

Scholarship application



A. Personal details

Surname: _____

First name(s): _____

Date of birth: / /

Gender: Male Female

Are you a New Zealand Citizen or Permanent Resident?
 Yes No – sorry, you are not eligible.

Home address details (Permanent/parents etc...)

Street: _____

Suburb: _____

City/town: _____ Postcode: _____

Postal address details (if different from home address)

Street: _____

Suburb: _____

City/town: _____ Postcode: _____

Phone: _____

Mobile: _____

Email: _____

B. Work experience

Outline your recent work experience (see 'How' page)

Company _____

Position/work _____

Date employed From: / / To: / /

Company _____

Position/work _____

Date employed From: / / To: / /

Company _____

Position/work _____

Date employed From: / / To: / /

C. Course details

Provide details of the course you would like to attend (see 'How' page)

Name _____

NZQA Level _____

Institution _____

Length _____

Planned start date / /

Fees _____

Are you applying for funding from elsewhere?
 No Yes, form where?

D. Complete 'Your statement' (see over)

E. Previous qualifications, awards, scholarships

Your NSN number _____

List previous qualifications. Include photocopies (see 'How' page)

Qualification _____

Institution _____

Date completed / /

Qualification _____

Institution _____

Date completed / /

Qualification _____

Institution _____

Date completed / /

List academic prizes, awards or scholarships (see 'How' page)

Prize/award _____

Institution _____

Date completed / /

Prize/award _____

Institution _____

Date completed / /

F. Reference

Referee's name _____

Sent how email post with this application

G. Privacy statement and declaration

Disclosure of information: It's your responsibility to provide true and complete information for this application. SixStar may cancel your application/scholarship if false information is supplied. SixStar undertakes to collect, use and store your information according to the principles of the Privacy Act 1993.

Declaration. I consent to:

- the disclosure of personal information that I have provided to the SixStar Scholarship Committee, to enable/assist them to assess my application
 - SixStar receiving any information it requests regarding my academic records/achievements held by NZQA or any other education authority
 - being a SixStar ambassador and agree to take part in any publicity that may arise if I receive a scholarship
 - SixStar contacting me (by either email, text message, phone or post) for communications regarding SixStar and my application
 - SixStar contacting my referee directly in regards to my reference.
- Having read and understood the terms and conditions of the SixStar Scholarships, I agree to abide by all or any of the conditions stated.

Signature _____

Date / /

H. Checklist

- Check you have completed every section of this application (including the statement on the following page).
- Take photocopies (for Section E) – as nothing can be returned to you.
- Post your application (and photocopies) to: SixStar, Applications, PO Box 27018, Marion Square, Te Aro, Wellington 6141.

Office Use Only:

SixStar No:

Date Received: / /

Ref. attached: Y N

Data entered: / / by



...to fill in an application form

A. Personal details

Citizenship

Only New Zealand citizens or permanent residents can apply.

Address

Please tell us straight away if your mailing address changes.

Email

Most of our correspondence will be by email so please provide an email address you use regularly.

B. Work experience

Why do we need this?

This gives us an idea of your experience (so we can check the course you have picked will be relevant).

What should you include?

List three examples most relevant to SixStar Scholarships, starting with the most recent. It will help your application if these relate to the hospitality industry.

What if you have more than three examples?

List the three most recent or relevant. You can include other examples with your statement in section D.

What if you don't have any work experience?

Write 'No work experience' and describe what you've been doing lately (e.g. 'Just left polytech').

C. Course details

What is an NZQA Level?

SixStar only provides scholarships to fund courses recognised by the New Zealand Qualifications Authority (NZQA) – up to Level 6, that relate to the hospitality industry. If the NZQA level of your chosen course isn't clear, ask the course provider.

When should the start date be?

It will take us around one month to process your application, so make sure the course starts at least one month out from when we will receive your application.

