



PEF-APPLY SCHOLARSHIPS APPLICATION PORTAL

Troubleshooting Guide for Applicants and Nominees



About PEF-Apply

PEF-Apply is the online platform we use for every Public Education Foundation scholarship. It's where you find the scholarships a nominee is eligible for, complete an application and submit it to us.

There are two parts to it.

The **Eligibility Quiz** is where you start. It asks a short set of questions about the nominee – their year level, the school they attend, where they live, and their circumstances – and then returns every PEF scholarship they're eligible to apply for. You don't need to read through the full list and work out for yourself which ones fit. The quiz does that part for you.

The application form comes next. Once the quiz has shown you what's available, you open the scholarships you'd like to apply for. Your answers carry across from one scholarship to the next, so you're not retyping the same details again. One thing worth knowing: answers only transfer to the scholarships you open. If you don't open a scholarship, nothing is saved against it.

Most applications also ask for a Principal endorsement and a personal statement addressing the eligibility criteria, so it's worth giving yourself time rather than leaving it to the closing date.



Why we've put this guide together

We've had a few people tell us the [Eligibility Quiz](#) came back with nothing or didn't show a scholarship they were expecting to see. In nearly every case there's a straightforward reason for it, and a quick fix.

This guide walks through the most common causes, with screenshots, so you can check your answers and get to the right scholarships. If you work through it and you're still stuck, please get in touch with us at scholarships@publiceducationfoundation.org.au or on 02 7814 2806. We'd much rather hear from you than have you miss out.



Register and get started

The Public Education Foundation connects students, teachers and school leaders with the scholarships, networks and opportunities they deserve – because public good comes from public education. Only scholarship nominees currently enrolled at a public school or public education institution are eligible to apply. A nominee can hold only one PEF scholarship at a time, though they may receive more than one over the years.

To register and get started, create a PEF-Apply account. If you already have an account, log in by entering your email address and password. Most applications take around an hour to complete once you have everything ready.

We recommend applicants complete the [Eligibility Quiz](#) and apply for all matching scholarships. PEF scholarship recipients can receive a different scholarship to the one they applied for due to shortlisting or additional funding opportunities.

