

# Scholarships

## Frequently asked questions

### How do I work out what my grade point average (GPA) is?

For more information about how to calculate your GPA, please refer to the pdf file.

### What do I need to do if I want to defer my AUT Scholarship?

If you plan to defer your programme of study or have to defer your programme of study because of illness, leadership opportunities or exceptional circumstances, you will also need to apply for the deferment of your Scholarship.

### The procedure for scholarship deferment is as follows

Send in a letter requesting your deferment with reasons.

Attach supporting documentation (i.e medical certificate, letter of support from organisation, confirmation of what you are going to be doing in your semester or year of deferment and confirmation from your faculty that your leave of absence has been approved).

Your letter and supporting documents will be forwarded for approval to the Scholarship Committee who meet twice a semester.

You can only defer a scholarship once and for a maximum of one year. NB: Deferment Committee meetings are held at several times of the year, but it is important to send your request to Scholarships Office as soon as possible

### I can't find any suitable scholarships but need urgent financial assistance?

Please contact Student Financial Services on 09 921 9999 ex 8235

### What kind of references do I need to supply?

Some scholarship applications will ask you to submit a referee report as part of your application. If there is no template form online with the application form this means your referee needs to supply a formal written reference in the form of a letter. Your referee(s) need to supply an academic reference that testifies to your qualifications and abilities as a student. Send a copy of the Terms of Reference to your referee so that they know what kind of scholarship you are applying for. Please note that these reports are confidential and should be sent directly to the Scholarships Office with your name, student ID number and name of Scholarship you are applying for, clearly marked on the report.

### How do I get my fees paid?

AUT Scholarship students should forward their Statement / Tax invoice, as soon as they receive it, to the Scholarships Office for payment

### I have already sent in my fees invoice and have now received another one with a smaller amount due. What is this amount for and how do I get this paid?

Not all scholarships cover full fees. You may have AUSM fees or material fees relating to your course that are payable by you. You can check out the Terms of Reference on the Scholarships website to find out what fees your Scholarship covers. Any fees not covered by your Scholarship can be paid at the Student Information Centre Cashiers desk on campus or online at <http://arion.aut.ac.nz>

### How do I search on Scholarships?

- The Scholarships Website has a variety of sections to check though:
- You can check by Faculty for Scholarships relating to your programme of study.
- You can check by your residency status for International, Pasifika and Maori Scholarships.
- For Scholarships open to undergraduate students you can check under undergraduate Scholarships.
- If you are a postgraduate student you can check for scholarships under Postgraduate Scholarships.
- You can also check the Breakout Section which lists all Scholarships available in New Zealand.
- Students can browse through the Electronic Noticeboard which lists all new Scholarships.
- The Scholarships Office have a noticeboard in the WB Building near the Te Ara Poutama, Wellesley Street main entrance.
- LCD screens advertise scholarships outside the Student Information Centre.
- Occasionally Scholarships are also advertised in the Debate magazine

### If the Scholarships Office have information for students, how is this distributed to me as a Scholarship recipient?

All AUT students are issued with an AUT email account. Details of this appear on your Statement / Tax invoice. Please ensure you log in and use this account as this is where we will send regular updates and information to Scholarship recipients.

### How do I begin the process of applying for Research related Scholarships?

Please contact the AUT University Research Office in the first instance on either 921 9999 extension 8323 or by email to [liana.dejong@aut.ac.nz](mailto:liana.dejong@aut.ac.nz)



# Scholarships

## Frequently asked questions

### Do School and Community Partnership recipients still need to do voluntary work and KEYS papers?

From 2008 School and Community Partnership scholarship recipients are no longer required to undertake 20 hours of voluntary work or Keys to Leadership papers. However, we still encourage scholarship students to participate in voluntary work at AUT and the Keys to Leadership papers as these offer valuable leadership skills to our top students and they will look good on your CV

### Can I apply for more than one scholarship?

There is no limit to the amount of scholarships you can apply for. If you are offered more than one scholarship you will need to confirm with the individual organisations if you can hold the different scholarships at the same time.

Some organisations allow this, others don't and you can often find this information on their website and in the Scholarship Terms of Reference. Usually if you are offered two scholarships that both pay your fees you will have to decide which Scholarship to accept if they both cover your full fee payment for the year(s). If one Scholarship is for fee payment and the other(s) are for personal study use, ie course books and living costs, often you can hold these together.

### What do I need to include in my personal statement?

Often external scholarships ask for a personal statement detailing your proposed course of study and/or an outline of your proposed future career plans and/or any other additional information you may wish to make in support of your application. It may be the case that someone is going to have to look at a lot of applications for the Scholarship you apply for, so your statement needs to stand out. Read the criteria for selection carefully to understand what the reviewers are looking for.

While we don't have a draft personal statement available for applicants we do recommend that you include in your statement as much information about your studies, what makes you passionate about your course, any research you have been involved in, any involvement you have in the community i.e. church, voluntary work, organisations you are involved with outside of your studies and any additional involvement you have within your university assisting others.

### Do I need to have all my supporting documents submitted to the Scholarship Office on the Scholarship closing date?

Yes, please ensure your application form and all supporting documents are submitted to the Scholarships Office by the closing date. Incomplete applications are not accepted and will therefore

not be forwarded for consideration to the Selection Panel

### Can I have copies of documents from previous scholarship applications to put with my new scholarship application?

The Scholarships Office is not able to supply copies of documents from previous scholarship applications.

### Is the Scholarship Office able to verify / certify my supporting documentation eg. Academic transcripts and Birth Certificates/ Visas?

The Scholarships Office is able to verify your supporting documents. Please ensure you bring the original along with the copy you need verifying/certifying. If all of your study has been at AUT, the Scholarships Office will print an internal academic transcript for you when we receive your application form

### Can I forward my application form by email or fax?

Due to the large amount of emails that the Scholarships Office receives we may not get to your application by the closing date. We also find that faxes do not come out clear enough for us to read. It would be preferred, therefore, that students post or courier original copies of their application forms and supporting documentation in to the Scholarships Office. Please ensure you allow plenty of time to send in your application and documents by mail so that they reach us by the closing date. For International applicants please check your countries mailing times to New Zealand to ensure we receive your application by the closing date.