D. Complete 'Your statement'

Please answer all four questions. Here are some tips:

- Use neat, legible handwriting (this section doesn't have to be in block capitals).
- Use the statement form provided on the back of the application form (unless you are typing it or applying online).
- If you are typing your statement, answer the same four questions as the printed version and don't type more than 300 words in total.
- Don't be too brief. Providing as much relevant information as you can (up to 300 words) will help us understand why you believe you should get a scholarship.
- Work out your thoughts beforehand by writing a draft version on a separate piece of paper.

E. Previous qualifications, awards, scholarships

What is an NSN number?

The NZQA monitors tertiary-level courses throughout New Zealand. Each person is allocated a National Student Number (NSN) which we use to confirm your previous qualifications. To find out your NSN number, contact NZQA on 0800 697 296, or email helpdesk@nzqa.govt.nz (remember to include your full name and date of birth).

Why do we need this?

Your previous qualifications give us an idea of what you have done and allow us to check that your chosen course is appropriate.

What should you include?

Starting with the most recent and working backwards, please list your tertiary (if you have reached this stage) and secondary qualifications. If you have more than three qualifications, or more than two scholarships and awards, list the most recent or relevant. You may wish to include the rest in your statement.

What if you don't have any qualifications?

It might not matter, as we provide scholarships for all levels.

What photocopies should you attach?

Please attach photocopies of recent courses attended or your NCEA Record of Learning (or equivalent assessment documentation). These don't have to be certified but we may check them. Please also print your name and date of birth at the top right-hand corner of every photocopy you provide.

F. Reference

Follow these steps to get a reference:

1 Choose your referee

Ideally this should be someone from the hospitality industry – usually your current employer, but if this isn't possible, it can also be someone in a senior position who knows what skills you have. It's important that your referee is the most appropriate person to provide the kind of information we need. For example, if your course is about kitchen skills, your referee should have supervised your kitchen work or have other relevant knowledge about your capabilities.

2 Ask your referee if they'll write a reference for you

3 Give them the 'Referee's reference' form

This is at the back of this booklet. Also tell them what you're applying for and why you are applying.

4 Find out how they'll send it

Ask your referee how they'll send the form to us. To keep your reference confidential it can be sent to SixStar via email, post or given to you to post with your application. If it is given to you, it may be provided in an open or sealed envelope. If the envelope is sealed you must send it to us with the seal intact – you must not open it.

5 Follow-up

You may wish to give your referee a friendly reminder after one week to check they've sent your reference to us!

Can you see the reference?

We consider all references are confidential. To allow your referee to be completely honest, please do not ask them to show you the reference. Once we have received a reference it cannot be returned to you without written authorisation from the referee.

G. Privacy statement and declaration

You must read and sign this section. The privacy statement and our terms and conditions are shown on pages 14 and 15. Please read them and make sure you understand them.

H. Checklist

Photocopies

Please take photocopies of your application and attachments as material cannot be returned. Remember to put your name and date of birth on the top right-hand corner of each photocopy.

Additional material

You should only provide material requested on the application form. Please don't send a CV. Any additional material will be removed from your application.



Tips

Tips for completing your application

- Use a black pen and write firmly in block capitals.
- Read each question carefully and only include relevant information.
- Don't skip questions that you think don't apply to you – if you can't answer a question, write why.
- Make sure you've attached all the information we've asked for.
- Don't bind or staple your application, or put it in a folder. Simply attach all pages with one paper clip on the top left-hand corner. All pages should be A4 size.
- You can only apply for one scholarship at any one time.
- Remember you need to apply at least one month before your course starts.



Done!

What happens once you've sent in your application

What else do you need to do?

You will need to apply for your course separately. If you discover you missed out on a spot in your course, please email us as your application will no longer be valid. We hope you will apply for another course (and send us another application).

What happens after you've sent it in?

We'll acknowledge your application by email and contact you if we need further information. This may take up to two weeks from when we receive your application.

