

Frequently Asked Questions

If you're not able to find the answer to your query below, feel free to contact us via email (info@scholarships.org.au) or give us a call on 1300 248 675 and we'll assist you as best we can.

Click here if you need help [creating a profile](#) or [completing an application](#) for one of our scholarships. These links will open a pdf instruction manual.



1. Will scholarships be given out every year?

Yes. This is an annual program. There are several closing dates throughout the year as scholarships become available, so bookmark the ASF website to check every so often.

Also, [sign up to our mailing list](#) for regular updates and scholarship alerts.

2. Is there an application fee?

No, we do not charge individuals or organisations to apply for a scholarship.

3. Who is eligible?

Applicants must be either Australian citizens or permanent residents. This is a requirement of the Australian Tax Office in compliance with our DGR Status (see below). Applicants must also be directors, staff or volunteers of charitable not-for-profit organisations.

4. Why must the applicant be an Australian citizen or permanent resident?

The ASF is recognised as a Deductible Gift Recipient (DGR). The Australian Income Tax Act requires that funds donated to a DGR for scholarships can only be used for scholarships awarded to Australian Citizens or Permanent Residents. The Income Tax Act does not provide for any exceptions to this requirement.

5. I'm a New Zealand citizen but living and working in Australia - do I qualify for a scholarship?

Applicants with New Zealand citizenship are not eligible for ASF scholarships unless they have obtained Australian permanent resident status. New Zealanders are allowed to stay and work in Australia as they are automatically given a "Special Category Visa" (SCV) when they arrive. People who hold SCVs are "Temporary Residents".

6. Which organisations qualify as Not-for-Profit in Australia?

Applicants must be from an Australian not-for-profit organisation that, in the opinion of ASF, generally fits one or more of the following criteria:

- has a charitable, community-public benefit or poverty relief purpose, as indicated by whether the NFP has Australian Tax Office TCC and/or DGR status, or "registered charity" status
- is a social enterprise or business (organisations using a business model to provide a social benefit) and which may not have TCC/DGR
- other organisations with a community or public benefit purpose (generally evidenced by a "formal" governance structure, voluntary participation by members and independence from government) that do not fit the above categories

7. Are social enterprises eligible to apply?

ASF accepts applicants from social enterprises that meet the following definition:

Social enterprises are businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment...and use the majority (at least 50%) of their profits to work towards their social mission (Social Traders Australia).

Generally ASF will exclude companies with a focus on generating commercial profit that doesn't flow back to the community or to a social cause. We will generally give preference to applicants

from charitable not-for-profit organisations when two applicants are considered equal in every other way.

Please [contact us](#) if you want to check your eligibility.

8. Who is **ineligible** for a scholarship?

ASF will generally exclude applicants from:

- small unincorporated entities (informal organisations that provide sporting, recreational and social benefits)
- organisations relying solely on member contributions e.g. mutuals and cooperatives (which provide benefits to members usually via a business activity) and licensed clubs (that provide services for a fee to members as well as grants to community organisations)
- professional associations, self help clubs, non secular (religious purpose) organisations, government organisations carrying out the ordinary functions of government, social movements /campaigning organisations that work in the social change space, trade unions and political parties
- schools, hospitals and universities, and government organisations except for their associated entities that have TCC/DGR status e.g. building funds, research foundations

9. Why don't you expand the eligibility criteria?

The Council determines the eligibility criteria on the basis of government requirements – because we are a charity we can only make awards to Australian citizens or permanent residents – and on the nature of the awards themselves – it would be inappropriate to award a scholarship to undertake a program of studies, say, to someone not eligible to enrol in the program.

10. I live outside Australia. Can I apply?

These scholarships are only for Australian citizens and permanent residents of Australia who are employed by (or volunteering for) Australian charitable not-for-profit organisations. Australian citizens and permanent residents who live outside Australia who are employed by (or volunteering for) Australian charitable not-for-profit organisations are eligible as long as they meet the basic eligibility requirements and are able to meet any attendance requirements of the scholarship.

11. Where can I get an application form?

For ASF supported scholarships we utilise an online application system. The link to each online form can be accessed via the Scholarships section of this site.

For all other scholarships, simply follow the links to a separate application form on each scholarship provider's website.

12. What is involved in the application process?

PROFILE PAGE

All ASF supported scholarships will require you to create an **online ASF profile** before starting your application. You will be asked to detail basic information about your work history and education, which will assist the scholarship assessors in the decision-making process. It shouldn't take longer than 10-15 minutes to complete, however you'll only be required to do this once. Your profile page will become a hub from which you may apply for any scholarships on offer. You can download instructions for [creating a profile](#) here.

APPLICATION FORM

From your profile page, you may apply for any scholarship you wish by clicking the "Make an Application" button (or selecting the name of the scholarship from the "My Applications" area). From there, you'll be taken to the application page where you will be prompted to upload any supporting documents and complete an online application form. You will receive automated confirmation email once you have successfully submitted your application. You can download instructions for [completing an application](#) here.

ENDORSEMENT LETTERS

Along with an application form, most ASF supported scholarships require you to upload an **endorsement letter**

written by your supporting not-for-profit organisation, i.e. the CEO (or member of the Board if you are the CEO of your organisation). If you are a non-executive director, you may obtain a letter from a fellow board member (ideally the Chair) or the CEO of the organisation.

