

This is a confidential reference form.

The information given will be held in the strictest confidence and will assist in the selection process.

Please ask appropriate people (not relatives) to complete a Scholarship Reference Form. You could use an employer, lecturer or responsible member of the community, not a family member or friend.

References are an essential part of the Scholarship Application Process and must be completed before you submit your application.

This form should be posted or emailed directly to UCOL by your referee. Please check with your referee that your reference has been completed and returned.

Be sure you Fill in Section A (Personal Details) below:

Section A - to be completed by applicant

PERSONAL DETAILS

Scholarship Applied for:	<input type="text"/>		
Applicant's Name:	<input type="text"/>		
Applicant's Phone:	<input type="text"/> (mobile)	Email:	<input type="text"/>
Referee's Name:	<input type="text"/>		
Referee's Phone:	<input type="text"/> (mobile)	Email:	<input type="text"/>
Referee's Address:	<input type="text"/>		<input type="text"/>
			POSTCODE

Important Note

Please have the reverse side of this form completed by your referee.

This form should be emailed to ScholarshipPN@ucol.ac.nz or posted directly to UCOL by your referee, addressed to:

UCOL - Universal College of Learning

Freepost 460
Private Bag 11022
Palmerston North 4442

Section B - to be completed by referee

RELATIONSHIP

How long have you known the applicant?

What is your position/relationship to the applicant? (e.g. teacher, employer)

PERSONAL QUALITIES

How would you best describe the applicant for each of the following:

Honesty:

Maturity:

Reliability:

Presentation:

Tolerance:

Accepting responsibility:

INTERPERSONAL RELATIONSHIPS

Please comment on the following:

Relationship with peers:

Relationship with people in authority:

Consideration of others:

ATTITUDES TO WORK/STUDY

Please comment on the following:

Perseverance:

Co-operation with others:

Application to work/
study:

Initiative:

ACKNOWLEDGEMENT

Do you believe the applicant should be awarded this scholarship?

Yes No

Give reasons:

Signature:

Date:

DAY

MONTH

YEAR