

Scholarship Acquittal Process



Congratulations on the successful completion of your studies.

It is a condition under **section 4** of your grant agreement that you must complete a report outlining how you have spent your funding.

This document is a guide to assist you to complete the online report. Please note that this report must be completed in its entirety in one go as you are unable to save as you progress.

For more information please contact the Foundation Team:

Phone: **1300 304 541**

Email: **foundation.mailbox@bendigoadelaide.com.au**

To commence your application log onto this site:

www.bendigobank.com.au/foundation

Scholarship Acquittals are divided up in to two stages:

1. Continuation of Funding:

Stage 1 (pages 7-10)

Students who were awarded multiple years of funding and are applying for the next years payment. To be eligible for a subsequent years award you must have passed your subjects and substantiated the expenditure of your funds.

2. Scholarship Completion:

Stage 2 (pages 11-12)

Students who have received all of their funding and who are reporting on their last years study.

Note: This report must be completed in its entirety in one go, as you are unable to save your progress.

Before you start

You will be required to provide a copy of your results and evidence of how the funds have been spent.

Please ensure that you have the following documents saved to your computer before you start.

Results: An academic transcript of your results for the year

Receipts: Substantiating the full amount awarded

Spreadsheet: An expenditure spreadsheet detailing the items your scholarship funding went towards and an estimate of amount spent against each item
(*see page 13 for example)

Please note, you can only upload **five** documents.

- One must be for receipts
- One must be academic results

Acceptable expenditure may include:

- Accommodation
- Course related fees, text books, and study related material/equipment
- Study related travel within Australia

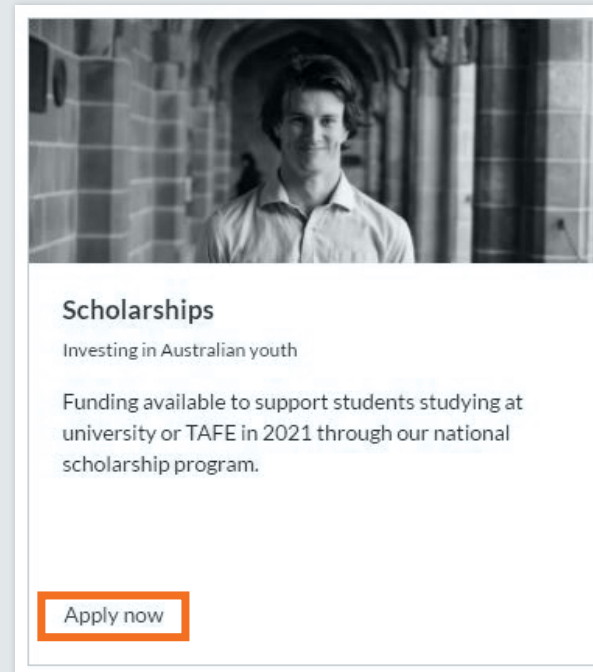
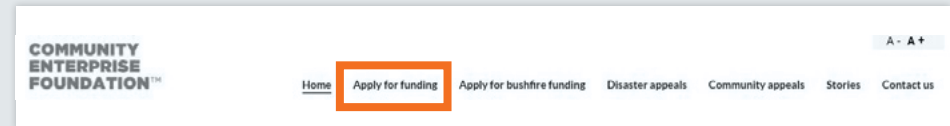


