

FPA Women in Finance Scholarship 2023

Application Form

In partnership with the Financial Planning Association® (FPA), supported by the Department of the Prime Minister and Cabinet's Office for Women, Kaplan Professional is proud to offer 12 Women in Finance Scholarships in 2023.

The purpose of the scholarship is to support and encourage women with disadvantaged circumstances to enter (or re-enter) the industry and achieve leadership roles across the financial services sector.

Scholarships are offered subject to the Terms and Conditions set out in this document.

Application Assistance

If you have any queries in relation to the Women in Finance Scholarships or application process, please feel free to contact us on 1300 135 798 or email courseadvice@kaplan.edu.au.

Eligibility Criteria

To be eligible, you must:

- Identify as a woman
- Be an Australian citizen, permanent resident or holder of a permanent humanitarian visa, and
- Be commencing in Kaplan Professional's Master of Applied Finance or Master of Financial Planning (*including individuals who have completed or are currently enrolled in Graduate Certificate in Applied Finance, Graduate Diploma of Applied Finance, Graduate Certificate in Financial Planning or Graduate Diploma of Financial Planning qualifications*); or be commencing Kaplan Professional's FNS60920 *Advanced Diploma of Paraplanning*.

Selection Criteria

Applicants will be considered based on their ability to demonstrate one or more sources of disadvantage, including but not limited to:

- Financial need (*including but not limited to Centrelink payments, childcare fees, carer responsibilities or other*)
- Low socio-economic status
- Re-entering the workforce
- Mature or young age (*18-35 or >50 years of age*)
- Aboriginal or Torres Strait Islander
- New migrant
- Residing in a rural or remote area

Application

Personal Details

First name: _____ Last name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____

Email: _____

Date of birth: _____ Gender: _____

What is your Citizenship status?

Australian citizen Australian permanent resident Australian permanent humanitarian visa

Disadvantage Details

Please tick the applicable circumstance(s) below and attach a copy of the required evidence.

Select	Circumstance	Required Evidence
<input type="checkbox"/>	Financial need	<p>Provide a copy of a Centrelink letter, current Income Statement, or Low Income Healthcare Card (both sides).</p> <p><i>Note: Eligible benefits include ABSTUDY Living Allowance, Austudy, Carer Payment, Disability Support Pension, Low Income Healthcare Card, Newstart Allowance, Parenting Payment Single, Parenting Payment Partnered, Special Benefit, Youth Allowance, Farm Household Allowance.</i></p>
<input type="checkbox"/>	Low socio-economic status	<p>If you do not receive any Centrelink benefits, you can still provide evidence you suffer financial hardship. You must:</p> <ul style="list-style-type: none"> • Explain why you are not receiving Centrelink benefits • Provide a copy of an Australian Taxation Office Notice of Assessment for the financial year 2020-21, and • Provide copies of your last 3 payslips (if applicable) <p><i>Note: PAYG summaries and bank statements are not accepted, applicant's name must be clearly visible on all documents, the above documents must also be submitted for an applicant's partner/spouse if living in the same household.</i></p>
<input type="checkbox"/>	Re-entering the workforce	<p>Provide details of your employment history in the form of a current resume. Please refer to 'Employment History' on page 5.</p>
<input type="checkbox"/>	Mature or young age	<p>Provide a copy of your driver's licence, passport or proof of age card.</p>
<input type="checkbox"/>	Aboriginal or Torres Strait Islander	<p>Provide one of the following:</p> <ul style="list-style-type: none"> • A letter stamped with the common seal and signed by board members of an Aboriginal and/or Torres Strait Islander Land Council or cooperative, or • A letter stamped with the common seal and signed by a delegate of an incorporated Aboriginal and/or Torres Strait Islander organisation or cooperative.
<input type="checkbox"/>	New migrant	<p>Provide a copy of your Visa Entitlement Verification Online (VEVO) check to confirm your Australian Permanent Residency and date of arrival in Australia.</p>
<input type="checkbox"/>	Residing in a rural or remote area	<p>Please refer to the Department of Health Workforce Locator to determine whether you live in a rural or remote area. You must provide copies of at least three (3) documents showing your current residential address.</p>

		<p><i>Note: Acceptable documents include current driver's licence, financial statements (last 90 days), utility bills (last 90 days), Centrelink statements (last 90 days) current council rates notice, current vehicle registration certificate, Australian Taxation Office assessment (last or current financial year).</i></p>
<input type="checkbox"/>	<p>Any other difficult circumstances not addressed above</p>	<p>Sometimes, difficult circumstances don't fit into neat categories. If something you are facing is having a negative impact on your education and you wish for it to be considered as part of your scholarship application, you can provide a document as evidence. The document should be:</p> <ul style="list-style-type: none"> • Written by someone in a position of authority (not yourself or a family member/friend) who is qualified to comment on your circumstances, i.e. teacher, lawyer/accountant/health care provider, community or religious leader, police or law enforcement member • Preferably specific both about the circumstances and the impact on your education • Dated, and • Either on official letterhead or containing an original signature (PDF preferred) <p>While we prefer current (i.e. not more than 3 months old) evidence, we understand that some life events have long-ranging consequences.</p>

