

# Youth Development Scholarships

Guidelines for new applicants 2024

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## Overview

The Youth Development Scholarships (YDS) is delivered with the assistance of the Department of Education (DoE).

The YDS program provides eligible students with support for educational and support related costs. The value of each scholarship is \$1,000 per year, per student up to a maximum of 7 years for those that commenced the program in 2017.

There will be up to 1,400 scholarships on offer for the 2024 academic year.

***Meeting the eligibility and selection criteria does not guarantee you a scholarship.***

***Each year we receive more applications than available scholarships.***

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## Am I eligible to apply?

To be eligible to apply, you must meet the following criteria:

### Living Arrangements

You are eligible if you are:

- living in public housing including Aboriginal housing
- are on the NSW Housing Register (wait list)
- receiving private rental subsidy from DCJ
- living in Community Housing/Aboriginal Community Housing
- local Aboriginal Land Council (LALC)
- living in supported accommodation
- in out-of-home care (OOHC)
- temporarily staying with friends or relatives

*Note: Applicants living away from home or temporarily staying with family/friends need to be on a current social housing tenancy or have an active social housing application.*

### Education

Studying in Year 10, 11 or 12 in NSW in one of the following in 2024:

- high school
  - equivalent at a TAFE college
  - a school-based apprenticeship or traineeship or
  - home schooling
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## Scholarship funds

### How much is the Youth Development Scholarship?

Each scholarship for the 2024 school year is \$1,000 (no GST included as this is a grant payment).

### When can I use the money?

If you are successful, the scholarship funds will be available to you by mid Term 2, 2024. You have until the end of the 2024 school year to expend the funds.

## How do I get the money?

DCJ will pay the scholarship funds to your school to administer on your behalf. You will need to discuss with your school how you would like to use your scholarship funds. Your school will advise you what their ordering and purchasing process is and an agreement will take place.

DCJ has a zero tolerance to educational staff being intimidated and harassed with matters not in line with school policy and the scholarship may be withdrawn should this occur.

If you are doing your HSC equivalent at TAFE or being home schooled, DCJ will pay the scholarship funds directly into your bank account. You will need to retain receipts and keep a record of expenditure.

## What can the Youth Development Scholarship be used for?

The scholarship funds must be used for educational or support related costs to help you complete the school year. Provided they are used for those costs, the program is flexible as to what can be purchased with scholarship funds.

Examples of items or services specific to the student which can be purchased with the scholarship include (but not limited to):

### Primary Support

- school uniform including sports clothing and shoes
- course related or subject fees
- tutoring
- study camps and excursions
- textbooks, workbooks, study guides
- course related equipment, materials, and clothing
- sporting equipment
- stationery
- computer desktop, laptop, tablet, Chromebook
- printer, scanner, USB, cables, smart drives
- computer software and license
- internet access
- study furniture (e.g., desk, chair)

### Secondary Support

- transport costs (e.g., opal travel cards, driving lessons)
- medical and support needs (e.g., glasses, speech therapy)
- social inclusion (e.g., in-house sports and youth programs, formal tickets)
- training and employment (e.g., CV writing, job ready skills and job clothing for interview)

## What can't the Youth Development Scholarship be used for?

The funds cannot be used to:

- purchase mobile phones, smart watches, gaming headphones and other wireless communication devices
- pay for items that can be provided through other financial assistance programs offered by the school
- pay for school fees, but can be used towards resources, elective or course costs
- pay for any expenses relating to siblings who are not scholarship recipients
- transfer remaining funds to another student.

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## When can I apply?

Applications will open for 18 weeks including over the school holidays.

Open: 9:00am on **Monday, 16 October 2023**

Close: 5:00pm on **Friday, 16 February 2024**

Late applications will not be accepted.

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## How do I apply?

Applications are completed online.

Visit [dcjnsw.info/scholarships](https://dcjnsw.info/scholarships) to access the SurveyMonkey Apply application link.

### Registration

The applicant (student) must apply, not your parent/guardian/teacher/support worker. Do not use a social media account (Facebook, Twitter, or Google) or your school email address to register. Use a valid personal email address that you can access regularly to receive updates about your application.

