



## **AGED CARE NURSING SCHOLARSHIPS: POSTGRADUATE**

The Aged Care Nursing Undergraduate Scholarships are an Australian Government initiative supporting the aged care workforce through flexible education and training initiatives focused on improving clinical care, assist with industry recruitment and retention by encouraging nurses to enter or re-enter the aged care workforce.

### **TERMS AND CONDITIONS 2023**

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### INTRODUCTION

The Aged Care Nursing Scholarship: Postgraduate (ACNS: PG) is funded by the Australian Government, Department of Health (DoH) and administered by Australian College of Nursing (ACN).

You are required to read and understand these terms and conditions in their entirety before you accept the scholarship. These Terms and Conditions are reviewed and re issued each year.

### RECEIVING A SCHOLARSHIP

#### **Eligibility**

To be eligible to apply for a scholarship applicants must be:

- Australian Citizen or permanent resident of Australia
- Current registration as an enrolled or registered nurse with the Nursing and Midwifery Board of Australia.
- Directly employed in and by a provider of, residential aged care, community aged care service, multipurpose service or Aboriginal and Torres Strait Islander flexible service.
- Undertaking a course, which commences or is continuing in semester one 2021 in the following:
  - Graduate Certificate
  - Graduate Diploma
  - Master of Nursing.

All courses must be relevant to the care of older people or leadership and management:

- Courses related to the care of older people include, but are not limited to: clinical gerontology, behavioral management, dementia care, wound care, continence care, palliative care and infection control.
- Courses related to leadership and management include but are not limited to: postgraduate studies in clinical leadership, leadership and management and health services management.

#### **Funding**

Scholarship funding is awarded based on the information provided in your original scholarship application, including the course type, study load, duration of course and expected completion date. Should this information differ from the information recorded on your acceptance and enrolment form, ACN reserves the right to alter your original awarded amount.

Course	Duration	Scholarship amount
Graduate Certificate	Up to one year part time study	Up to a maximum of \$7,500 for one year of part time study, which is paid over two part time semesters.
Graduate Diploma	Up to two years part time study	Up to a maximum of \$15,000 for two years of part time study, which is paid over four part time semesters.
Masters	Up to two years of full-time study or four years part time study	Up to a maximum of \$30,000 for two years of full time study or four years part time study. This is paid on a per semester basis, the amount will be determined by your study load.

If you change your study load at any time throughout a semester or course of study, you must notify ACN within 14 days of this change. This includes withdrawing from a unit of study or enrolling in an additional unit of study. Once notified, ACN will determine if your scholarship payments need to be altered to reflect this change.

Funding under this scheme is available for study undertaken from semester one 2021.

**The maximum scholarship amount awarded will not exceed \$30,000.**

### GENERAL INFORMATION

#### *Effect of other scholarships*

You may only accept and at any one time, hold one government funded scholarship administered by ACN.

#### *Assessment of course*

ACN will use all resources available to determine the eligibility of your nominated course outlined in your original application. However, upon receipt of your enrolment evidence it may become apparent that your course does not meet the eligibility criteria of this scheme or is in fact more than one course. In this instance, ACN will contact you to discuss and your scholarship may be withdrawn. Courses must be provided by a university or registered training organisation within Australia.

### PAYMENT ARRANGEMENTS

#### *Scholarship payments*

Scholarships are considered a contribution toward the cost of accessing your awarded course. It is expected that the scholar will meet some of the costs of the course themselves.

ACNS-PG places are not bonded. There is no return of service obligation once your scholarship is complete. Scholarship payments will not commence until all required acceptance documentation has been received by ACN.

Required documents must be received by ACN two weeks prior to a scheduled payment date in order for a payment to be activated.

The first semester scholarship payments will be activated at the start of the academic year upon receipt of enrolment confirmation. The second semester payments will be activated upon receipt of results for the first half of the academic year and enrolment confirmation for the second half of the academic year.

Scholarship funds will not be paid if you have deferred your course.

#### *Payment reconciliation*

You will not be required to provide documentary evidence of how you utilise the scholarship funds. To ensure the continuation of the scholarship payments, you will be required to provide enrolment and results (or evidence of study) twice a year. You will be asked to provide this documentation in July and December of each year.