Answering the Eligibility Quiz

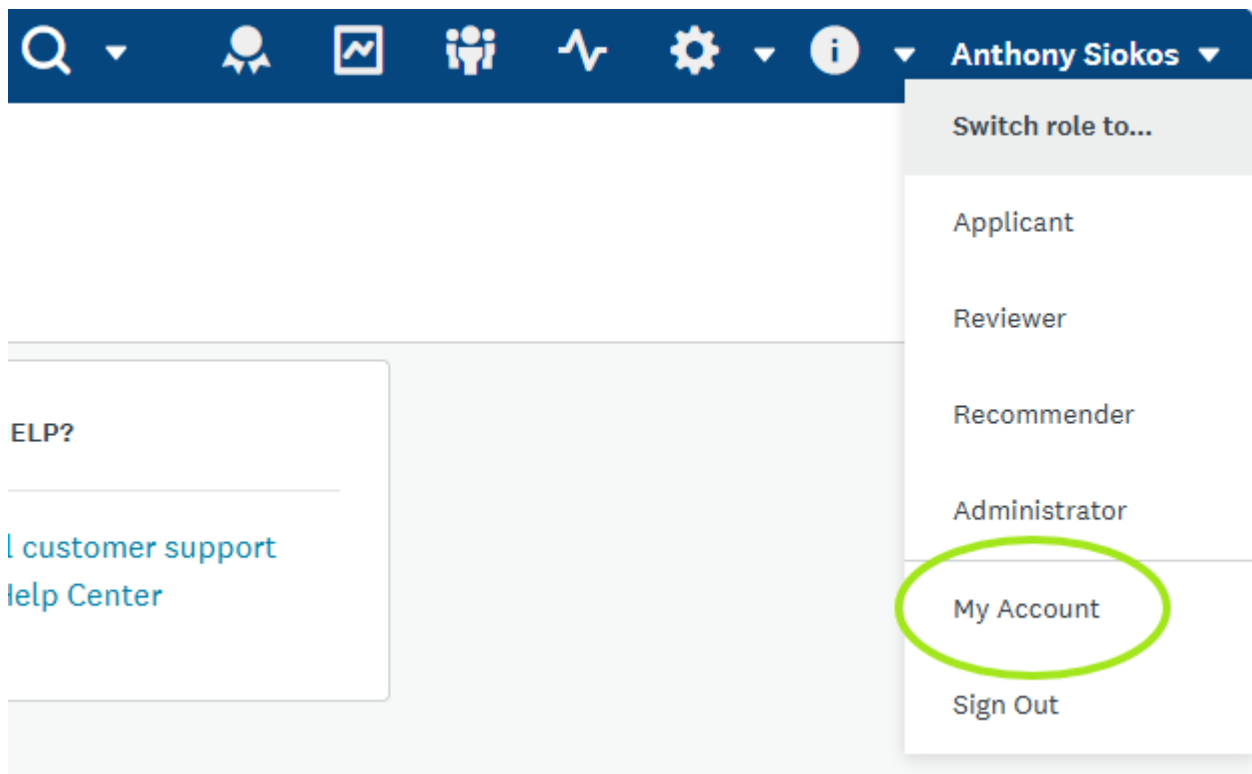
- Answer as the nominee, not as yourself. If you're a parent, carer or teacher completing this on someone's behalf, every answer needs to be about the student being put forward. This is the single most common reason a quiz comes back with no results
- Use the year level the nominee will be in when the scholarship starts, not the year they're in now. Applications open the year before, so a student currently in Year 6 applying for a 2027 scholarship is a Year 7 nominee
- Answer every question. The quiz matches on the full set of answers. A blank or skipped question can rule out scholarships that would otherwise be a match
- Be accurate about the nominee's circumstances. Several scholarships are set aside for specific groups. If those questions are left blank or answered conservatively, those scholarships won't appear
- Check the citizenship and residency question carefully. Several PEF scholarships require the nominee to be an Australian citizen or permanent resident
- Read your results before moving on. The quiz will list every scholarship the nominee is eligible for. Open the ones you want to apply for, and remember your answers only carry across to the scholarships you open
- If nothing comes back, go back through your answers. You can retake the quiz as many times as you need. Work back through the questions and check each one against the student's real circumstances before you contact us

Editing your answers

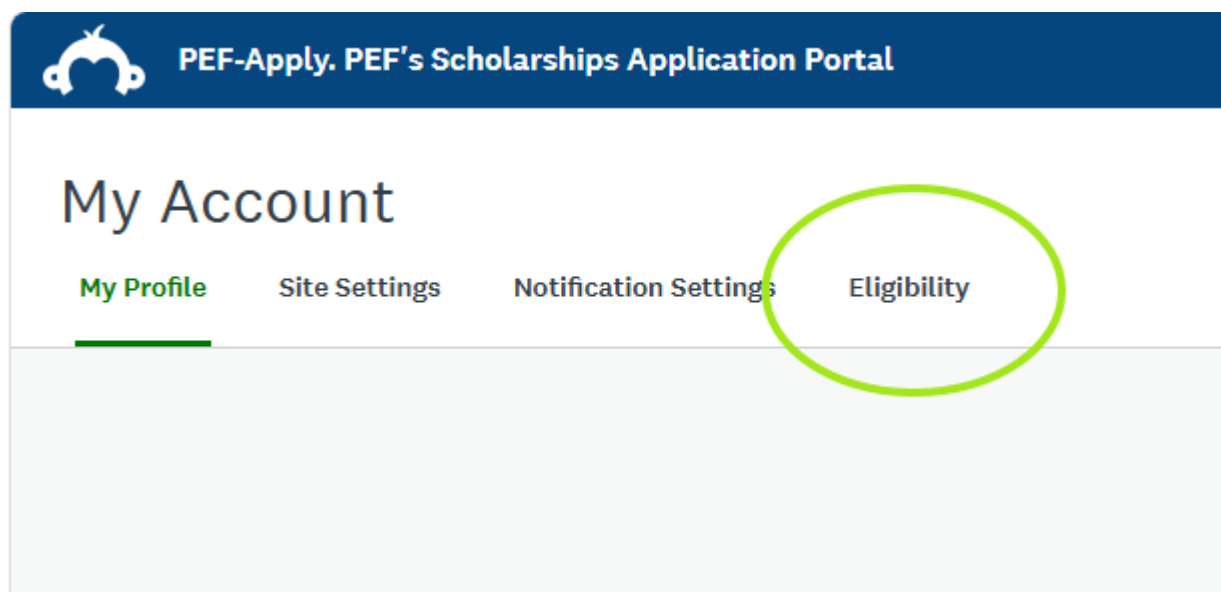
If the quiz didn't return the scholarships you were expecting, the fix is usually a small one – a year level entered as the current year rather than next year, a school picked from the wrong entry, or a question left blank. You don't need to start again from scratch or create a new account. You can go back through the quiz, change your answers and see an updated list of scholarships straight away.