Navigating the scholarship platform

Go to www.bendigobank.com.au/foundation

Step 1: Click on the 'Apply for Funding' tab

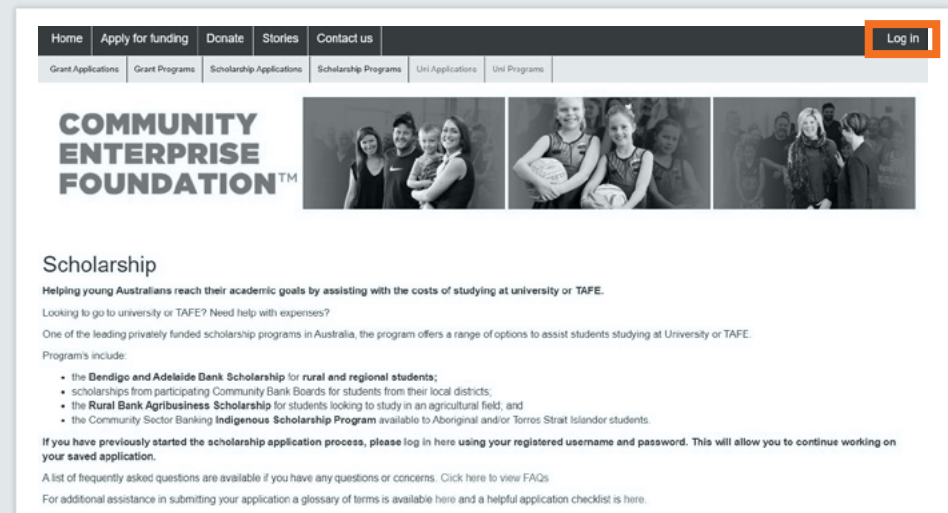
Step 2: Click on 'Apply now' on the Scholarships tile



Navigating the scholarship platform

Step 3: Click on the 'Log in' button

Note: Log in using the email address and password you used to originally lodge the application. You can reset your password if you have forgotten it.



The screenshot shows the top navigation bar of the Community Enterprise Foundation website. The main navigation menu includes: Home, Apply for funding, Donate, Stories, Contact us, and a highlighted 'Log in' button. Below this is a secondary menu with: Grant Applications, Grant Programs, Scholarship Applications, Scholarship Programs, Uni Applications, and Uni Programs. The main content area features the 'COMMUNITY ENTERPRISE FOUNDATION' logo and three images of diverse young people. Below the images, the 'Scholarship' section is titled, followed by a description: 'Helping young Australians reach their academic goals by assisting with the costs of studying at university or TAFE.' It includes links for 'Looking to go to university or TAFE? Need help with expenses?' and 'One of the leading privately funded scholarship programs in Australia, the program offers a range of options to assist students studying at University or TAFE.' A list of programs is provided, including the Bendigo and Adelaide Bank Scholarship, scholarships from participating Community Bank Boards, the Rural Bank Agribusiness Scholarship, and the Community Sector Banking Indigenous Scholarship Program. A note states: 'If you have previously started the scholarship application process, please log in here using your registered username and password. This will allow you to continue working on your saved application.' Links for 'view FAQs' and 'a helpful application checklist' are also present.

Accessing your application

Step 4: Select **'Manage your applications'**.
Your application(s) will appear.

Step 5: Click the **'Progress applications'** button.
Complete all questions.

Note: The online Project Completion Report will pre-fill from the details lodged in your original application.

Scholarships

Manage your Applications



Home Apply for funding Donate Stories Contact Us Hello trish madden Log off

Grant Applications Grant Programs Scholarship Applications Scholarship Programs LRI Applications LRI Programs

COMMUNITY ENTERPRISE FOUNDATION™

Scholarship
Please see below a list of your current applications.

<< < 1 > >>

Application Number 10829 - trish madden
Program: Gisborne Community Bank® test
Application is at stage **Continuation of Funding**

Progress Application Show Application Details Print Application

Stage 1. Continuation of funding

Applying for your next payment

Applicant Tab:

Please complete all questions.

Move to the bottom half of the page.

This will be pre-filled with your previous contact details.

Please check this information and update your contact details if they have changed.

Select **'Save'** at the bottom of the page and move to the **Education** tab by selecting **'Next'** at the top of the page.

The screenshot shows the 'Continuation of Funding' page for the Community Enterprise Foundation. At the top left is the logo, and to its right are three small images of students. Below the header, the title 'Continuation of Funding' is centered. Navigation buttons for 'Previous' and 'Next' are located below the title, with 'Next' highlighted in orange. A grey box contains instructions: 'Please attach your 2019 results (end of year transcript) showing results for all your first and second semester subjects for 2019. Please also attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2019 scholarship. At least 1 and at most 5 each of results and receipts must be attached below to resubmit.' Below this is a tabbed interface with 'Applicant', 'Education', 'Course Details', and 'Finalise and Submit' tabs. A dropdown menu asks 'Have your circumstances changed since your initial application?' with 'Please Choose...' selected. Below the dropdown is a text area for details, followed by a '500 of 500 characters remaining' indicator. The next section asks 'Tell us about your achievements during the 2019 academic year*' with another text area and '500 of 500 characters remaining' indicator. The following section asks 'How was the scholarship important to you and how did it make a difference to your studies?*' with a text area and '500 of 500 characters remaining' indicator. The final section asks 'Would you like to send a message to your scholarship provider?' with a text area and '500 of 500 characters remaining' indicator. A 'Save' button is highlighted in orange at the bottom right.

