

MENTAL HEALTH NURSING, ALLIED HEALTH AND CONTINUING PROFESSIONAL DEVELOPMENT SCHOLARSHIPS: ALLIED HEALTH POSTGRADUATE

The Mental Health Nursing, Allied Health and Psychology Scholarships Program is an Australian Government Department of Health and Aged Care initiative. The program provides a range of scholarships for mental health nurses, allied health professionals and psychologists to undertake studies in mental health related fields.

The Allied Health Continuing Professional Development (CPD) scholarship provides up to \$1,500 for allied health professionals working or intending to work within the mental health sector to attend a short course, conference or workshop in 2023 and/or 2024.

TERMS AND CONDITIONS 2023

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INTRODUCTION

The Mental Health Nursing, Allied Health and Psychology Scholarship (MHS): Allied Health Continuing Professional Development (MHS: AH CPD) is funded by the Australian Government, Department of Health and 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. 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
- a qualified allied health professional who is either registered with AHPRA or eligible to register with their professional body
- works in the mental health sector which includes primary care, community care, psychiatric hospitals, mental health units and aged care services.
- undertaking a course, which commences or is continuing in 2023 and/or 2024 in the following:
 - Short courses
 - Conferences
 - Workshops.

All courses must be relevant to the applicants work in the mental health sector and enhance expertise in mental health and suicide prevention

Funding

The scholarships are for funding up to \$1,500. Scholarship funding should be considered a contribution/subsidy towards the total costs of the course, workshop or conference.

Funding can go towards the following areas:

- course fees/registration fees
- travel costs
- accommodation costs
- textbooks.

These funds are considered a contribution towards the recipient's activity costs. It is expected that the recipient will meet some of the costs themselves.

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 provide financial support and are considered as a contribution towards the costs associated with your activity as set out in the letter of offer and the subsequently approved budget. You must provide proof of expenditure for scholarship monies received.

ACS-AH CPD 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.

If you require payment of scholarship funds for the activity, travel and/or accommodation in advance then you must provide a signed statutory declaration requesting upfront payment of these funds, together with supporting quotes. You will be required to provide receipts no later than four weeks after payment is made. Advance payments will not be made for other expenses.

If you have already completed your activity at the time of this offer, you are required to provide all documentation, including receipts and completion evidence, before you are eligible to receive payment. Payments will only be made for completed activities that commenced on or after 1 January 2023.

Payment reconciliation

You will be required to provide documentary evidence of the use of the scholarship funds for the items approved in your budget.

Eligible expenses include:

- Course or activity fees.
- Travel – Travel costs will only be paid for one return trip to and from the activity if it is necessary for you to relocate from your home to attend the activity. Travel within a city is not eligible. Recipients are expected to use the most cost effective and efficient form of travel. Car travel, where flights are more efficient and cost effective will not be approved.
- Accommodation – up to a maximum of \$250 per night will be paid for the scholar only. It will be paid for the dates of the nominated activity and may be covered for one day either side of activity dates, if flight availability is limited. Private or rental accommodation stays will not be reimbursed.

If you are sharing accommodation and/or private car travel with another scholarship recipient, the total reimbursement for these expenses will not exceed the reimbursement for one recipient.

ACN will accept the following documentation as proof of expenditure:

- Course or activity fees – receipts or online printout showing payment of fees.
- Travel expenses – any travel expenses claimed must be necessary and associated with the nominated activity only.
 - Plane, or regional bus or train– tickets, receipts or online printout showing payment of fares.
 - Private car mileage expenses can only be claimed if travel is more than 100kms for a return trip. Payment for mileage is calculated at 75c per kilometer. A statutory declaration is required in relation to funds allocated towards private car travel and is only payable after proof of completion of the activity is provided.
- Accommodation – receipts or online printout showing payment of accommodation. Booking confirmation is not sufficient evidence of payment.

Bank statements, credit card statements and unpaid invoices are not acceptable proof of expenditure.

Funding will not be considered for:

- Any expenses not incurred between 1 January and 31 December 2023
- more than one course
- overseas study
- parking or local public transport
- food, meals or living expenses
- internet fees, phone calls
- equipment, travel luggage or insurance
- photocopying, stationery
- loss of income/wages
- travel or accommodation costs for anyone other than the scholar
- professional organisation memberships
- police checks
- immunisations
- working with children certificates
- any first aid certificates.

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.

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 2023 and/or 2024. You cannot defer the scholarship offer. If you do not commence study within 2023 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 Mental Health sector for which your scholarship has been awarded.

Deferral of scholarship place

If you accept the offer of the scholarship but are unable to take up the nominated activity within the eligible time period, your scholarship will be forfeited. The scholarship offer cannot be deferred.

Completing the scholarship

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

- evidence of completion of the funded activity, such as a certificate of attendance or completion certificate
- any outstanding proof of expenditure of scholarship funds paid to you
- completed online exit survey.

Withdrawal from activity

If you withdraw from your activity, you must relinquish your scholarship. You must provide ACN with evidence from your course or activity 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.

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

- Send an email to 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 activity as recorded in your original application. This includes activity, educational provider and attendance dates of the activity. Requests to change the activity, educational provider or attendance dates 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.

Requests to change activity are not automatically approved.

Your scholarship place must be surrendered if you discontinue your activity or enrol in a different activity 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), 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, 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 ACS will affect these payments.

STUDY ABROAD

Funding will not be considered for an activity not conducted in Australia.

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 ACS. Personal Information may be disclosed to the Commonwealth or a subsequent Administrator for the purposes of administering the MHS.

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 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.