Here's how.

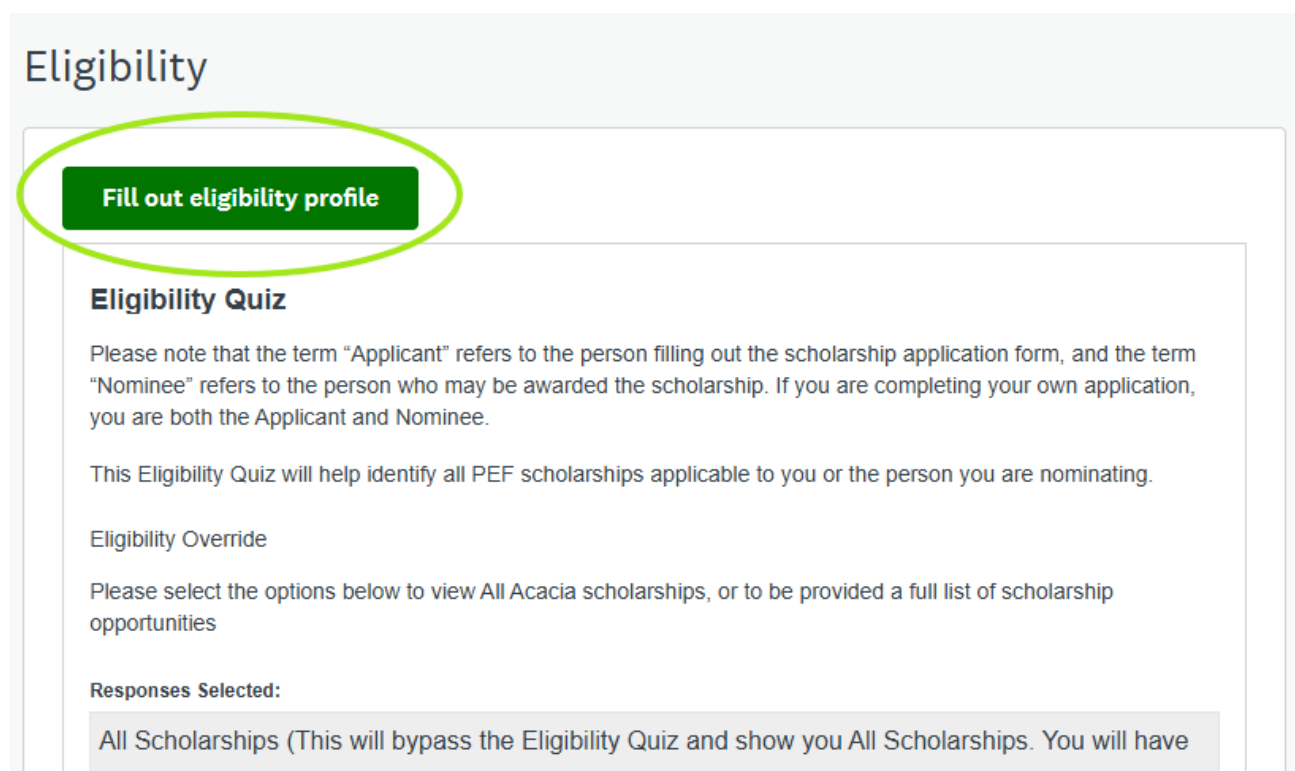
Step 1 – Select “My Account” by clicking/pressing the arrow in the top-right corner next to your name