Stage 1. Continuation of funding

Applying for your next payment

Education Tab:

Answer each of the three questions.

Select **'Save'** at the bottom of the page and move to the next tab – **Course details** by selecting **'Next'** at the top of the page.

Continuation of Funding

Previous **Next**

Please attach your 2019 results (end of year transcript) showing results for all your first and second semester subjects for 2019.

Please also attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2010 scholarship.

At least 1 and at most 5 each of results and receipts must be attached below to resubmit

Applicant **Education** Finalise and Submit

Are you continuing your course?

If no, please provide an explanation why.
For example: Have you deferred or changed your course?

50 of 50 characters remaining

Will you be continuing study in full time capacity next year?

If no, please provide an explanation why.

50 of 50 characters remaining

Are you applying for continued financial support next year?

Save

Stage 1. Continuation of funding

Applying for your next payment

Finalise and Submit Tab - Uploading Documents:

- Upload your receipts for costs incurred
 - Upload your academic results
 - Upload your expenditure spreadsheet (see example page 13)
1. Type in the '**Title**' of your file
 2. Select the drop-down box and select appropriate '**File Type**' for each attachment
 3. Click on the '**Browse**' button – this will take you to your personal files on your computer
 4. Select the relevant document and click **upload**

Continuation of Funding

Previous Next

Please attach your 2019 results (and of year transcript) showing results for all your first and second semester subjects for 2019

Please also attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2019 scholarship.

At least 1 and at most 5 each of results and receipts must be attached below to resubmit

Applicant Education Course Details **Finalise and Submit**

Please click validate below to check your application.

Please ensure you have attached your Academic Results for the year and receipts showing the expenditure of your scholarship funds on study related items. Once done please click validate to check your application.

Validate Application Submit Updated Application

Previous Next

Files attached to this application

Title	Document Type	Download File	Remove File
results	Results	SALT.doc	Remove
receipts	Receipts	SALT.doc	Remove

Title

File Type

Admin Only

Administrative files can only be seen by staff, not the applicant

Browse...

Click browse to select your file. Click upload to send it to us. Valid file types are .gif, .png, .jpg, .jpeg, .doc, .docx, .msg, .xml, .csv, .pdf, .xls, .xlsx or .xps and the file must be smaller than 10 mb

Upload

Stage 1. Continuation of funding

Applying for your next payment

Finalise and Submit Tab - Uploading Documents:

Select **'Validate'** Application

If there are any errors in your application these will be highlighted. Check the message displayed and complete.

Press the **'Submit Updated Application'** button.

The system will confirm successful submission.

We will then assess your submission to ensure that you have met the requirements for additional payment. Once approved we will be in touch regarding your next payment via email.

The screenshot shows the 'Continuation of Funding' application form, specifically the 'Finalise and Submit' tab. The form includes instructions to attach 2019 results and receipts, a 'Validate Application' button (highlighted with a red box), and a 'Submit Updated Application' button. Below these buttons is a table of attached files and a file upload section.

Continuation of Funding

Previous Next

Please attach your 2019 results (end of year transcript) showing results for all your first and second semester subjects for 2019
Please also attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2019 scholarship.
At least 1 and at most 5 each of results and receipts must be attached below to resubmit

Applicant Education Course Details **Finalise and Submit**

Please click validate below to check your application.
Please ensure you have attached your Academic Results for the year and receipts showing the expenditure of your scholarship funds on study related items. Once done please click validate to check your application.

Validate Application Submit Updated Application

Previous Next

Files attached to this application

Title	Document Type	Download File	Remove File
results	Results	SALT.doc	Remove
receipts	Receipts	SALT.doc	Remove

Title:

File Type:

Admin Only: Administrative files can only be seen by staff, not the applicant

Browse...

