

University of South Australia | Scholarships & Candidature

UniSA Elite Athlete & Performer Grants Supporting Documentation Guide

A guide to providing supporting documentation for applicants of the UniSA Elite Athlete & Performer Grants

As of 1 January 2020

SUPPORTING DOCUMENTATION GUIDE

When applying for a UniSA Elite Athlete & Performer (EAPP) grant, you will need to provide documents that support your application and verify your claims.

The documents that you need to provide must be relevant and specific. It's better to submit one relevant, specific example rather than numerous documents that don't meet our guidelines.

If you do not provide all requested documentation, then it may affect the assessment of your application and you may not be considered as a viable recipient for the grant.

We have created this guide to assist you in your application process.

This guide provides applicants for the UniSA EAPP grant(s) with information specific to supporting documentation.

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ELITE ATHLETE & PERFORMER GRANTS

There are two grants available to students who are registered with the Elite Athlete & Performer Program (EAPP):

UniSA Elite Athlete & Performer Travel Grant

The UniSA Elite Athlete & Performer (EAPP) Travel Grant provides financial assistance to registered students registered with the UniSA EAPP.

The grant supports attendance at specific state, national and international events through reimbursement (up to specific amounts) of fees and defined costs incurred, such as:

- flights
- accommodation
- registration fees
- uniform

Value:

- Up to \$2,000 for international competition
- Up to \$1,500 for national competition
- Up to \$1,000 for State or UniSport competition

UniSA Elite Athlete & Performer Study Grant

The UniSA Elite Athlete & Performer (EAPP) Study Grant provides financial assistance to students registered with the UniSA EAPP.

Whilst low socio-economic status is the primary criterion for the EAPP Study Grant, applications will be weighted according to other specific equity indicators, such as:

- first in family to study higher education
- have a disability
- identify as Aboriginal
- living in a regional area within the last 4 years
- Australian Institute of Sport categorisation
- The grant will be awarded on the basis of financial disadvantage and other equity criteria.

Both the EAPP Study Grant and EAPP Travel Grant attract a high volume of applications that are of a high standard. Funding for both grants is limited and applications are assessed chronologically (in order of the submission date).

Please note, your registration with the Elite Athlete and Performer Program does not mean you will be automatically considered for the grants.

What supporting documentation do I need to provide?

When you submit your responses to the eligibility criteria via myScholarships on the myUniSA student portal, you will be advised via automated email if you have met the eligibility criteria for the scholarship, and if you will be proceeding to the next stage of the application process.

This email also states what supporting documentation you will be required to submit for your application.

Please read the email carefully and provide the supporting documentation as per our instructions in the email and the guidelines in this manual.

How to submit?

- UniSA prefers supporting documentation to be submitted via your UniSA student email account to scholarships.prizes@unisa.edu.au.
 - Please attach your documents to the email.
 - Please **do not** share your documents from an online or cloud-based forum.
 - Please **do not** paste images or write statements in the body of an email
- The email subject should include the name of the scholarship that you are applying for and your student ID.
- The UniSA EAPP Study Grant may require an [online form](#) to be completed and submitted. If this is the case, you will be given the link to the form during your application process. When submitting the online form, you will be required to upload your supporting documentation at the same time.
 - The formatting and naming guidelines for the supporting documentation that we have provided below are also applicable to this supporting documentation.

Document format

- PDF is the preferred file type.
- Please ensure you do not send documents that are password protected or encrypted.
- It is also important to name your documentation clearly and concisely to help UniSA staff identify the documents that you have provided. Please try to keep the name length of the document to a minimum.

i.e. "First name Surname_Sports Association Letter" "First name Surname_Centrelink Income Statement"

UniSA EAPP Travel Grant: Glossary of Supporting Documentation

Letters / Statements

Letter from sporting / performing association

We require an official document (letter or email) from your sporting / performing association confirming the following:

- Confirmation of your selection for the competition / event, including the name of the competition / event, dates and location
- Confirmation of the costs that you will be directly responsible for directly as a result of one sports / performance competition per year. Please note that UniSA will only reimburse the following costs:
 - Flights
 - Accommodation
 - Registration fees
 - Uniform

This letter must be written on your sporting / performing association's letterhead or with the sporting / performing association's official email footer.

The letter can be your official selection letter to the team, (providing the above information is included) or a document specifically written for the purpose of receiving the UniSA EAPP Travel Grant.

Please ensure you are mindful of timeframes and give your sporting body ample time to write the required letter prior to the due date of your application.

In order to assist your sporting / performing association when writing this letter, we have created a template as a guide.

Template: [Example letter for Sporting Body / Association](#)

Official Invoices / Receipts

Official invoice

You might receive an official invoice from your sporting / performing association outlining the costs that you are responsible for regarding your sports or performance competition. You can provide this invoice as supporting evidence of the costs that you have incurred.