Entry Requirements

You must meet the minimum education requirements for entry into your selected qualification, being either the Master of Applied Finance or the Master of Financial Planning to be permitted to proceed with your enrolment. Entry requirements can be [found here](#).

You must provide Kaplan Professional with documents supporting that you meet applicable entry requirements. Existing students please note, entry requirements may differ from those that apply to your current course of study.

Selected Qualification

- Master of Applied Finance
- Master of Financial Planning
- FNS60920 Advanced Diploma of Paraplanning

Previous Education

1. Are you currently enrolled, or have you previously studied with Kaplan Professional?

- No
- Yes, please provide your student ID number: _____

2. What is the highest level of tertiary education you have achieved? _____

3. What is field of study of that qualification? _____

4. Please attach details and evidence of completed or partially completed qualifications – you may prefer to attach a current resume that includes the following information:

- Qualification and major
- Education institution
- Commencement and completion dates

Employment History

Please attach details of your current and/or prior employment – you may prefer to attach a current resume that includes the following information:

- Employer
- Duration
- Position and duties

Submit Application

Instructions

1. Ensure all sections of the form have been completed to the best of your knowledge. Name the document as follows: Surname_Firstname_FPAScholarship2023_Application.
2. Ensure all supporting documents are complete and attached. Name the documents as follows: Surname_Firstname_FPAScholarship2023_[Document Name]
3. Please email to courseadvice@kaplan.edu.au by **5:00pm (AEST) on 24 March 2023** with the subject line 'FPA Women in Finance Scholarship Application 2023'.

Kaplan Professional will be in contact with successful candidates in a timely manner once applications have closed.

Student Declaration

I hereby declare to Kaplan Professional:

- I have read and understood this document and agree to the Terms and Conditions set out below.
- I have supplied all information required for Kaplan Professional to consider my application.
- All information provided with my application is true, correct and not misleading. I have accurately and truthfully represented my personal circumstances and study experience in this application.
- I acknowledge the decision regarding whether to award a Women in Finance Scholarship to me is entirely at Kaplan Professional's discretion and any decision made will be final. I understand I am not entitled to receive reasons for any decision by Kaplan Professional to accept or reject my application.
- I consent to Kaplan Professional using the personal information I have included in connection with this application for the purposes of considering my application, communicating with me about my application and otherwise administering the FPA Women in Finance Scholarship.
- I am at least 18 years of age.

Signature: _____ Date: _____

Terms and Conditions

1. Kaplan Professional FPA Women in Finance Scholarships are intended to support and encourage women with disadvantaged circumstances to enter (or re-enter) the industry and achieve leadership roles across the financial services sector. For Students who Kaplan Professional awards an FPA Women in Finance Scholarship, Kaplan Professional will waive the enrolment fees, administration, deferral and assessment resubmission fees for either:
 - Up to two (2) subjects in Kaplan Professional's Master of Applied Finance or Master of Financial Planning ('Scholarship Subjects'); or
 - Or the full FNS60920 Advanced Diploma of Paraplanning ('Scholarship Course').