#### *Repayment of funds*

If you cease to fulfil the terms of the scholarship or fail to inform ACN within 14 days of any changes to your eligibility, the scholarship shall be withdrawn. Any remaining funding will be forfeited, and you will be required to repay funds received from the time you ceased to be eligible.

Ceasing to fulfil the terms of the scholarship may include:

- withdrawal from your funded course
- change of course
- ceasing to be an Australian citizen or permanent resident
- acceptance of another scholarship administered by ACN
- failing to provide satisfactory evidence of study undertaken whilst receiving scholarship payments
- no longer working in the Aged Care sector for which your scholarship has been awarded.

You will be able to retain already paid funds on the provision you supply evidence of study until discontinuation or withdrawal.

### ACADEMIC STATUS

#### ***Results and re-enrolment***

At the end of each semester, you are required to provide ACN evidence of your results as well as confirmation of re-enrolment in your funded course, for the next semester, before payments will recommence. Failure to provide these documents will result in your scholarship being withdrawn and will require scholarship funds to be repaid.

#### ***Changes in mode of study***

You may change from full time to part time study (or vice versa) during your course. However, your final awarded amount for the course will not increase.

### SCHOLARSHIP STATUS

#### ***Commonwealth supported places***

Scholarship payments will not be affected if you receive a commonwealth supported place.

#### ***Commencement of scholarship***

You must commence your study in semester one, 2021. You cannot defer the scholarship offer. If you do not commence study within semester one, 2021 your scholarship will be withdrawn.

#### ***Change of circumstances***

You are required to provide ACN with written advice of any change to your name, contact details, bank details, enrolment or other relevant information within 14 days of the changes taking place. Supporting documentation may be requested. If you fail to inform ACN of such changes, you will have ceased to meet the eligibility criteria and your scholarship may be withdrawn.

#### ***Ongoing awarding of scholarship***

In order to remain eligible for the scholarship, you must:

- continue to be an Australian citizen or Australian permanent resident
- be continuously enrolled in an eligible course
- provide satisfactory results and re-enrolment at the completion of each semester
- remain employed in the Aged Care sector for which your scholarship has been awarded.

#### ***Deferral from course***

If your course provider grants you a deferral of your studies, you may apply to defer your scholarship. To be eligible to request deferral of your scholarship you must have commenced your course and have received scholarship payments.

The maximum deferral period is two semesters, that do not need to be taken consecutively. (Deferral is not available for part semesters, weeks or months).

You will not receive a payment during the period of deferral from study. **You must contact ACN to obtain a deferral form that is to be completed and returned to the scholarships office before commencement of the deferral period.** You are not required to justify the need to defer or give detailed reasons.

#### ***Completing the scholarship***

Once you have completed your course you are required to provide the following:

- evidence of completion of the funded course (either final results or a completion certificate).

### ***Determining study load***

ACN determines scholarship payments based on a scholar's study load during each semester. This is based on what the course provider classifies as full time or part time enrolment. ACN does not consider the following as weighting in your study load:

- travel time to and from course provider or relevant activities
- employment/ work hours
- subjects for which you have been given RPL.

### ***Recognised prior learning (RPL)***

ACN is only able to provide funding to scholarship recipients for subjects they actively study each semester. If you receive RPL, subjects included in RPL do not count towards your study load.

### ***Changes in semester enrolment***

If you change your study load at any time throughout a semester or course of study, you must notify ACN within 14 days of this change. Once notified, ACN will determine if your scholarship payments need to be altered to reflect this change. This includes for example:

- withdrawing from a unit/s of study
- enrolling in an additional unit/s of study
- withdrawing from units before your course provider census date
- being awarded RPL.

### ***Withdrawal from course***

If you withdraw from your course, you must relinquish your scholarship. You must provide ACN with evidence from your course provider confirming the withdrawal. This must be provided to ACN within 14 days of withdrawing. If you fail to provide this to ACN within 14 days, you may be required to repay funds received. You are eligible to apply for a new scholarship place in a future year.

