



Cheat Sheet

for Online Applications

It might seem daunting to have to set up an account before you even know if you want to apply for the scholarship. Here are some tricks and tips to help you.

FOR

Students

- 1 Setting up an account doesn't mean you HAVE to submit an application. You can go in, see what you are eligible for, have a look at what you have to do and leave it until you decide to apply (or not)
- 2 If you know you definitely want to apply you can write your personal statement in word and run it past your teacher before you enter it into the system. This way it's in its final form before you submit it.
- 3 If your parent / carer doesn't have access to the internet to sign the consent form, download the hard copy and attach it to your application.
- 4 If you have completed the eligibility form and you believe a scholarship you are eligible for is not being displayed please email us with the details info@publiceducationfoundation.org.au or phone 02 9266 8452.

FOR

Teachers

- 1 You can help your students work on their personal statements by reviewing it with them as a word document
- 2 If you are giving your student/s additional support with writing their application, you can set up an account in their name but using your email address as the main contact. All correspondence will go to you but the application will still be submitted on the student's behalf.
- 3 If a parent/carer doesn't have access to the internet to sign the consent form, download the hard copy and attach it to the your application.
- 4 If your student has completed the eligibility form and you believe a scholarship they are eligible for is not being displayed please email us with the details info@publiceducationfoundation.org.au or phone 02 9266 8452.