Students will be responsible for any other study costs including study materials, textbooks and stationery.
2. Students eligible to be considered for an FPA Women in Finance Scholarship are those who satisfy all the following criteria:
 - a. Are at least 18 years of age;
 - b. Are Australian citizens, Permanent Residents or holders of a permanent humanitarian visa;
 - c. Can demonstrate financial need and one or more sources of disadvantage;
 - d. Have not already enrolled in or commenced the Master of Applied Finance or the Master of Financial Planning or the FNS60920 Advanced Diploma of Paraplanning; and
 - e. Meet the entry requirements for the Master of Applied Finance, the Master of Financial Planning or the FNS60920 Advanced Diploma of Paraplanning, including Language, Literacy and Numeracy, Computing and Skill requirements.
3. Scholarship applications will be assessed by Kaplan Professional against a number of criteria, including: (a) financial need (b) low socio-economic status (c) re-entering the workforce (d) mature or young age (e) Aboriginal or Torres Strait Islander status (f) new migrant status (g) residing in a rural or remote area (h) ability to meet entry requirements, and (i) any other criteria that Kaplan Professional deems relevant.
4. Students must abide by all applicable Kaplan Professional student policies including those relating to admission, enrolment, assessment, progression, and academic integrity and misconduct. Copies of these policies are available on the Kaplan Professional website.
5. Scholarship applications from students who have not satisfactorily passed or completed any other Kaplan Professional course or program of study may not be considered. If you are a current or previous student of Kaplan Professional and have failed or withdrawn from a course, your application may be rejected.
6. Scholarship applications must be submitted to Kaplan Professional (courseadvice@kaplan.edu.au) by 5:00pm (AEDT) on 24 March 2023. Late applications will not be considered.
7. Only successful applicants will be notified of the outcome of their application and receive an offer of scholarship. Kaplan Professional will use reasonable efforts to notify successful applicants by 5:00pm (AEST) on 17 April 2023. If a Student's application is successful, the Student must accept or reject (via email) Kaplan Professional's offer of scholarship within three (3) working days from the date the offer is made. If Kaplan Professional has not received the Student's acceptance by that deadline, the Student will be deemed to have rejected Kaplan Professional's offer and the offer by Kaplan Professional is withdrawn. A Student who accepts an offer of scholarship is deemed to have been awarded the scholarship.
8. Kaplan Professional and the FPA will select successful scholarship applicants at their sole and joint discretion and Kaplan Professional is not obliged to award any minimum number of scholarships.
9. The FPA and Kaplan Professional's decision on the awarding of scholarships is final and no further correspondence will be entered into in relation to the outcome.

10. For Students who are awarded the scholarship in the Master of Applied Finance or the Master of Financial Planning, they must commence studies in Study Period 3 2023 (commencing 1 May 2023), Study Period 4 2023 (commencing 3 July 2023), Study Period 5 (commencing 28 August 2023) or Study Period 6 2023 (commencing 31 October 2023). Students must and enrol in and commence the last subject of the Scholarship Subjects by no later than 31 December 2023. Before commencing the Scholarship Subjects, Students must sign an enrolment agreement with Kaplan Professional.

For Students who are awarded the scholarship in the FNS60920 Advanced Diploma of Paraplanning, they must commence their studies before 30 June 2023. Before commencing the Scholarship Course, Students must sign an enrolment agreement with Kaplan Professional.

11. Students who are awarded the scholarship must also:

- a. Maintain continuous study in the Scholarship Subjects or Scholarship Course for the duration of the scholarship (i.e. commence the next subject on completion of the previous); and
- b. Achieve a minimum grade of pass or competent for each subject in the Scholarship Subjects or Scholarship Course, to retain the scholarship for the following subject.

Students who do not meet these conditions may have their scholarship terminated by Kaplan Professional.

12. Without limiting the above, Students who are awarded the scholarship may also have their scholarship terminated if they:

- a. Withdraw from the Scholarship Subjects or fail to enrol;
- b. Do not maintain satisfactory academic performance;
- c. Are determined by Kaplan Professional to be guilty of serious misconduct, including, but not limited to, having provided false or misleading information as part of their scholarship application; or
- d. Breach these Terms and Conditions.

If a Student is found guilty of serious misconduct or withdraws from the Scholarship Subjects or Scholarship Course (other than due to exceptional circumstances beyond the Student's control, as determined by Kaplan Professional), Kaplan Professional reserves the right to request that any fees or other amounts waived by Kaplan Professional in connection with the Scholarship Subjects or Scholarship Course be paid to Kaplan Professional. If such a request is made, the Student must pay the fees and other amounts to Kaplan Professional's nominated account within 21 days after that request as a debt due on demand.

13. Scholarships awarded cannot be transferred, deferred, redeemed for cash or used in connection with any other scholarship, offer or promotion offered by Kaplan Professional.

14. Kaplan Professional handles personal information in accordance with its Privacy Policy (available at www.kaplanprofessional.edu.au). Kaplan Professional may use the personal information a Student has included in connection with the Student's application for the purposes of considering their application, communicating with them about their application and otherwise administering the scholarship. Students who do not wish to have their personal information handled in this way should contact the Kaplan Privacy Officer (privacy@kaplan.edu.au).

15. Students who are awarded the scholarship may (at Kaplan Professional's discretion) be requested to participate in promotional activities, including but not limited to photo shoots and completing a testimonial for Kaplan Professional for Kaplan Professional's website or other promotional purposes.

16. By submitting an application for the scholarship, each Student agrees to waive, release, and discharge Kaplan Professional, its officers, employees and related entities from any and all liability (including but not limited to consequential loss, loss of opportunity or loss of income) that could arise in connection with the scholarship, including any loss incurred if the Student is awarded a scholarship and that scholarship is later terminated in accordance with these Terms and Conditions.