



# Reference Form

*This form is to be used when you need a reference for either a Scholarship and/or Accommodation. Please note I need at least two weeks notice for a reference, this is to ensure your reference will be ready in time for your application.*

*'A lack of planning on your part does not constitute an emergency on mine'*

Please answer the following questions as **fully** and as **honestly** as possible. Your reference will be written according to what you write. Details will be checked to confirm authenticity.

**Name:** \_\_\_\_\_

**Tutor:** \_\_\_\_\_

**Type of Reference Required( you MAY select one or both options):** *Scholarship* \_\_\_\_\_

*Accommodation* \_\_\_\_\_

**Name of Scholarship/s and/or Accommodation destination/s applying for:**

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**Proposed Course/s of Study:** \_\_\_\_\_

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**Proposed Institution/s of Study:** \_\_\_\_\_

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**Academic Details:** Please enter your subjects from Year 12 and 13(to date) Also indicate current number of Excellences, Merits, and Achieved credits you have gained.

**Year 12**

**Year 13 (To Date)**

Subject	Total	E	M	A	Subject	Total	E	M	A

**Endorsements and Academic Successes:** Please list any endorsements you have received or list any recognition of academic achievements (Certificates, Additional Qualifications etc).

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**Impact Project/s:** Please write a short description of the Impact Project/s you have been involved with over your time at Albany Senior High School. Please note you will need to describe your project, **not** just the title of the project. You may attach another page if needed.

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**Personal Achievements:** Please list **any** achievements during your time at Albany Senior High School. This includes activities such as Leadership roles, Sports teams, Cultural activities, Performing and Creative Arts, External activities, Prizes and/or plaudits received. You can attach another page if required.

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I \_\_\_\_\_ confirm that the information supplied in this reference request is true and correct. I understand that late applications may run the risk of not being completed by the due date.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Once you have completed this form please hand in to Craig or Jo at the Careers Room in Student Services. References will be provided to you in a signed and sealed envelope. If your reference is an online one you will be notified that it has been submitted.**

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*Office Use Only:*

*Date Received:* \_\_\_\_\_

*Date Completed:* \_\_\_\_\_

*Date Sent:* \_\_\_\_\_

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