



CHRONIC WOUNDS CONSUMABLE SCHEME

Master's Degree & Graduate Certificate

Short Courses (Nursing)

Short Courses (Aboriginal Health Workers and Health Practitioners)

TERMS AND CONDITIONS Semester 2, 2024

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Introduction

This scholarship program has been designed to support nurses and Aboriginal Health Workers (AHWs') undertaking formal education and short courses in wound management. Scholarship support is offered for one flagship Master's degree, Graduate Certificates and short courses in Wound Management.

The Australian College of Nursing (ACN) has been able to offer this scholarship grant program through its agreement with the Australian Department of Health and Aged Care. Funding has been provided by the Australian Government with the objective of improving the capability of nurses and AHWs' across Australia, including in rural and remote locations.

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

Student Eligibility Criteria

Master's Degree and Graduates Certificate Scholarship

To be eligible to apply, applicants must:

- Be an Australian Citizen or permanent resident of Australia.
- Hold current registration as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Be currently employed in a primary health care setting.
- Be currently enrolled in or eligible to enrol in a course meeting the eligibility criteria set out below.
- Undertake study on a full time or part time basis as applicability in the eligibility criteria described under the heading "study load" below.

Short Course Scholarship

Short Course – Nurses

To be eligible to apply, applicants must:

- Be an Australian Citizen or permanent resident of Australia.
- Hold current registration as an enrolled or registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Be currently employed in a primary health care setting.

Short Course – Aboriginal Health Workers and Health Practitioners

To be eligible to apply, applicants must:

- Be an Australian Citizen or permanent resident of Australia.
- Be currently employed in a primary care setting as an Aboriginal Health Worker or Health Practitioner.

Please note that, according to the Modified Monash Model ([more information can be found here](#)), applicants from rural and remote areas will receive additional weighting.

Course Eligibility Criteria

- All courses must be relevant to the applicants who work in wound management. The course must specifically and exclusively focus on wound care.
 - Courses regarding stomal therapy, oedema management, or aged care, etc., **do not meet the specific criteria for this scholarship.**
- The chosen course must commence the same year as the scholarship round occurs.
 - Courses commencing in 2025 may be eligible for the 2025 scholarship round, if offered.
 - This course cost cannot cover retrospective costs or fees prior to 01/07/2024.
- The Course Name indicated on the application must be a course offered and made available by the provider (see eligible courses below).
- ‘Wound care’ or ‘wound management’ are sufficient to enter in the Course Name field of the scholarship application form.

Master’s Degree and Graduates Certificate

This scholarship is only applicable to a Master’s degree and a Graduate Certificate offered by the providers set out below (unless otherwise approved by the ACN scholarship team) and excludes other levels of formalised tertiary education or professional development.

To be eligible to apply, applicants must be studying:

Provider	Short Course	Website
Monash University	Master of Wound Care	www.monash.edu
Monash University	Graduate Certificate in Wound Care	www.monash.edu
Murdoch University	<i>Graduate Certificate in Advanced Wound Care (commences Sem 1, 2025)</i>	www.murdoch.edu.au

*Note: If your course is not listed in the table above, please contact the scholarships team for further assessment to determine eligibility. Please see **Enquiries**.*

Short Course Scholarship

A short course in wound care is a program of intensive training and education in the management of wounds. To be eligible for this scholarship the course must also include an assessment component or clinical hours, documentation of course completion, and count towards 14 hours of continuing professional development (CPD).

- A short course is:
 - Not a Master’s degree, Graduate Certificate, Bachelor’s degree, a Certificate course or Diploma or other degree of formalised tertiary education.
 - Not a conference, seminar, or webinar.
 - Not a subject included in another degree of study.

- The following example would **not** be eligible: ‘101 Wound Care’ as a unit of study under a Bachelor of Nursing.
- However, the ‘Single Unit of Study in Wound Management by Australian College of Nursing’ would be eligible as it is *specifically offered* as a short course format.
- The Course Provider must be an organisation that specifically caters to the Australian education and industries of nursing and healthcare.

To be eligible to apply, applicants must be studying one of the following short courses:

Provider	Short Course	Website
Australian College of Nursing	Two-day Face-to-Face CPD Course by Australian College of Nursing	www.ACN.edu.au
Australian College of Nursing	Single Unit of Study in Wound Management by Australian College of Nursing	www.ACN.edu.au
La Trobe University	Foundations of Wound Management A	www.latrobe.edu.au
La Trobe University	Foundations of Wound Management B	www.latrobe.edu.au
The Benchmark Group	Wound Management Pathway	www.benchmarkgroup.com.au
William Light Education	Wound Management Resource Program	www.wle.edu.au

Note: If your course is not listed in the table above, please contact the scholarships team for further assessment to determine eligibility.