### ***Withdrawal of scholarship***

Your scholarship may be withdrawn at any stage if you:

- provide incorrect information or withhold relevant information
- fail to comply with these terms and conditions
- you fail in the reasonable opinion of ACN to achieve satisfactory academic progress
- fail to provide results and re-enrolment in a timely manner each semester.

You may appeal your scholarship withdrawal with ACN provided you complete the following:

- Send an email to [scholarships@acn.edu.au](mailto:scholarships@acn.edu.au) requesting your scholarship be reinstated
- In the same email explain why ACN should reinstate your scholarship.

An appeal must be lodged within 14 days of the scholarship being withdrawn.

### ***Appeals***

You may not appeal the selection of scholarship recipients or the amount of funding awarded. The decision is considered final and no further correspondence will be entered into.

### **COURSE/ACTIVITIES**

#### ***Change of course***

Funding under this scholarship is awarded for the specific course as outlined in your email of offer. Requests to change the course or educational institution for which you are awarded funding must be submitted to ACN in writing along with supporting documentation within 14 days. ACN will notify you of the outcome of your request. A change in course may result in a change in value (increase or decrease) from your original scholarship offer. **Requests to change course are not automatically approved.**

A scholarship place must be surrendered if you discontinue a course of study or enrol in a different course without prior approval.

### **CENTRELINK AND TAXATION**

#### ***Centrelink***

For the purposes of Centrelink assessment, ACN can provide a letter of scholarship details and payments to scholars. All requests for such documentation must be received in writing from the scholar only.

#### ***Taxation***

ACN is unable to offer tax or financial advice. For assistance with determining the taxation status of scholarships in your personal circumstances, you are strongly encouraged to seek advice from the *Australian Tax Office* ([www.ato.gov.au](http://www.ato.gov.au)), a registered Tax Agent, or Centrelink ([www.centrelink.gov.au](http://www.centrelink.gov.au)) if appropriate.

For further information please see the '*Is your scholarship taxable?*' tool on the Australian Tax Office website: <https://www.ato.gov.au/calculators-and-tools/is-my-scholarship-taxable/>.

It is a requirement that all scholarship recipients complete the Statement by a Supplier form. PAYG payment summaries will not be issued at the end of the financial year.

#### ***Youth Allowance, AUSTUDY and other benefits***

The scholarship may be considered income by Centrelink and other agencies for the purpose of assessing eligibility for Youth Allowance and other Government benefits. It is your responsibility to seek advice from Centrelink on how ACNS will affect these payments.

### **STUDY ABROAD**

If you undertake an elective overseas placement as part of your course of study, you will continue to receive scholarship funds as if you were studying in Australia. You will not receive any additional ACNS funds.

Continued receipt of scholarship funds is subject to you demonstrating that the overseas placement is:

- a component of your Australian university course
- approved by the university
- no longer than 12 months.

You must continue to be enrolled in the course of study whilst overseas.

### **RELEASE OF INFORMATION**

ACN will release de-identified information including your state/territory, course and institution to the Department of Health. ACN may also use de-identified information for the purposes of promoting and publicising ACNS. Personal Information may be disclosed to the Commonwealth or a subsequent Administrator for the purposes of administering the ACNS.

You agree to participate in any surveys that may be conducted by ACN or a third party acting on behalf of the Department of Health to collect information relevant to your scholarship.

### **PRIVACY STATEMENT**

The Australian Privacy Principles contained in the *Privacy Act 1998* (CTH) and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information collected and held by ACN. The ACN privacy policy can be found on the ACN website.

The Privacy Commissioner who has power to award compensation against the Administrator, in appropriate circumstances, may investigate complaints about acts or practices of the Administrator.



### **RESERVATIONS**

ACN reserves the right to suspend, amend or vary the guidelines, terms and conditions, the scholarship or any part thereof. The Australian Government reserves itself, in its absolute discretion, the right to terminate or cancel any scholarship under the program.

Unless otherwise specifically agreed in writing, nothing in these conditions shall bind the Australian Government or ACN to any conditions, commitments or obligations of any type.