You will receive an email from SurveyMonkey Apply ([noreply@mail.smapply.net](mailto:noreply@mail.smapply.net)) to verify your email address. If you are having trouble receiving emails, check that [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) has been added as a safe sender on your email inbox. Contact the Scholarships Team if you continue to have problems with emails.

Your application will not progress if you have not verified your email address.

### Collaborator

You can choose to add a Collaborator, someone that can help you with your application. They will need to provide you with their email address. You can vary a Collaborator's level of read and/or write access to your application.

### Program selection

You will be asked if you have previously received a scholarship from DCJ. Your response will determine the program you will be applying for.

If you make a mistake in your response, contact the Scholarships team to change your profile selection. Do not create a new account.

### Application process

#### Task: Contact Information Form

#### Task: New Applicant – Scholarship Application Form

Complete a pre-eligibility questionnaire.

- If you do not meet the criteria, you will receive a notification and you will not be able to progress any further.
- If you have answered incorrectly, contact the Scholarships team to reset your application. Do not create another account.

Complete all sections of the application form.

- If you need to change any details on the form, click on the 3 dots (...) on the top right corner of the Application Form and select edit.

### Task: Out of Home Care (OOHC)

- You will need to upload at least one of the following acceptable evidence:
- a copy of the Children's Court Care Order, or
- a letter from DCJ or the OOHC Designated Agency verifying statutory or supported care (e.g. a copy of a Confirmation of Placement)
- The letter must:
  - be written on appropriate letterhead
  - include the name and date of birth of the applicant (young person)
  - include the date of placement
  - be signed and indicate the position of the author.
  - other documents which show you are in OOHC or on a leaving care plan (15-25 years old).

### Task: Confirmation of Enrolment

If you are studying the HSC equivalent at TAFE or doing a Pathways course, you will need to upload a Confirmation of Enrolment or an Acceptance to Study letter. A letter of offer will also be accepted in the interim but DCJ will need confirmation of enrolment during the review process.

If you are being home schooled, you will need to upload a Certificate of Home Schooling Registration.

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## Contact information form

- Date of birth
- Gender
- Home address
- Contact details
- Parent/Guardian/Carer details

We also need to know if you have anyone else in your household who is also applying for a scholarship this year. They will need to register and submit a separate application.

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## Application form

### Pre-eligibility

The pre-eligibility questionnaire will ask for your current living arrangement and level of education to determine if you are eligible to apply.

If you are eligible, you will be able to proceed to the rest of the application form.

### Living arrangements

This section will ask details of your current living arrangement. DCJ will use this information to confirm your tenancy or application with your social housing provider.

The categories include:

- Living in Public Housing including Aboriginal housing
- Are on the NSW Housing Register (wait list)
- Receiving private rental subsidy from DCJ
  - Private Rental Assistance
  - RentStart Bond Loan
  - Tenancy Assist
  - Tenancy Guarantee

- Rent Choice products including Start Safely, Rent Choice Youth, Rent Choice Assist
- Living in Community Housing/Aboriginal Community Housing
- Local Aboriginal Land Council (LALC)
- Living in supported accommodation
- In Out-of-Home Care (OOHC)

If you live in OOHC this means your primary care giver is not a biological parent. You are currently placed, or have previously been placed, with an OOHC provider due to government agency intervention. This includes:

- authorised and supported kinship care arrangements
- short-term, long-term or foster care provided by a government and/or nongovernment organisation cases where adoption has taken place after an initial period of OOHC.
- Temporarily staying with friends or relatives

*Note: Applicants living away from home or temporarily staying with family/friends need to be on a current social housing tenancy or have an active social housing application.*

## Education

This section will ask details of your study year, the school you'll be attending in 2024 and if you are doing any of the following:

- Distance education
- Home schooling
- VET courses
- School-based apprenticeship/traineeship  
([https://www.training.nsw.gov.au/apprenticeships\\_traineeships/students/school\\_based.html](https://www.training.nsw.gov.au/apprenticeships_traineeships/students/school_based.html))
- Pathways at TAFE (<https://www.tafensw.edu.au/courses/access-education-further-study-for-employment>)
- Open Training & Education Network (OTEN) (<https://oten.tafensw.edu.au/>)

## Scholarship expenditure items

Tell us how you would like to spend the scholarship funds by ticking the items box.

