (e.g. personal/car):	Yes No					
	Yes No No	9. Health/medical costs:	Yes No					
	Yes No No	10. Other (please specify below):	Yes No					
	Yes No No	a.	Yes No					
otal Income:		b.	Yes No No					
		C.	1					
		Total Expenditure:	Yes No No					

3E. Please provide details of one referee (Referee to supply let	r of support):											
Name:												
Occupation:												
Address:												
Suburb:	State: Postcode:											
Home Telephone: Work Telephone:	Mobile:											
4. Applicant Declaration  Applicants Name:												
I. I hereby agree to abide by the Terms & Conditions of the scholarship s     I declare that all information provided in this application is true and ac     I agree to the use of my image and testimonial for promotional purpos     I understand Selection Panel decisions cannot be appealed against ar     S. As a student at Holmesglen Institute, I have not been suspended or had  Applicants Signature:	rate. no correspondence concerning decisions will be entered into.											
Counsellors Name:												
Counsellors Signature:	Date:											
FOR OFFICE USE ONLY	Date:											
Approved Not Approved												
Course												
Amount: \$												
Response/Outcome												
Manager, Student Wellbeing	Counsellor (Name)											
Memo to Finance Award Letter	Spreadsheet updated.											