

MENTAL HEALTH NURSING, ALLIED HEALTH AND PSYCHOLOGY SCHOLARSHIPS: ALLIED HEALTH PROFESSIONAL PLACEMENT PSYCHOLOGY

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 Professional Placement scholarship provides up to \$11,000 for undergraduate and postgraduate allied health students to undertake a placement in a mental health setting.

TERMS AND CONDITIONS 2023

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INTRODUCTION

The Mental Health Nursing, Allied Health and Psychology Scholarship (MHS): Allied Health Professional Placement Psychology (MHS: AH PP) 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.

PROFESSIONAL PLACEMENT ORGANISATION

Scholarship recipients must undertake a placement within a mental health setting, which includes primary care, community care, psychiatric hospitals, mental health units and aged care services.

Professional placement arrangements must be agreed to by the placement organisation, education institution and ACN. Professional placements may occur at any time during the year. The recipient must commence their professional placement within three months of receiving the scholarship.

The education institution will arrange the location, hospital and supervisor for the placement. They may also arrange accommodation and travel, where required. The recipient must confirm with their education institution what arrangements will be made by the education institution and what the recipient will need to organise.

This scholarship does not guarantee a clinical placement and must not be used as leverage to gain a clinical placement from your institution or the hosting organisation.

PRE-PLACEMENT REQUIREMENTS

Clinical placement hospitals may require recipients to comply with certain requirements such as providing a criminal history check, evidence of immunisation status or undertaking safety and cultural awareness training. The recipient is responsible for ascertaining the necessary requirements and for complying with them. The recipient is also responsible to determine if insurance is required and if necessary, obtain the appropriate cover.

RECEIVING A SCHOLARSHIP

Eligibility

Funding under this scheme is available for applicants who meet the following criteria:

- An Australian citizen or permanent resident of Australia
- Enrolled in an undergraduate or postgraduate allied health course
- Have a confirmed professional placement in a mental health setting.

A mental health setting includes primary care, community care, psychiatric hospitals, mental health units and aged care services.

Funding

The maximum value of the scholarship is \$11,000. Funding is available for the following:

- Travel to the placement location, if the student is required to relocate to complete the placement
- Accommodation, only if a scholar is required to relocate to complete the placement
- Living expenses allowance.

Funding under this scheme is available for placements undertaken within three months of receiving

the scholarship.

Recipients will receive funding support for a placement of up to six weeks. For recipients who need to move away from their usual place of residence to undertake the placement, funding may be provided for accommodation (maximum of \$250 per night), living expenses (maximum of \$500 per week) and one return trip to and from the placement location. Scholarship recipients who remain in their usual place of residence may receive a travel allowance for daily travel in excess of 100 kilometers.

Proof of expenditure is required for all travel and accommodation funds and any unaccounted funds at the completion of the placement are required to be repaid to ACN. The maximum value of the scholarship will not exceed \$11,000.

PAYMENT ARRANGEMENTS

Scholarship payments

Scholarships provide financial support and are considered a contribution towards the costs associated with the clinical placement as set out in an approved budget. You must provide proof of expenditure for scholarship monies received towards travel and accommodation.

Scholarship payments will not commence until all required acceptance documentation has been received by ACN, such as:

- Copy of evidence of your Australian citizenship or permanent residency
- Copy of evidence of your name change (if applicable)
- Evidence of enrolment in an undergraduate or postgraduate allied health course
- Confirmation of your placement in an mental health setting from your education provider.
- Proof of expenditure for travel and accommodation (if applicable)

Payments for travel and accommodation will be paid prior to the commencement of the clinical placement providing all required documentation and sufficient confirmation of clinical placement is provided (including location and dates). If you have already completed your clinical placement 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.

ACN will use all resources available to determine the eligibility of your nominated placement outlined in your original application. However, upon receipt of your acceptance documentation, it may become apparent that your placement does not meet the eligibility criteria of the scheme, at which time ACN will contact you to discuss and your scholarship may be withdrawn.

Payment reconciliation

You will be required to provide documentary evidence of the use of the scholarship funds for the following:

- travel
- accommodation.

Any funds that remain unaccounted for at the completion of your clinical placement will be required to be repaid to ACN.

Proof of expenditure

ACN will accept the following documents as proof of expenditure:

- 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.

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 activity
- change in course or clinical placement (including changed dates)
- ceasing to be an Australian citizen or permanent resident
- acceptance of another scholarship administered by ACN

ACADEMIC STATUS

Academic failure

If you fail to complete your clinical placement or do not meet the academic requirements to receive completion evidence, you are not able to reapply in future years as this scholarship can only be offered once during your course of study.

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.

SCHOLARSHIP STATUS

Commencement of scholarship

You must commence your professional placement within three months of receiving the scholarship. You cannot defer the scholarship offer.

Deferral of scholarship place

If you accept the offer of the scholarship but are unable to commence the clinical placement within three months of applying for the scholarship, the scholarship offer cannot be deferred. In this instance you will be required to forfeit your scholarship offer. You may apply for a scholarship in future rounds.

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.

Completing the scholarship

Once you have completed your clinical placement you are required to provide to ACN the following:

- evidence of completion of the clinical placement
- any outstanding proof of expenditure of scholarship funds paid to you
- completed online exit survey.

Withdrawal from course or placement

If you withdraw from your course or clinical placement before you have commenced your clinical placement, you must relinquish your scholarship. You are eligible to apply for a new scholarship place in a future round. You must provide ACN with evidence from your course provider confirming your withdrawal from studies/clinical placement. This must be provided to ACN within 14 days of withdrawing. Failure to provide evidence may result in ACN requesting repayment of funds received.

Withdrawal of scholarship

Your scholarship may be withdrawn by ACN at any stage if you:

- provide incorrect information or withhold relevant information
- fail to comply with these terms and conditions.

If your scholarship is withdrawn by ACN, you may be required to repay part, or all funds received.

- 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.

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 activity

Funding under this scholarship is awarded for a clinical placement as advised in your original application. Requests to change the location or timing of the clinical placement must be submitted to ACN in writing with supporting documentation. Requests to change activity are not automatically approved.

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 MHS 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 MHS 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 and Aged Care. ACN may also use de-identified information for the purposes of promoting and publicising MHS. 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.