



RETURNED & SERVICES
LEAGUE OF AUSTRALIA
QUEENSLAND BRANCH

RSL QUEENSLAND SCHOLARSHIPS

EX-DEFENCE MEMBERS

Application Form 2019



**RSL QUEENSLAND EX-DEFENCE EDUCATION & TRAINING SCHOLARSHIP (RSL ETS)
APPLICATION FORM
CALENDAR YEAR 2019**

Purpose:

This form is to allow ex-serving Australian Defence Force (ADF) members apply for scholarships under the RSL Queensland Ex-Defence Education & Training Scholarships (RSL ETS) program. This program is supportive of education and training courses to aid in ex-serving Defence member's civilian employability.

Assessment of Applications:

Your application will be acknowledged via email once received by RSL Queensland. All application forms submitted will be checked to confirm the applicant and proposed education and training course meets the intent and eligibility criteria of the program.

Completing your Form:

All mandatory fields in this application must be completed in order to be assessed by RSL Queensland. Incomplete or partially completed forms will not be assessed and will be returned to applicants

Returning your Form:

Ensure your application form is signed and all fields are completed prior to submission.

Completed forms can be submitted via the following methods:

Email: partnerships@rslqld.org (preferred option)

Mail: RSL Queensland
ANZAC House
Katie Maloney
PO Box 629
Spring Hill Q 4004

Outcome of Applications:

Applicants will be notified via email of the outcome at the conclusion of the application assessment (please expect a minimum of 28 days to review your application).



Your Responsibility:

Applicants are responsible for ensuring that they have read the RSL ETS Guidelines and that their application meets the eligibility criteria of the program and that the information provided in their application is true and correct. Approved applicants must advise RSL Queensland (partnerships@rslqld.org) of any subsequent changes in circumstances relating to:

- a) change to residential location
- b) change in employment status
- c) change to approved study (including fee alterations)

Applicants should be aware that giving false or misleading information may lead to rejection of the application.

Application Assistance:

Should assistance be required in completing the form, please email RSL Queensland (partnerships@rslqld.org).

More Information:

Go to the RSL Queensland website www.rslqld.org/ADF-Community/RSL-Scholarships

Your Privacy:

In general, RSL Queensland will only use your personal information for the primary purpose for which it is collected or any secondary related purpose within the meaning of the *Privacy Act 1988* (Cth). If required for any other purposes, express consent will be sought from the applicant concerned.

All information provided in connection with an application (including in or associated with the Application Form) will be managed in accordance with RSL Queensland's Privacy Policy. The RSL Queensland Privacy Policy contains information about the way RSL Queensland collects and uses personal information and the purposes for which it is held. The RSL Queensland Privacy Policy can be found on RSL Queensland's website.

Notifications:

Applicants are responsible for confirming with Department of Veterans' Affairs (DVA) if their DVA entitlements will be affected by receiving an education or training benefit.

Applicants are responsible for confirming with COMSUPER if their pension entitlements will be affected by receiving an education or training benefit.



RSL QUEENSLAND EX-DEFENCE EDUCATION & TRAINING SCHOLARSHIPS (RSL ETS)

APPLICATION FORM
CALENDAR YEAR 2019

SECTION 1 – APPLICANT’S DETAILS	
Surname:	
Given Name (s):	
Email Address:	
Residential Address:	
Postcode:	
Contact Phone Number/s:	
Date of Birth:	
Are you related to an RSL Queensland staff or Board member?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please state:
SECTION 2 – SERVICE RECORD	
Service Number / PMKeys:	
Dates of Full-time Service:	(start) to (end)
Branch: (Navy / Army / RAAF)	
Unit / Regiment:	
Other Operational Service: (include Unit/Regiment)	
Please state Proof of Service document provided:	
Please confirm method of discharge:	
Please identify any DVA accepted claims:	
<i>Please provide documentation to evidence medical separation (if applicable) and include evidence of any DVA accepted claims (if applicable)</i>	



