

# The Wyndham Richardson Scholarship Fund

www.wyndhamrichardson.org



Dear Applicant,

Originally established in 1983 the Wyndham Richardson Scholarship Fund ('the Fund'), awards scholarships based on merit or reasons of equity to promote a recipient's tertiary education. These are available to Australian Citizens or Australian Permanent Residents from any State or Territory studying in a tertiary institution.

Wyndham Richardson was born in Melbourne in 1904, but completed his primary and secondary education in South Australia before returning with his family to Melbourne. A combination of circumstances, including ill-health, prevented him from completing an Engineering degree which he began in Adelaide and continued in Melbourne. While he did eventually become a licensed surveyor, establishing a very successful private practice, he never forgot his disappointment. Later in life, he established this Trust to provide assistance to tertiary students experiencing difficulties, including financial difficulties, in undertaking a course of study.

The Fund has helped students by providing individual scholarships to those who have shown they require financial assistance. A student is deemed eligible if:

- they are an Australian citizen or an Australian Permanent Resident;
- they are studying in Australia;
- they can show that their current income and family support does not cover their expenses (the expense profile of each student is analysed on a case by case basis and where there is a shortfall between income and expenditure, the Fund may be able to assist);
- they fulfil the requirements of the Scholarship application process.

The Fund has two main scholarship application opportunities:

1. the first is administered by the University of Adelaide; the University of South Australia, Flinders University of South Australia and TAFE SA, and all are approved by the Trustee;
2. the second consists of a written application directly to the Trust as well as an informal face-to-face meeting with the Trustees. The written application includes an application form and a budget, supported by academic transcripts and any other information which will help the Trustees assess your application. Upon receipt of the forms, the Trust will organise a time to meet with you and give you the opportunity to tell us a little more about yourself and answer any questions arising from the written application. After completion of all interviews, the Trustees will assess all applications against the number of applicants. At this point, applicants will receive notification of the outcome of their application.

In assessing applications, the Trustees look to each candidate to provide as much information as possible to assess their circumstances. To that end, the attached forms need to be filled out as accurately and as thoroughly as possible. Missing information or information which is not consistent will make it hard for the Trustees to assess your position. Attached is a separate sheet giving you tips on submitting your application as well as attending the interview with Trustees.

Applications are considered twice each year and closing dates are 31<sup>st</sup> January and 31<sup>st</sup> May.

I look forward to reviewing your application.

**Claudine Law**

Chair, Wyndham Richardson Scholarship Fund

## Tips to assist applicants

### Completing the forms

- Fill out the forms as best you can. If you want to add more information, this may be done in letter form.
- We are interested to learn about your family situation, please help us understand your situation.
- We are interested to understand your education history (including an 'unofficial' transcript).
- Be clear on how you are funding your degree so far.
- While you may not know how your career path will unfold after completing your degree, we are interested to hear what your current plans and ideas are regarding your envisaged career progression.
- This scholarship application is to help us understand your need for financial assistance. We need to learn a little about you to make this decision. Please use this form to outline your situation.
- Incomplete applications will not be considered.

### Budget tips

- The budget is equally as important as the assistance form and we go through it carefully.
- The budget helps us get an understanding of your income and expenses.
- The "Annual" column in Table A and Table B should be completed (in addition to either the "Living Independently" or "Household" column).
- Where you might earn a greater amount per week (in the case of full-time holiday work) than for example a weekly job while studying please indicate this.
- If you feel you have other things to add please be accurate with what these might be.

### Interview tips

- Please make sure your contact details are accurate so that we can arrange a time with you. If we can't contact you, we can't interview you, and you may miss out on receiving a scholarship.
- Please be punctual. We usually have a series of people to interview at any one time and being late will hold them up too.
- Relax! The interview is for us to meet you and to ask a few questions about your application and achievements to date.

For any questions, please contact the Wyndham Richardson Scholarship Fund Secretary, William McLachlan.

Email           wrsfsecretary@gmail.com

Website        www.wyndhamrichardson.org