



# 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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