Click browse to select your file. Click upload to send it to us. Valid file types are .gif, .png, .jpg, .jpeg, .doc, .docx, .msg, .xml, .csv, .pdf, .xls, .xlsx or .xls and the file must be smaller than 10 mb

Upload

Note: Your document will appear in a list at the top of the screen. Complete this process to attach all relevant documentation in support of your application.

Stage 2.

Students who have received all of their funding and who are reporting on their last year.

Applicant tab:

- Upload your receipts for costs incurred
- Upload your academic results
- Upload your expenditure spreadsheet (see example page 13)

1. Type in the **'Title'** of your file
2. Select the drop-down box and select appropriate **'File Type'** for each attachment

Please note, to finalise and submit your report you must upload one each of the file types at a minimum.

- Receipt – from the file type
- Results – from the file type
- Expenditure spreadsheet - from the file type

A maximum of 5 attachments can be provided.

3. Click on the **'Browse'** button – this will take you to your personal files on your computer
4. Select the relevant document and click **upload**

The screenshot shows a web form for a scholarship application. At the top, it displays 'Application Number 10829 - trish madden' and 'Program: Gisborne Community Bank® test'. The application is at the 'Scholarship Completion' stage. There are two buttons: 'Show Application Details' and 'Print Application'. Below this is a section for 'Achievements during the 2019 academic year.' with a large text area and a '500 of 500 characters remaining' indicator. Another section asks 'How was the scholarship important to you?' with another large text area and a '500 of 500 characters remaining' indicator. There are two instruction boxes: 'Please attach your 2019 results (end of year transcript) showing results for all your first and second semester subjects for 2019.' and 'Please attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2019 scholarship.' The 'Files attached to this application' section contains a table with columns for 'Title' and 'File Type'. The 'Title' and 'File Type' headers are highlighted with orange boxes. Below the table is a 'Browse...' button, also highlighted with an orange box. A text box below the button provides instructions: 'Click browse to select your file. Click upload to send it to us. Valid file types are .gif, .png, .jpg, .jpeg, .doc, .docx, .msg, .xml, .csv, .pdf, .xls, .xlsx or .xps and the file must be smaller than 10 mb'. Below this is an 'Upload' button, also highlighted with an orange box. At the bottom of the form are two buttons: 'Validate and Save' and 'Submit Completion'.

Stage 2.

Students who have received all of their funding and who are reporting on their last year.

Applicant tab:

Select **'Validate'** Application

If there are any errors in your application these will be highlighted in red. Check the message displayed and complete.

Press the **'Submit Updated Application'** button.

The system will confirm successful submission.

We will then assess your submission to ensure that you have met the requirements.

Application Number 10829 - trish madden
Program: Gisborne Community Bank® test
Application is at stage **Scholarship Completion**
[Show Application Details](#) [Print Application](#)

Achievements during the 2019 academic year.

500 of 500 characters remaining

How was the scholarship important to you?

500 of 500 characters remaining

Please attach your 2019 results (end of year transcript) showing results for all your first and second semester subjects for 2019.

Please attach scanned copies of receipts for study related expenses where scholarship funds were used. Please note you will only need to provide copies of receipts totalling up to the value of your 2019 scholarship.

Files attached to this application

Title	<input type="text" value="Title"/>
File Type	<input type="text" value="Results"/>
	<input type="button" value="Browse..."/>
<small>Click browse to select your file. Click upload to send it to us. Valid file types are .gif, .png, .jpg, .jpeg, .doc, .docx, .msg, .xml, .csv, .pdf, .xls, .xlsx or .xps and the file must be smaller than 10 mb</small>	
	<input type="button" value="Upload"/>

Expenditure spreadsheet

As part of the funding application, we require an expenditure spreadsheet to be uploaded. The template on the right is only a guide.

The spreadsheet you provide does not have to be exact, however providing a list of items and the expenses associated is a great way to demonstrate what the scholarships funds will be used for.

Materials (textbooks/laptop/supplies/stationery)	\$
Accommodation costs (rent/board/share house)	\$
Living costs (food/travel/food/bill)	\$
Course costs (university fees/course fees/ special course fees)	\$
Other costs (special supplies/additional courses/ supplementary costs)	\$
Total	\$