Please ensure that the invoice is on your sporting body's official letterhead.

Receipts

You may have receipts from the costs that you have incurred as a result of your participation in a sporting or performance competition. If you wish to provide these receipts as supporting evidence of the costs, you may do so, however please ensure:

- The receipts are only for the specific costs outlined above.
- They are for costs that you have personally accrued
- The receipts are clear labelled and easily identifiable

UniSA EAPP Study Grant: Glossary of Supporting Documentation

Evidence of financial hardship

Concession Card – various

If you have been asked to provide a copy of your concession card to support your application for a scholarship or grant, please ensure you photocopy BOTH sides of your card.

The [Australian Department of Human Services](#) provides information on the various types of concession cards available, including eligibility and entitlements.

Please note, your Medicare Card is **not** a Concession Card.

Example image: [Figure 4](#)

Centrelink allowance / Income statement

When a person is in receipt of an allowance / benefits from Centrelink, they receive an income statement with the type of benefit and the amount received. The income statement must be dated within the last two months.

Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Example image: [Figure 3](#)

Proof of Carer Responsibility

When a person is in receipt of a Carer Pension, they receive a Centrelink Income Statement. This statement must clearly detail the Carer Pension and it must be dated within the last two months.

Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Health Care Card (HCC)

A Health Care Card is a concession card that is given to eligible people via Centrelink.

If you have been asked to provide a copy of your HCC to support your application for a scholarship or grant, please ensure you photocopy BOTH sides of your card.

Please note, your Medicare Card is **not** a Health Care Card.

Example image: [Figure 4](#)

Income Tax Return

The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant and will have your taxable income for that financial year (1 July – 30 June).

Payment Summary

A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.

Example image: [Figure 2](#)

UniSA EAPP Study Grant: Glossary of Supporting Documentation - continued

Evidence of financial hardship - continued

Notice of Assessment

The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June).

Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Example image: [Figure 1](#)

Payslip

The most recent payslip is a document that provides your income for the pay period and will also include the total income received for the current financial year to date.

UniSA Application for Scholarship Assessment Form

This online form is an alternative way for us to assess your financial situation, and your application for a scholarship.

Detailed information regarding this online form and supporting documentation can be found [below](#).

Evidence of location

Evidence of metro / rural location

To provide proof of your metro / rural address, you can submit any of the following:

- Drivers Licence with metro / rural address
- Residential Lease agreement
- Official Letters addressed to you at your metro / rural residence. For metro these letters are to be dated no earlier than 3 months before the application date:
 - Council rates
 - Utility bill (electrical / gas / phone)
 - Government letters
 - Letter from Secondary School (rural only) (please see [below](#))

A PO Box is **NOT** accepted.

Letter from Secondary School

Upon completion of secondary schooling, students may be provided with a letter of reference from their high school. This letter will typically be on the school's letter head, indicating the location of the school. The location of the school in a rural area is sufficient evidence of rural living circumstances for an applicant.

The letter from the school must state the student's full name and be on the school's letterhead.

UniSA EAPP Study Grant: Glossary of Supporting Documentation - continued

Evidence of equity-indicators or medical hardship

Access Plan An [Access Plan](#) provides information about the impact of a student's disability, mental health or medical condition on their studies. The Access Plan helps students to negotiate reasonable adjustments with University staff, so they can study successfully at UniSA.

To arrange an Access Plan students should follow the [Disability Service Registration](#) process.

Medical Statement In lieu of an [Access Plan](#), a recent statement from a medical practitioner, psychologist, psychiatrist or other appropriate professional detailing your medical hardship can be provided.

Confirmation of Aboriginality You may be asked to provide confirmation of Aboriginal and/or Torres Strait Islander heritage when applying for *Aboriginal – specific scholarships or grants.

The [Australian Institute of Aboriginal and Torres Strait Islander Studies](#) provides further information and advice on obtaining a Confirmation of Aboriginal heritage.

* Please note: Aboriginal is inclusive of Aboriginal and Torres Strait Islander people

Identification documentation

Identification Photo identification may include:

- student ID card
- current drivers' licence
- proof of age card
- passport

The scanned copy of your photo ID must be in colour.

UniSA Application for Scholarship Assessment Form

This form is an alternative way for us to assess your financial situation, and your application for a scholarship. During your application process, you may be asked to submit this online form. If you are asked to submit the form, you will be provided with a link to the online form.

You will be required to complete the form and provide relevant supporting documentation to verify your financial circumstances.

Relevant supporting documentation must be provided for **each person that you list on the form as having an income**. More information is provided below in the glossary.

Glossary of Supporting Documentation for the Assessment Form:

Most recent tax return

The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant and will have your taxable income for that financial year (1 July – 30 June).

