

**2022 JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP)  
NOMINATOR GUIDE**

**Applications Close:  
Wednesday, 29 September 2021**

**Please read this guide before completing the JCSP Nominator Form**

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**For more information:**

Curtin University  
Scholarships Office

P: 1300 222 888

E: [scholarships@curtin.edu.au](mailto:scholarships@curtin.edu.au)

## NOMINATION PROCESS

### Step 1: Access online application form

- Download and complete the Nominator Form (top right-hand side of webpage) – This form needs to be completed and signed by the nominator
- Nominee to submit application using the online application form. Access the form by clicking on the 'Apply Online' button on the top right-hand side of the webpage.
  - Nominee will also need to attach the completed Nominator form to the online application form.

### Step 2: Complete

- Follow the instructions in this guide to complete the online application form

### Step 3: Submit

- Online application form must be completed and submitted by nominee
- Nominator to provide completed nominator form to nominee to submit with their online application
- Closing date listed on scholarship webpage and top of nomination guide
- Late or incomplete nominations will be assessed as unsuccessful

### Step 4: Receipt

- Email receipt sent to the following within 10 working days of receiving nomination form:
  - Nominee – via email address provided when Curtin online application account was created
  - School Principal/Deputy Principal – via school email provided on nomination form
  - Nominator (if the nominator is not the School Principal or Deputy Principal) – via school email provided on nomination form

### Step 5: Assessment

- Nominations will be assessed by an assessment panel

### Step 6: Outcome

- All successful and unsuccessful candidates will be notified of the outcome in early December via the email registered with TISC
- Successful candidates will be sent scholarship offer pack via email registered with TISC
- High Schools will be notified of successful candidates from their school

### Step 7: Acceptance

- Successful candidates must return acceptance documents by mid-December
- Deferral of this scholarship is not permitted

### Notifications & Timeline

| Notification Sent To: | For:   | Method: | Time frame:                  |
|-----------------------|--|---------|------------------------------|
| Nominator             | Nomination receipt   | Email   | 10 days after submission     |
|                       | Outcome (only if successful)                               | Email   | Early December               |
| Nominee               | Nomination receipt   | Email   | Immediately after submission |
|                       | Outcome (successful and unsuccessful applicants contacted) | Email   | Early December               |

The timeline given above is an indication of expected dates and should be used as a guideline only.

## GENERAL INSTRUCTIONS

### 1. School Leavers

Nominator form must be completed by the student's current Year 12 high school and endorsed and signed by the Principal/Acting Principal or Deputy Principal, or equivalent.

### Non School Leavers

Nominator must be a professional educator who is familiar with the student's academic potential.

In addition to the above, mature-age applicants may elect to also provide other documents such as references.

### 2. Include ALL required documentation with your online application form and make sure all sections are complete. (Incomplete applications will be assessed as unsuccessful).


### 3. If you would like the Scholarships Office to check the application form, please contact Scholarships Office at least one week before the scholarship closing date.

### 4. If you have questions, please contact the Scholarships Office at [Scholarships@curtin.edu.au](mailto:Scholarships@curtin.edu.au) or call 1300 222 888.

## GUIDE TO COMPLETING THE NOMINATOR FORM

### SECTION A | Nominee's Details (Page 1 on Nominator Form)

TISC ID / Nominee Full Name:

 Curtin University

**2022 JOHN CURTIN SCHOLARSHIP PROGRAM (JCSP)**  
**NOMINATOR FORM**

Applications Close:  
Wednesday, 15 September 2021

Nominator form to be returned to the nominee and uploaded as part of the application.  
For further enquiries, please contact the Scholarships Office at [scholarships@curtin.edu.au](mailto:scholarships@curtin.edu.au) or 08 9266 2992.

**SECTION A – Nominee's Details**  
High School / Name of Education Institution   
TISC (Curriculum Council) Number  Date of Birth   
Family Name   
First Name

Nominator to provide nominee's TISC ID / Full Name

Nominator to complete nominee's details.  
Education institution name should be in **FULL**, please do not abbreviate the school name.

### SECTION B | Nominator's Details

**SECTION B – Nominator's Details**  
Name   
Email   
Education Institution's Postal Address   
Education Institution's Phone Number   
3 Nominator's role/the nominator is:  
☐ Principal/Deputy Principal (or equivalent) of nominee's school ➤ Go to Section C – ATAR  
☐ Professional registered educator at an education institution other than high school (i.e TAFE, University) ➤ Go to Section C – ATAR  
☐ Other ➤ Please complete below  
3.1 Nominator's official position   
3.2 School Principal/Deputy Principal's full name   
3.3 School Principal/Deputy Principal's email

Principal/Deputy's name and email must be provided if the nominator is not the Principal/Acting Principal or Deputy Principal.

