

PROVIDING A STATEMENT OF SUPPORT

If you need to supply a statement of support for your equity schemes and scholarships application, give this fact sheet to the responsible person you have chosen to write a statement to help them understand what they need to include.



What is an equity scheme?

The person who gave you this sheet is applying for consideration via the equity schemes and scholarships application as part of their application for tertiary study through VTAC (the Victorian Tertiary Admissions Centre). Equity schemes allow an applicant to receive special consideration when applying for courses, to compensate for circumstances, events, or conditions beyond their control that have negatively affected their education or, in the case of financial disadvantage, their daily life. Scholarships are also available for similar circumstances.

Why is my statement needed?

For some categories of equity schemes and scholarships, a statement of support is needed to confirm the information supplied by the applicant and the impact the circumstance has had on their studies. The applicant will indicate which category they need a statement of support for:

- Financial hardship
- Living with a disability or medical condition
- Difficult family and life circumstances

Am I the right person to provide a statement of support?

A statement of support must be from a relevant responsible person. This means someone who:

- is 21 years of age or older;
- has known the applicant for at least 12 months or for the entire duration of the circumstances, whichever is shorter;
- is not related to the applicant by birth, marriage, or de facto relationship, and
- does not live with the applicant.
- And for the 'living with a disability or medical condition' category, the responsible person must also be a health practitioner

As well as meeting the eligibility requirements above, you should also have first-hand knowledge of the circumstances and their impact. If you are only hearing about the circumstances for the first time now, it's likely there is a more closely-involved person who would be better placed to provide the statement of support.

What should I include in my statement?

Be as concise as possible about the circumstances or condition and focus primarily on the impact on the applicant's education or, in the case of financial hardship, their daily life. Include a timeline and be as specific as possible about the impact. The applicant has already written their own impact statement, and you may wish to view this before writing your statement of support.

There is no need to include an overly detailed description of the circumstances or description – the limit for this section is 500 characters. Focus instead on the educational impact. Do not supply lengthy medical reports, photographs, x-rays, or other technical information.

Privacy and confidentiality

All sensitive information is collected and used in accordance with VTAC's Privacy Policy. A statement of support that you supply online will not be automatically visible to the applicant, however may be released to them on request if required by law, or under your own organisation's privacy policy.

How do I provide my statement?

You can provide your statement one of two ways:

Online

Give the applicant your email address. From their VTAC account, they can generate a one-time login which will be sent to you by email. You can then type your statement of support directly into their application.

Scanned document

Type your statement of support onto the VTAC template supplied. The applicant can then supply it to VTAC by uploading a scanned copy. If you are unable to access the VTAC template, you can provide a statement on your professional letterhead that provides information about the applicant's condition or circumstance, duration and impact on education.