Value of the scholarships

The value of each scholarship scheme is listed below:

Scholarship scheme	Value (up to)
Master’s Degree	\$35,000.00
Graduate Certificate	\$15,000.00
Short Course Scholarship	\$1,500.00

GST is not applicable to the scholarship funds, and recipients will not be required to pay GST on any portion of their awarded scholarship.

Any funds awarded are considered a contribution towards the recipient’s activity costs. The scholarship payments are considered a contribution towards your course costs and can be used towards fees,

accommodation, living, and travel costs incurred while studying, though it is expected that the recipient will meet some of the costs of study themselves.

On the proviso that you accept and meet the terms and conditions for each academic year of study, it is anticipated scholarship funding will be available for the normal duration of the course.

The scholarship places are not bonded. There is no return of service obligation once your scholarship is complete.

Please see payment arrangements for each scholarship category below.

Determining Study Load

Master's Degree

Monash University is the sole provider of an eligible Master's Degree in Wound Care and offers only part-time study options. To qualify for a scholarship, students must study part-time (0.5 study load, taking 2 units per semester).

Graduate Certificate

Scholarship holders may undertake study on a full time or part time basis. 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.

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 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
- being awarded recognition of prior learning (RPL) or credit transfer (CT).

Deferring the offer of a scholarship

New scholars in 2024 cannot defer their scholarship offer. You must commence your studies in semester two 2024 or the scholarship will be forfeited. If the scholarship offer is forfeited, you may apply as a new applicant for a scholarship in the next round. (Continuing scholars: please see ***Deferral from course*** below).

Changing course prior to the commencement of the scholarship

You may change your course of study from that identified in your application prior to the commencement of the scholarship. The new course must be an eligible course supported by ACN as part of this program.

If you have commenced the scholarship and have received payments, please refer to the ***Changing course after payments have commenced*** below.

You are required to notify ACN in writing of any changes to your course within 14 days of the changes taking place. If you fail to notify ACN of any change and ACN determines that you were not entitled to scholarship support as a result of the change, then you may be required to repay the funds to which ACN determines you were not entitled.

Changing course after payments have commenced

A request to change your course will be considered on a case-by-case basis and approval will be subject to the following conditions:

- the new course must be an eligible Wound Care course;
- you will receive prior recognition for a significant number of subjects already completed;
- you have made reasonable academic progress;
- only one change of course will be permitted.

A request to change your course **must** be submitted to ACN in writing **prior** to the commencement of your new course. The request must outline the reason for the change of course and include any supporting documents. You will be notified of the outcome of your request within 10 days. Requests for change of course will not be automatically approved and ACN reserves the right to approve or deny any request.

You are required to notify ACN prior to making any course changes if a payment is made to you in circumstances where you did not meet eligibility criteria for a scholarship, then you will be required to repay the funds to which ACN determines you were not entitled.

Exclusion

If your course provider excludes you from further study, you must inform ACN immediately. In this circumstance, no further scholarship payments will be made, and the scholarship will be withdrawn. You will not have to repay any payments received prior to the exclusion date, as long as you supply proof of study up until the exclusion date. Any funds paid to you after the exclusion date will need to be repaid to ACN on the basis you were not entitled to them.

Recognised prior learning (RPL) – Credit transfer (CT)

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

Effect of other scholarships or bursaries

While receiving a Wound Care Scholarship you can hold additional scholarships, grants and awards **not** administered by ACN.

Please note students are not able to simultaneously hold a Wound Care scholarship and another scholarship administered by ACN.

Academic Progress

Reviews

ACN reviews the academic progress of all scholars each semester. You are expected to maintain satisfactory progress each year and to progress through your course within the normal course duration.

If you do not maintain a satisfactory rate of progress, your scholarship entitlement may be withdrawn.

Unsatisfactory academic progress

If you do not achieve satisfactory academic progress, you are required to make a written submission to ACN setting out the circumstances that have affected your progress. This information will be used to determine if scholarship funding continues. In the case of repeated failure or withdrawal from a subject, scholarship entitlement will be reviewed and may be withdrawn.

If you have failed to achieve a satisfactory academic grade, ACN will review the scholarship as follows:

- If **one** subject is affected, the scholarship payments will continue.
- If **two** or more subjects are affected, you will need to provide a written explanation for your academic results and show cause to continue your scholarship place. You will also be required to provide evidence of your continued enrolment at the educational institution. Your scholarship entitlement may be withdrawn by ACN in its discretion.

Part time scholars must pass more than half the subjects undertaken each semester or your entitlements will be reviewed as above.

No additional funding will be awarded to scholarship recipients whose completion date has been extended due to repeating failed or withdrawn subjects. ACN may reduce scheduled payments to spread remaining scholarship funds to cover any extended study period.

Ongoing Eligibility

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 the next semester post census before payments will recommence.