Step 2 – On the “My Account” page, click/press the “Eligibility” tab



Step 3 – Access and edit your answers by clicking/pressing on the green “Fill out eligibility profile” button. Save to update.

A screenshot of a web interface titled "Eligibility". At the top left of the content area is a green button with the text "Fill out eligibility profile", which is circled in green. Below the button is a section titled "Eligibility Quiz". The text in this section explains that "Applicant" refers to the person filling out the form and "Nominee" refers to the person who may be awarded the scholarship. It states that if you are completing your own application, you are both. It also mentions that the quiz will help identify applicable PEF scholarships. Below this is a section titled "Eligibility Override" with instructions to select options to view all Acacia scholarships or to be provided a full list of scholarship opportunities. At the bottom, under "Responses Selected:", there is a grey box containing the text "All Scholarships (This will bypass the Eligibility Quiz and show you All Scholarships. You will have to self-assess against the Eligibility Criteria listed on each scholarship page.)".

Eligibility

Fill out eligibility profile

Eligibility Quiz

Please note that the term “Applicant” refers to the person filling out the scholarship application form, and the term “Nominee” refers to the person who may be awarded the scholarship. If you are completing your own application, you are both the Applicant and Nominee.

This Eligibility Quiz will help identify all PEF scholarships applicable to you or the person you are nominating.

Eligibility Override

Please select the options below to view All Acacia scholarships, or to be provided a full list of scholarship opportunities

Responses Selected:

All Scholarships (This will bypass the Eligibility Quiz and show you All Scholarships. You will have to self-assess against the Eligibility Criteria listed on each scholarship page.)

The scholarship(s) you were searching for should now be visible.

Viewing all scholarships (override Eligibility Quiz)

When you're editing your answers, you'll see an eligibility override section near the top of the page. Tick this box if you wish to bypass the [Eligibility Quiz](#) completely. You'll then see the full list of scholarships we offer.

Eligibility Override

Please select the options below to view All Acacia scholarships, or to be provided a full list of scholarship opportunities

☐ All Acacia

☒ All Scholarships (This will bypass the Eligibility Quiz and show you All Scholarships. You will have to self-assess against the Eligibility Criteria listed on each scholarship page.)

Ticking **All Scholarships** is useful if you think the quiz has missed something, or you'd simply like to see everything that's on offer before you decide.

There's one important thing to understand before you use it. When you bypass the quiz, the system is no longer checking eligibility for you. You'll need to read the **Eligibility Criteria** on each scholarship page and work out for yourself whether the nominee qualifies.

Please take the time to do this properly.

An application for a scholarship the nominee isn't eligible for can't be considered, no matter how strong it is, and that's a disappointing outcome for everyone. If you're unsure about a particular scholarship, get in touch with us before you apply. We're happy to talk it through.



When to use the override

- You've checked your quiz answers and you're confident they're right, but a scholarship you expected still isn't showing
- You want to see the full range of scholarships before deciding where to apply
- You've been pointed to a specific scholarship by your school or by us, and it isn't appearing in your results

If a scholarship should have matched and didn't, please let us know at scholarships@publiceducationfoundation.org.au. It helps us fix the quiz for the next person.