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2013 Co-op Bookshop Vouchers

Introduction
La Trobe University through its affiliated student bodies and the Co-op Bookshop are committed to providing support to students from low socioeconomic backgrounds to assist them in the successful completion of their studies. As such, the University has decided with the assistance of the Co-op Bookshop to institute a Bookshop Voucher Scheme for students who find themselves in these circumstances.

Funding for Vouchers
Vouchers will be funded by the Co-op Bookshop as part of their commitment to supporting students in financial need.

Voucher Amount
A maximum amount of $100 per student is available to assist students with the cost of textbooks.

Eligibility
To be eligible for a Co-op Bookshop voucher you must be experiencing financial hardship. If you are receiving a Centrelink benefit, please attach a copy of your Centrelink payment advice. You do not need to complete the Statutory Declaration form or Confirmation of Circumstances. All applicants must however sign the form.

If you are not receiving Centrelink benefits but believe you should be eligible for a voucher, please complete the personal statement providing details of your financial circumstances, and outlining why you are not receiving Centrelink benefits. You must also complete the Statutory Declaration form.

Application Process for Vouchers
Students seeking a Co-op voucher must complete the attached application form, sign it and submit it to the Student Union, Melbourne Campus, the Mildura Student Association, the Shepparton Student Association, the Bendigo Student Association or the Wodonga Student Association. Students from all campuses of La Trobe University are eligible to apply.

PLEASE NOTE THAT THE NUMBER OF VOUCHERS ARE LIMITED AND NOT ALL APPLICANTS ARE GUARANTEED OF RECEIVING A VOUCHER.

Applications for 2013 Co-op Bookshop Vouchers close on 28 March 2013.

Vouchers are redeemable online www.coop-bookshop.com.au
or at the Co-op Bookshop at the
Bundoora, Bendigo and Wodonga Campuses of La Trobe University.

Application for a 2013 Co-op Bookshop Vouchers

1. PERSONAL DETAILS

First Name ……Family Name ……..……

Student ID Number…….……. Contact Ph. No……...……

Student email address …….……@students.latrobe.edu.au

Were you successful in applying for a bookshop voucher in previous years? Yes / No

2. COURSE DETAILS

Program of Study ……....……Campus……..……..

Student Signature ……....……Date…….……..

Student to return this completed form to the:

1. Student Union Office, Agora West, Level 2, Bundoora Campus
2. Bendigo Student Association, Student Union Building, Bendigo Campus
3. Wodonga Student Association, Hangar Building, Wodonga Campus
4. Mildura Student Association, 471 Benetook Ave, Mildura Campus
5. Shepparton Student Association, Shepparton Campus

If appropriate, attach a copy of your Centrelink payment advice with this submission. (You are not required to fill out the remainder of this application if Centrelink payment advice is attached.)

3. CONFIRMATION OF CIRCUMSTANCES

Statement Regarding Personal Disadvantage
(Only required if Centrelink documentation not attached)

……..……

……..……

……..……

……..……

……..……

……..……

……..……

Student signature…… Date……..

Applicants who do not attach Centrelink document must include this signed statutory declaration to their application, witnessed by one of the following people who are authorised under the Act (or others listed at http://www.ag.gov.au/statdec):
Justice of the peace; Barrister and Solicitor of the Supreme Court; Clerk of a court; the Registrar or Deputy Registrar of a Court; teacher employed on a full-time basis at a school or tertiary education institution; Member of State or Commonwealth Parliament; legally qualified & registered chiropractor, dentist, legal or medical practitioner, nurse, optometrist, patent attorney, pharmacist, physiotherapist, psychologist, trade marks attorney, veterinary surgeon; councillor of any local government authority; bank or credit union officer with more than five years of service; Minister of religion authorised to celebrate marriages; police officer; member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Statutory Declaration

I (your full name printed)

_____

being the applicant for a Co-op Bookshop voucher, do solemnly and sincerely declare that the statements made in this application and in the accompanying documents are true in every particular, to the best of my knowledge and belief.

I understand that if I provide inaccurate information in this application this may result in the termination of a bursary that has been paid, and refund to the University of any monies received by me.

Further, I understand that giving false and misleading information is a serious offence under the criminal code (Commonwealth).

I make this solemn declaration by virtue of the *Statutory Declaration Act of 1959.*

Declared at _____ **(place)**

on the _____ **(day)**

day of _____**2013** **(month)**

Signature: _____
(Sign your own signature in front of the witness)

Before me: _____
(Signature of person authorised to witness Declarations)

_____
(Print name of person authorised to witness Declarations)

_____
(Person's qualification/position from the list above that allows them officially to witness the Declaration - for example: pharmacist, university lecturer, accountant, Justice of the Peace, dentist, nurse etc)

SU/BSA/WSA/MSA/SSA – Office Use ONLY

Application received by: ……..…… Date……..
(print name)

Signature: ……..…… Date……..

Where appropriate: Attach a statement from Student Advocate or other Student Union/Student Association staff member or office bearer who has knowledge of the students' financial circumstances and its impact on their studies.

Once received applications **SHOULD BE FORWARDED IMMEDIATELY TO** THE DIRECTOR, STUDENT SERVICES, UNION BUILDING, BUNDOORA CAMPUS.

*Application Approved: …… Date:……

* *Applications will be approved by the Director of Student Services together with the Manager of the Co-op Bookshop Melbourne Campus.*