Failure to provide these documents will result in your scholarship being withdrawn and will require scholarship funds to be repaid where payments were made in circumstances where you did not meet the scholarship eligibility criteria. In some circumstances, ACN may need to contact your course provider directly to confirm your result and enrolment details.

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.

Cessation of studies

You are only eligible to receive scholarship payments whilst you are actively studying. If you discontinue or withdraw from your studies, you must contact ACN immediately to avoid any overpayment. Evidence from your course provider confirming the date of withdrawal or study cessation must be provided to ACN within 14 days. Failure to provide this information will require full repayment of any funds received following discontinuance or withdrawal.

Should cessation of study occur mid-semester, you will only be eligible for payments while actively studying. Evidence of study must be provided to ACN. You will be required to repay monies paid to you by ACN for periods you were not studying. If ACN determines your eligibility for scholarship payments in any ensuing semester, it may agree with you that any overpayment be deducted from the next semester of study scholarship payments.

If you withdraw from your course completely the scholarship will be relinquished. You will be able to reapply for a new scholarship place in a future year.

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. (New scholars; please see *Deferring the offer of a scholarship* section above).

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.

Scholarship holders who defer their studies for longer than two semesters will have their scholarship entitlements withdrawn. You may reapply for funding in future rounds, providing you continue to meet the eligibility criteria.

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.**

At the end of the approved deferral period, you will need to provide confirmation of enrolment in the new semester to recommence your scholarship payments.

Please note, deferral is not permitted for students awarded a short course scholarship.

Withdrawal of Scholarship

Your scholarship may be withdrawn at any stage if you:

- provide incorrect information or withhold relevant information
- have not complied with the terms and conditions of your scholarship or
- have continued unsatisfactory academic progress.

Completion of 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)
- completed online exit survey.

Payment Arrangements

For new scholarship recipients, payments will not commence until ACN receives your acceptance of the terms and conditions, a completed bank details form, statement by supplier form, all required documents and confirmation of your enrolment as a full time or part time student from your course provider. To receive the scholarship payments, you are required to provide evidence of study (results) to confirm you have studied in the semester you received payments, and confirmation of re-enrolment showing that you are progressing into the next semester. You are not eligible to receive payments if you are not studying.

Payments will be made into the bank account nominated in your application.

Master's Degree

Successful applicants will receive up to a maximum of \$35,000 over the duration of the scholarship program. Payments will commence after census date of each semester once confirmation of enrolment is received. ACN make payment in instalments (amount to be confirmed on scholarship award).

Graduate Certificate

Successful applicants will receive up to a maximum of \$15,000 over the duration of the scholarship program. If you are studying on a full-time basis, you may receive up to a maximum of \$15,000 per year.

If you are studying on a part time basis, you may receive payments totalling up to \$7,500 per year. Payments will commence after census date of each semester once confirmation of enrolment is received. ACN make payment in instalments (amount to be confirmed on scholarship award).

Short Courses

The scholarship payment of \$1,500 will be divided in two payments of \$750. First payment will be paid upon receiving the enrolment confirmation and the second payment will be paid upon receiving a course completion certificate.

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 your scholarship are set out above.

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

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), a registered Tax Agent, or *Centrelink* (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, ABSTUDY, 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 the Wound Care Scholarship will affect these payments.

Study abroad

If you undertake an elective subject overseas as part of your approved course of study, you will continue to receive scholarship funds as if you were studying in Australia. You will not receive any additional funds. Continued receipt of scholarship funds is subject to you demonstrating that the overseas study is:

- a component of your Australian university course meeting the funding eligibility criteria; and
- approved by the university

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

Promotional activity

The scholarship recipient of the Master's Degree may be contacted by ACN or the Department of Health and Aged Care to obtain their consent to use their personal information, including name, suburb/region, State/Territory and the tertiary institution that they are attending / attended, to inform the appropriate agency, for the purposes of promoting and publicising the Wound Care Scholarship to Members of Parliament and the media.

You may also be called upon to participate in occasional promotional activities, such as interviews, photographs, and filming for promotional purposes, with prior consent.

Release of information

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

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 and Aged Care to collect information relevant to your scholarship.

Privacy statement

The Australian College of Nursing (ACN) is regulated by the Privacy Act 1988 (CTH), which protects the privacy of your personal information. The purpose of this Privacy Collection Notice is to let you know what information is collected about you and how the information is used by ACN. These purposes include the promotional activity and release of information described above.

ACN takes all reasonable steps to protect personal information held in its possession against loss, unauthorised access, use, modification, disclosure, or misuse.

Please [click here](#) to view ACN's privacy collection notice.

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.

Enquiries

Please direct all enquiries to our Scholarship team via the details below:

Email Scholarships@acn.edu.au

Phone 1800 061 660

Website [Scholarships – Australian College of Nursing \(acn.edu.au\)](https://www.acn.edu.au/scholarships)