SECTION 3 – EMPLOYMENT STATUS	
*Are you currently employed?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes: <input type="checkbox"/> Contract <input type="checkbox"/> F-Time <input type="checkbox"/> P-Time <input type="checkbox"/> Casual
*Organisation Name:	
*Commencement Date:	
SECTION 4 –ACADEMIC BACKGROUND	
Please state details of highest education achieved:	
Name of Educational Institution:	
Name of Qualification:	
Course Details:	
Score Achieved:	
Date Completed:	
<i>Please attach official transcript from previous education (if applicable)</i>	
SECTION 5 – EDUCATION / TRAINING REQUEST	
*Please indicate which type of course or study you wish to undertake:	
<input type="checkbox"/>	Vocational (<i>includes certificates, Diploma and Advanced Diploma courses</i>)
<input type="checkbox"/>	University (<i>study includes undergraduate degrees and postgraduate degrees</i>)
Initiatives must be undertaken through providers who are registered by the Tertiary Education Quality and Standards Agency (TEQSA) or are Australian Registered Training Organisations (RTOs). Refer to link http://www.teqsa.gov.au/national-register for registered university providers and www.training.gov.au for registered vocational providers	

5.1 – Vocational (if applicable)

Name of Course	Name of RTO Provider	Start Date	Anticipated End Date	Cost for Tuition
				\$
				\$



SECTION 7 – HARDSHIP

To support the approval process of your application, please provide further information on the hardship or vulnerability caused by the military service and how this has impacted on your career / employability (if insufficient space, attach supporting page).

SECTION 8 – ACHIEVEMENTS

If you do not have a resume to attach, please complete table 8.1, 8.2 and 8.3.

Please provide an overview of your employment, education and recognition of prior learning (if applicable) for the last five years, starting with the most relevant one.

Resume Attached.

8.1 – Employment Details (if applicable)

Employer	Position	Date Employment Commenced	Date Employment Ceased



8.2 – Education Details (if applicable)

Name of Course	Name of Course Provider	Date Course Completed

8.3 - Recognition of Prior Learning (if applicable)

Skill

SECTION 9 – ADDITIONAL INFORMATION

If there is any additional information that may support your application, please state your claims in this section (if insufficient space, attach supporting page).



SECTION 10 – DECLARATIONS

I, _____ (insert Applicant's full name)

- certify that I am the applicant described in Section 1, the ex-serving member of the Australian Defence Force (ADF) described in this application;
- authorise RSL Queensland to make whatever further enquiries and collect personal information (including health information) it considers necessary or desirable in order to consider and process my application, including liaising with and obtaining information from relevant educational institutions, Commonwealth, State and Territory Government Departments, public and private, employment organisations and other relevant authorities;
- note that the information provided by me will be treated as confidential by RSL Queensland and will not be released to any other organisation or person without my prior written consent;
- authorise RSL Queensland to obtain if required, early release of my measures of overall achievement from the relevant Tertiary Admissions Centre of my state, or other official authority, before official receipt date;
- authorise RSL Queensland to liaise with Department of Defence to ensure I am not eligible for any other Defence related education or training bursary;
- have read and understand the RSL ETS Guidelines and acknowledge my obligations under those Guidelines;
- understand that completion of this form does not in any way imply that this scholarship application will be approved;
- understand RSL Queensland will not reimburse any loss of DVA entitlement or any other Defence related entitlement from the acceptance of an RSL Education and Training Scholarship;
- declare that all the information submitted (including this form and any attached documentation) is true and complete in all respects and I understand that any false or misleading information provided may lead to the rejection of the application and that I may be compelled to repay to RSL Queensland as a liquidated debt any scholarship funds which RSL Queensland has provided in reliance on such false or misleading information;
- have read and understand the above statements.

Applicant Signature:

Date:

(note signature field is required to be physically signed)



OFFICE USE ONLY

Application Comments	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reviewed By: Date: Staff Signature: Authorised By: Date: Signature of Authorisation: