

## **AGED CARE NURSING SCHOLARSHIPS: UNDERGRADUATE**

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 2024**

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### INTRODUCTION

The Aged Care Nursing Scholarship: Undergraduate (ACNS: UG) is funded by the Australian Government, Department of Health & Aged Care (DoHAC) 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. You are required to accept the terms and conditions for each new academic year of the scholarship. These terms and conditions are subject to change.

### RECEIVING A SCHOLARSHIP

#### **Eligibility**

To be eligible for a scholarship applicants must meet the following criteria:

- Australian Citizen or permanent resident of Australia.
- Undertaking a course, which commences or is continuing in semester one 2024 in the following:
  - Certificate IV in Aged Care
  - Diploma of Nursing
  - Advanced Diploma of Nursing.

Courses must be provided by an Australian registered training organisation or university.

Bachelor of Nursing courses are not supported by this scholarship.

#### **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
Certificate IV in Aged Care	Up to two years full time study	Payment for course fees up to \$6,000.
Advanced Diploma of Nursing	Up to two years full time study	Payment for course fees up to \$6,000.
Diploma of Nursing	Up to two years full time study or two years of part time study	Up to a maximum of \$20,000 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.

### 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.

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.

#### ***Diploma of Nursing payments***

The first semester scholarship payments for Diploma of Nursing studies 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.

You will not be required to provide documentary evidence of how you utilise scholarship funds. You will, however, be required to provide evidence of continued enrolment and academic progression to ensure ongoing payment of the scholarship.

#### ***Certificate IV in Aged Care and Advanced Diploma of Nursing payments***

The scholarship provides payment of course fees only for either Certificate IV in Aged Care or Advanced Diploma of Nursing. This will be paid to you upon evidence of payment from your course provider. ACN will not pay course fees directly to course providers.

You must provide a satisfactory proof of expenditure for the course fees, prior to being reimbursed. If you are unable to pay the course fees prior to reimbursement, please contact ACN.

#### ***Payment reconciliation***

#### ***Repayment of funds***

If you cease to fulfil the terms of your scholarship and fail to inform ACN, 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 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 (for Diploma of Nursing scholarship recipients).
- failure to provide proof of expenditure for all funds received (for Certificate IV in Aged Care and Advanced Diploma of Nursing scholarship recipients).

### **ACADEMIC STATUS**

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

Upon completion of each semester Diploma of Nursing scholarship recipients are required to provide ACN with official documentary evidence of results and re-enrolment for the funded course. Failure to provide these documents will result in your scholarship being withdrawn.

If you are studying your course through a TAFE or RTO you are required to provide evidence of your results (if available) and have your course provider complete the TAFE or RTO confirmation of progress and continuation of study form. The completed form must confirm that you have met the requirements of the course in a full or part time capacity during the study period and are continuing your course in the next study period.

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 within the calendar year for which the scholarship place is awarded. If you do not commence study within the calendar year your scholarship will be withdrawn.

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

You are required to provide ACN with written advice of any substantial change to your circumstances, contact details or other relevant eligibility criteria within 14 days of the changes taking place.

#### ***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 (diploma of nursing students only).

#### ***Deferral of scholarship place (diploma of nursing students only)***

You may request a deferral of your scholarship. A deferral may be granted if:

- you have commenced your course of study and have received at least one semester of scholarship payments
- total period of deferral is no more than 12 months
- deferral is for one or two semesters (not for part-semester, weeks or months).

Students are not required to justify their 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 or CT.

If you are studying an online course in a self-paced structure, ACN determines your study load to be part time. If at the end of the semester, a full-time study load has been completed with confirmation from your course provider, you may be entitled to receive a back payment of full time payments for that semester.

If you do not maintain a satisfactory rate of progress, you may have to repay scholarship funds or complete your course without any further scholarship payments.

### ***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 exam

### ***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 you

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.

#### ***Income tax advice***

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.

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

### **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 and approved by the university
- no longer than 12 months.

### **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.

Complaints about acts or practices of the Fund Administrator may be investigated by the Privacy Commissioner who has power to award compensation against the Fund Administrator in appropriate circumstances.

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 & Aged Care to collect information relevant to your scholarship.

### **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 to 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.