## Program promotion

Tell us how found out about the Youth Development Scholarships program.

## More about the student

In this section we would like to know more about you and your background.

### Student Personal Situation

These questions are aimed at getting more information on your personal background (not your parent/guardian/carer's situation). Please tick the boxes that are relevant to your current situation.

Take your time and consider your responses carefully as this will help DCJ make a decision about your application.

### Student Personal Statement

#### Q. How would this scholarship help you to achieve your educational goals?

This is the most important question in your application and will help DCJ make a decision about your application.

The statement should be in your own words as this *is about you* (not your parent/guardian/carer). Please refer to items you have ticked under the personal

circumstances section and tell us your story. All information disclosed is confidential. You can write up to 500 words but it can be less than that.

Try and include as much information as possible.

The following prompts may help you complete your personal statement, be specific and provide examples:

### **Education and Career**

- Do you intend on continuing your education after secondary level?
- What are your career goals and aspirations?
- How would a scholarship improve your education?

### **Financial Stress**

- How are you experiencing financial hardship?
- Are you working part time to support yourself and/or your family?
- How does financial stress affect you and your studies?
- How would a scholarship improve your financial situation?

### **Personal Circumstances**

- How would you describe your family?
- What are the things that affect your study? (Health complications, mental health issues, providing care for family member/s, language difficulty etc.)
- What negative effect has Covid-19 and/or natural disasters have on you and your studies?
- How would a scholarship improve your general well-being?

### **Living situation**

- How would you describe your living arrangements? (Living away from home, at risk of homelessness, overcrowded home, living alone etc.)
- How does this impact you and your studies?
- How would a scholarship improve your current living situation?

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## **Evaluation survey**

This section contains a few questions to help us understand if our housing services are meeting your needs and contributing to your well-being. We'll use your answers to improve our services to you – now and in the future.

The information collected through the Personal Wellbeing Index will remain confidential; and will only be used to assess your application. If you are feeling distress or need help, there are services that can support you through these difficult times. Please see the end of the application form for contact numbers to additional support services.

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## **Application and media consent**

In this section you must declare that all the information you have provided is correct.

You will also be asked if you would like to be involved in media and promotional activities.

You do not have to take part in media and promotional activities to get a scholarship.

If you are under 18 years of age, you must have a parent/guardian declaration to provide consent.

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## **Submitting your application**

### **When do applications close?**

Applications must be submitted online by **5:00pm Friday, 16 February 2024**



Late applications will **NOT** be considered.

## Application Checklist

- Make sure the following tasks are complete:
- Contact Information form
- New Applicant – Scholarship Application form
- Task: Out-of-Home Care (*this applies to OOHC applicants*)
- Task: Confirmation of Enrolment (*this applies to TAFE equivalent, OTEN, Pathways or home-schooled applicants*)

## What happens once I've submitted my application?

You will receive an email from SurveyMonkey Apply ([noreply@mail.smapply.net](mailto:noreply@mail.smapply.net)) confirming that your application has been submitted.

Contact the Scholarships team if you do not receive a confirmation email.

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## What happens next?

### Review and Assessment

Submitted applications will be checked by the Scholarships team against the eligibility criteria. You, your school, housing provider or support worker may be contacted for more information. Eligible applications will progress to the assessment stage and scored against selection criteria. Applications will be ranked and a shortlist will be submitted for approval.

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 are assessed as having the greatest need.

### Application outcomes

You will be notified in writing about the outcome of your application by mid Term 2, 2024.

Make sure you regularly check your emails during this time.

Your school will also be notified of the outcome of your application if you are successful.

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## Where can I find out more?

- Web: [dcj.nsw.info/scholarships](http://dcj.nsw.info/scholarships)
- Phone:
  - Housing Contact Centre on 1800 422 322
  - Housing Services press 2 then press 3 for General Enquiries
- Email: [education@dcj.nsw.gov.au](mailto:education@dcj.nsw.gov.au)