What can delay or invalidate an application?

- The application form is not complete.
- The form is not signed or dated.
- Required documentation has not been provided.
- Your reference has not been supplied.

How is your application assessed?

Our admin team and the Philanthropic Charitable Trust Selection Committee will process and review your application.

We take the following factors into consideration when allocating the award of scholarships:

- your passion and drive to go further in the New Zealand hospitality industry
- your long-term commitment to the New Zealand hospitality industry
- your leadership skills
- your potential
- your all-round ability
- your contribution to the New Zealand hospitality industry.

Who makes up the Selection Committee?

The Committee is a selection of people with valuable experience relating to the New Zealand hospitality industry. The current Trustees are profiled at sixstar.org.nz

When will your application be assessed?

The assessment process takes place every fortnight. Applications received after an assessment cut-off date will be held over for the following assessment period.

What happens if your scholarship application is accepted?

If your application is approved, we'll send you an email. You'll need to tell us if any course details change. We'll then pay the course fees directly to your course provider.

And once you've completed the course, you'll also need to tell us how it went!

What happens if your scholarship application is declined?

We'll send you an email if your application has been declined. We don't provide individual feedback on why this happens. It can be due to a wide range of factors such as a large number of exceptional applications. Please don't be disheartened – you can always try again later! Remember that your application cannot be returned to you.



Who

...will know your details?

Privacy information

The information requested will be used solely for assessing your application for the scholarship for which you are applying. Personal information contained in your application will only be made available to the SixStar admin team and members of the Selection Committee.

If you feel that information about you provided in connection with your application, or in your academic record, is incorrect you have right of access to that information and, where appropriate, the chance to correct it.

References are considered confidential and will not be released to you without the written authorisation of the referee.

In applying for a SixStar Scholarship, you will be asked to agree to:

- disclosing information regarding your academic progress
- the release of information in this application form and information relating to the scholarship or study to relevant authorities, in accordance with the New Zealand Privacy Act 1993, to enable placement in an education institution, consideration for a scholarship, collection of academic progress reports and results, and the ongoing administration and monitoring of the scholarship
- the exchange of relevant information between SixStar and recognised industry authorities such as NZQA and HSI regarding you and your achievements
- SixStar contacting your referee to verify and discuss your reference.



T&C's

...the fine print you need to know

Terms and conditions

This is a summary of our terms and conditions. For current details, visit sixstar.org.nz and contact us if you have any questions.

I am aware:

- the number of SixStar Scholarships is determined by the amount of monies available. The Selection Committee will determine the amount of each award and the total number of scholarships;
- the Philanthropic Charitable Trust's Trustees are the final arbitrators as to the success or otherwise of any application irrespective of any published or implied criteria;
- SixStar does not need to provide reasons why an application is declined;
- the offer of a scholarship does not guarantee entry into the course SixStar has offered to fund. Applicants must apply separately for admission to the course specified;
- scholarships are for agreed course fees only unless the Trustees, in their discretion, apply and distribute funds for associated costs as well;
- scholarships cannot be for courses that have already taken place;
- applications shall not be approved where the applicant is not the beneficiary;
- fees will be paid to the institution directly;
- applications may be held for up to seven years.

In accepting a SixStar Scholarship, I will be asked to:

- only use the scholarship for the course and date specified;
- achieve satisfactory academic progress, and meet all course requirements;
- act in a manner that will not bring disrepute to myself, or SixStar during the scholarship;
- advise SixStar (in writing) if a scholarship is no longer required;
- agree to pay any additional course fees/material that may occur;
- allow the use by SixStar of my name, image and biographical details in advertising and publicity;
- advise SixStar (in writing) about my course outcome. In the circumstances where a course is not successfully completed, SixStar may seek a full or partial refund;
- acknowledge that scholarships may be withdrawn or terminated by SixStar if I fail to comply with the conditions of my scholarship.