They need to clearly state their support for you to undertake the study and what benefit it will be to the organisation, as well as any other information they believe may help the success of your application. Endorsement letters should be approx. an A4 page in length and include the employer's contact details. A variety of ASF assessment panel members and representatives from the education provider will read your endorsement letter so you may simply address it to the "ASF Assessment Panel".

Applications without an accompanying endorsement letter will not be considered unless the scholarship in question does not require a letter.

OTHER SUPPORTING DOCUMENTS

Some scholarships will require the submission of additional supporting documents, such as academic transcripts or a resume. You will be prompted to supply these documents if they are required.

13. Can I apply for multiple scholarships?

Yes. There is no limit to the number of scholarships you may apply for even if they are available simultaneously. However, please note it is highly unlikely you will be awarded two scholarships at once.

If you are a past scholarship recipient it is possible to receive another scholarship once you have completed the most recent course or after some time has passed. However if you are considered to be equal in every other way with another applicant who has not yet received a scholarship, they will be given preference.

14. I didn't receive a confirmation email when I created my ASF profile. What should I do?

- Check the spam/junk folder in your email account
- Add info@scholarships.org.au to your contact list
- [Contact us](#) if you are still having problems

15. How do I log into my ASF profile after completing an application?

You may want to access to your ASF profile even after you've applied for a scholarship in order to update or edit personal details, review past applications and/or apply for another scholarship. You can gain access via this link: app/scholarships.org.au/asfprofiler/

Simply log in using the email address and password you entered when you first created your account. If you have forgotten your password or can't get access, try [resetting your password](#) .

If you want to update the email address registered with your profile, please contact ASF via info@scholarships.org.au

16. What's the deadline for applying?

Your application must be received by the closing date shown for the scholarship concerned, which you can find in the Scholarships section of this site. Unless otherwise stated, most applications are due by 5pm AEST on the closing date. You will not be able to submit your application after this time, however you can submit your application before then if it's ready.

17. I missed the deadline - can I still apply?

No. Unfortunately, late applications can not be accepted.

18. Can I apply again next year if I miss out this time around?

You may apply for a scholarship as long as you meet the eligibility criteria. If you applied previously for a scholarship and were unsuccessful, and you remain eligible; you can apply again.

Because we want to make the benefits offered by an ASF scholarship available to as many people as possible, once you have received a scholarship, you are not eligible to apply again for the same scholarship. However you may apply for a different scholarship.

19. How much money is given to each individual?

The scholarships are offered by arrangement between the training organisation or university and ASF - any payments that may be required are made directly from ASF to the training organisation or university. ASF does not make payments to scholarship holders.

20. What are the criteria for selecting scholars?

The criteria differ for each scholarship, and are set out fully on the webpage for the scholarship concerned. The criteria do not include race, religion, gender, age, or sexual orientation. An applicant is asked to provide their date of birth only to help ASF distinguish between two applicants with the same name.

21. How are scholars selected?

ASF convenes special panels that comprise ASF Council members and may include volunteers from Rotary. These panels review applications and make recommendations for consideration by the entire Council. All decisions are final and no correspondence will be entered into.

22. Must I plan to be a full-time student?

No. All the scholarships supported by ASF are for part-time study so that you can continue to work in your current job and contribute to your organisation.

23. What will be required of me if I am selected to receive a scholarship?

You will receive full information about how to take up your scholarship when it is awarded.

All the scholarships involve a commitment of your time. For some, such as those that provide attendance at a conference, you will need to schedule the time for that; for those that involve enrolment in a program of study, you will need to make arrangements for participating in the learning activities.

You should consider carefully whether you can meet the time requirements before you apply – if

your application is successful, but you find you don't have the time to meet the requirements, you must resign the scholarship, but in doing so you will probably have prevented someone else from taking up the scholarship in your place.

To ensure that ASF and its sponsors receive appropriate acknowledgement for their contribution to capacity building in the charitable not-for-profit sector, you may be asked to take part in one or two publicity activities. You may be asked to sign a media release form giving ASF permission to use your photo and refer to your application in media releases and on our website.

24. Where do I find details of the actual courses and programs for which scholarships are offered?

Check this site for the links to the university or training provider in each case.

25. Where do the scholarships come from?

ASF donors include companies, educational and training organisations, universities and philanthropic foundations. All are publicly acknowledged on the ASF website.

26. How and when will I be notified if I receive a scholarship?

Depending on the scholarship, it takes about 3-6 weeks to conclude the process of seeking referees reports, considering applications and making the awards. ASF will notify you by email of the result of your application for a scholarship.

27. How can I get on ASF's mailing list?

[Simply click here to fill out the form.](#)

28. I have some questions about how to fill out the form - whom do I ask?

[Click here](#) to download instructions for completing an online application.

If you're still unsure, send us an email at info@scholarships.org.au with your questions or call us on 1300 248 675.

29. Is ASF a charitable not-for-profit organisation?

Yes. We have DGR status and we are a registered charity with the [Australian Charities and Not-for-Profits Commission](#)

. If you'd like to support us and the work we do, please click [here](#)

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