OR

Most recent Notice of Assessment

The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June).

OR

Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Payment Summary

Example image: [Figure 1](#)

A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.

Example image: [Figure 2](#)

Most recent payslip

The most recent payslip is a document that provides your income for the pay period and will also include the total income received for the current financial year to date.

Examples of Documents

Template 1 Example letter for Sporting Body / Association

**TO BE COMPLETED ON SPORTING BODY LETTERHEAD
OR EMAILED FROM SPORTING BODY STAFF EMAIL ACCOUNT**

Att: University of South Australia Scholarships Office

E: scholarships.prizes@unisa.edu.au

Student Name: XXXXXXXXX

This letter is to confirm that the above-named person was selected to compete in the *team name* at the *name of competition / event* held at/in *location* on *dates*.

As a result of *student name*'s participation in this competition they were directly responsible for the following costs that they as an individual incurred:

Flights \$XXXX

Accommodation \$XXXX

Registration fees: \$XXXX

Uniform: \$XXXX

ANY ADDITIONAL SUPPORTING INFORMATION

Kind regards

Name

Title

Figure 1 Example of a Notice of Assessment



Australian Government
Australian Taxation Office



Tax period ending	30 June 2016
Tax file number	
Date of issue	02 August 2016
Our reference	
Internet: www.ato.gov.au Phone enquiries: 13 28 61	

Notice of assessment - year ended 30 June 2016

Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
<i>Your taxable income</i>		
Tax on your taxable or net income		
Less non-refundable tax offsets		
Low income offset calculated by us		
Assessed tax payable		
Plus other liabilities		
Medicare levy		
Less tax offset refunds		
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		
Result of this notice		

! Your refund

Outcome of this notice
forwarded to your nominated financial institution.

Robert Ravanello
Deputy Commissioner of Taxation

Please keep this notice for future reference

Please see over for important information about your assessment

Other information relevant to your assessment:

The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

Figure 2 Example of a Payment Summary

PAYG payment summary - individual non-business

Payment summary for year ending 30 June 2017

<p>Payee details Jane Doe</p>	<p>NOTICE TO PAYEE</p> <p>If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return.</p> <p>For more information on whether you have to lodge, or about this payment and how it is taxed, you can:</p> <ul style="list-style-type: none"> ■ visit ato.gov.au ■ phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday.
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	Day/Month/Year		Day/Month/Year	
Period of payment	5/12/2016	to	30/06/2017	

Payee's tax file number 111-111-111	TOTAL TAX WITHHELD \$ 489
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		Type	Lump sum payments		Type
Gross payments	\$ 2284	S	A \$		<input type="checkbox"/>
CDEP payments	\$		B \$		
Reportable employer superannuation contributions	\$		D \$		
Reportable fringe benefits amount FBT year 1 April to 31 March	\$ 100		E \$		

Is the employer exempt from FBT under section 57A of the FBTA 1986? No Yes

Total allowances	\$	85	Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.
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Figure 3 Example of Centrelink Income Statement

Lb 3 Regents Park Dc NSW 2143




CLK1LETTERB105928656

Reference:



Australian Government
Department of Human Services



27 May 2014

This Income Statement shows information we hold about you on your Centrelink record. If you decide to show this information to anyone else for any reason, you can choose to show all the information or to block some information out.

Income Statement

DOB 28 Jul 1949
 Customer Partnered Y
 Maximum Rate Disability Support Pension Y
 Number of Children Assessed 0

Previous regular entitlements and payments

Payment Type	Amount	Date Paid	Date of Grant
Disability Support Pension	\$577.40	16 May 2014	7 Jul 2008
Clean Energy Supplement	\$10.50	16 May 2014	7 Jul 2008
Pension Supplement	\$47.40	16 May 2014	7 Jul 2008

Previous irregular payments

There are no previous irregular payments to report.


Deductions from your payment

Payment Type	Deduction	Amount	Date Paid
Disability Support Pension	Centrepay Deductions	\$40.00	16 May 2014

Continued on the back

Contact information


If you have any questions about this letter please ring:




132 717 OR
13 1202 for Multilingual Services

Monday — Friday 8.00 am — 5.00 pm
(Please quote reference number)

Your local Centrelink Office:



Office Hours:
Monday to Friday 8:30am — 4:30pm



1/1-1 www.centrelink.gov.au

Figure 4 Example of a Health Care Card (HCC)



Keep this card with you

This card should be used when claiming concessions provided by Australian Government and state and territory governments and discounts from some private providers.

Eligibility for state, territory and private provider concessions is determined by the concession provider.

Important

- This card cannot be used after its expiry date or if you have been told by us to destroy it.
- This card is not transferable.
- You must advise us within 14 days of any changes to your circumstances that are likely to affect your entitlement to this card.

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