



APPLICATION PROCEDURES

- The closing date for applications is July 1st, 2018.
- All applications should be signed and dated.
- All applications should be typed or neatly handwritten on the Application Form. This is a PDF file.
- Applications must be collated in the order 1 to 6 shown below.
- All enquiries through the website and all application documentation must be in English.

DUPLICATES [2 COPIES] ARE REQUIRED OF EACH OF THE FOLLOWING:

1 .GWQ Gold Coast – FFI Award Application Form

The application must be on the downloaded form below and must be written in English.

2. Academic Records

Certified copies of transcripts of your academic records [Originals are not required as they cannot be returned]

3 .Curriculum Vitae

A brief CV. This may include comments on your achievements, interests and aspirations considered relevant to your application.

4. Justification for funding request

A clear outline of the study program/course for which support is required. This needs to include a statement of:

- the objectives of the study
- a brief outline of the project if appropriate
- the relevance of the study program/course to your career development
- how the funding will be used.

5. Written Confirmation

A copy of written confirmation from the University or Institution which shows provisional or final acceptance of your study program if you are undertaking research.

6. Referees' Reports

Reports from two [2] nominated referees are also required. Applicants must contact their referees and request them to send 2 copies of their report on the Referee Report Form directly to the address supplied on the form to arrive no later than July 1st, 2018.

It is suggested that you send the form to your referees. Applications are not considered to be complete until the Referee Reports are received.

Please note the following:

- Send all material loose leaf in a single plastic sheet protector – please do not staple papers or include folders;
- Faxed Applications will not be accepted;
- Under no circumstances will forms be faxed to applicants or enquirers;
- All applications will be acknowledged in writing;
- Results will be advised to all applicants;

- GWQ Gold Coast reserves the right not to award Awards in any one year. Such decisions are final and no correspondence will be entered into.

***Application Form.**

***Referee Report**

CLOSING DATE FOR RECEIPT OF APPLICATIONS : July 1st, 2018

Contact details:

POSTAL

The Awards Officer
GWQ Gold Coast Branch
PO Box 1150
SOUTHPORT BUSINESS CENTRE
Southport QLD 4215

EMAIL [Enquiries regarding Awards]
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