#### Non School Leavers:

If the nominee is a non-school leaver, nominator must be a professional educator familiar with nominee's academic potential.

### SECTION C | ATAR (Page 1 and 2, Question 4 on Nominator Form)

**SECTION C – ATAR (Nominator to complete)**  
4 The nominee is a:  
☐ Non school leaver ➤ ATAR  ➤ Attach Most Recent Statement of Results  
☐ High school leaver ➤ Complete 4.1 ➤ Attach Year 11 Statement of Results or Year 12 Statement of Results – Full reports are not required\*  
4.1 Is the nominee expected to graduate in the top 5% of their year 12 cohort at your institution?  
☐ Yes ➤ Complete 4.1a

\*Nominees must be in the top 5% of their school's graduating year, the only exception to this is if the nominating school has a very high number of students with a predicted ATAR of 95 or above

4.1a What is the nominee's predicted ATAR?

☐ No [Complete 4.1b](#)

4.1b Please specify below reasons why the candidate is being nominated for the JCSP

**Nominating a student outside of the top 5%:**  
Please provide an indicative rank of the student within the school's WACE cohort and reasons on why the student is being nominated.

This can be presented as a reference for the students, in addition to the Nominator's Statement (Section D)

## SECTION D | Nominator's Reference Letter (Page 2, Question 5 on Nominator Form)

If the nominator is NOT the Principal/Deputy Principal, then the reference letter must be endorsed by the Principal/Deputy Principal as follows:

*I endorse the above reference letter*

**Full Name:**

**Signature:**

**Format requirements:**

- Printed on school letterhead
- Typed in chronological order from most recent
- Paragraph or dot point format (dot point format preferred)
- Approximately 1-2 page in length (total)
- Signed by nominator and Principal/Acting Principal or Deputy principal

Please attach a typed reference letter outlining the following:

### 5.1 Academic achievements

These can include:

- Academic awards (subject awards, top student awards, competition involvement etc)

### 5.2 Other achievements

These can include:

- Sporting achievements (sporting awards, team captain, interschool team, colours etc)
- Other extracurricular achievements (awards, participation in band/choir/debating/performance, competitions, etc)

### 5.3 Leadership

These can include:

- Leadership achievements and awards (Head boy/girl, prefect, awards for leadership etc)
- Leadership involvement (Leadership courses, programs etc)

### 5.4 Community Service

These can include:

- Volunteering programs affiliated with the school
- Compulsory community service/volunteering required by the school

### 5.5 Passion and Vision

- Vision – how has the nominee demonstrated clear vision? For example have they been involved in development programs for personal development or for the benefit of the school/external organisation?
- Commitment

**School Leavers:**

Please ensure that your Nominator provides the above reference letter with your nomination form.

**For Non School Leavers:**

In addition to the above reference letter, you may elect to provide references with your application, which may be more relevant to your current situation.

## SECTION E – Nominator Privacy Statement, Declaration & Signature (Page 2 on Nominator Form)

- I declare the information supplied by me to Curtin University ("Curtin") is complete and correct in every particular.
- I understand the scholarship may be cancelled if it is proven the nominee was offered a scholarship based on false or misleading information or documentation.
- I acknowledge that I have read and understood Curtin's Privacy Statement located at <http://rim.curtin.edu.au/privacy/>
  - I understand this Privacy Statement describes how Curtin handles personal information in its possession or control.

Nominator's Signature:  Date:

Nominator's Full Name:

Nominator's Position:

Complete and sign the form.

Only complete the below section if the nominator is NOT the Principal, Acting Principal, or Deputy Principal

Principal/Acting Principal's Signature:

Date:

Principal/Acting Principal's Full Name:

**Endorsement**

Only complete this section if the Nominator is not the Principal/Acting Principal or Deputy Principal

**SECTION F | Submission** (Page 2 on Nominator Form)

**SECTION F – Submission**

To ensure that the nominee's scholarship application is complete, please merge the following documents and submit it to the nominee to be uploaded as part of the application:

- Nominator Form
- Reference Letter
- References (if applicable)

Nominator form and supporting documents have to be uploaded by the nominee in the online application