



Australian  
College of  
Nursing

# PUGGY HUNTER MEMORIAL SCHOLARSHIP SCHEME



Terms and conditions 2023

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## INTRODUCTION

The Puggy Hunter Memorial Scholarship Scheme (PHMSS) is funded by the Australian Government, Department of Health and Aged Care (DoHAC) and is administered by Australian College of Nursing (ACN).

You are required to read and understand this Terms and Conditions document in its entirety before you accept the scholarship. These Terms and Conditions are reviewed and re issued each year.

## RECEIVING A SCHOLARSHIP

### *Value of the scholarship*

Scholarships are worth up to \$15,000 for full time study and up to \$7,500 for part time study per year. On the provision that you accept and meet the terms and conditions for each academic year of study, it is anticipated scholarship funding will be for the normal duration of the course.

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

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 the TAFE-RTO confirmation of progress and continuation of study form) twice a year. You will be asked to provide this documentation in July and December of each year.

### *Full time/part time study*

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.

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 2023 cannot defer their scholarship offer. You must commence your studies in semester one 2023 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*** on page 6).

### *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 PHMSS.

If you have commenced the scholarship and have received payments, please refer to the ***Changing course after payments have commenced*** section on page 7.

You are required to notify ACN in writing of any changes to your course within 14 days of the changes taking place.

### ***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.

### ***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 scholarships funds or complete your course without any further scholarship payments.

### ***Honours***

Honours programs are not supported on the basis that this is not required to obtain a licence to practice. There are two exceptions to this rule:

- Psychology students wishing to undertake an honours program as this is a prerequisite for a licence to practice as a clinical psychologist.
- A non-psychology undergraduate degree where honours is studied within the final year of study.

### ***Effect of other scholarships or bursaries***

While receiving a PHMSS you can hold additional scholarships, grants and awards not administered by ACN.

Please note: nursing students are not able to hold a Puggy Hunter scholarship and another scholarship administered by ACN ie a Nursing and Allied Health Scholarship Support Scheme (NAHSSS) or an Aged Care Nursing Scholarship (ACNS).

## **PAYMENT ARRANGEMENTS**

### ***Payments***

If you are studying on a full time basis, you may receive up to a maximum of \$15,000 per year. This will be paid to you in 24 fortnightly instalments of \$625. If you are studying on a part time basis, you may receive payments totalling up to \$7,500 per year. The instalments for part time study are \$312.50 per fortnight.

The 24 fortnightly scholarship payments are scheduled to run over two university semesters. Twelve payments in the first semester commencing in February and ceasing at the end of June. The second semester commences in July and ceases in December. 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.

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.

### ***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 includes:

- withdrawal from your funded course
- changing your course without written approval from ACN
- failing to provide results and enrolment documents within the required timeframe
- unsatisfactory academic progress.

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

### **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 before payments will recommence.

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. 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 all funds received during the semester.

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 any overpayment incurred for periods you were not studying. You may request the 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 on page 3***).

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 studying a course, which is more than four years full time in duration, will be permitted an additional two semesters of deferral period. No more than two semesters can be deferred consecutively.

Scholarship holders who defer their studies for longer than two semesters will be withdrawn from this scholarship. 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.

## **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.

### ***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.

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.

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 fortnightly payments to spread remaining scholarship funds to cover any extended study period.

## ***Changing course after payments have commenced***

A request to change your course will be considered on a case by case basis. This is subject to the following conditions:

- the new course must be an eligible health related course supported by PHMSS
- 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.

**You are required to notify ACN prior to making any course changes.**

## ***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.

## **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.

## **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, 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 PHMSS will affect these payments.

## **STUDY ABROAD**

If you undertake an elective subject overseas 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 PHMSS funds. Continued receipt of scholarship funds is subject to you demonstrating that the overseas study is:

- a component of your Australian university course
- approved by the university
- of practical benefit to the health of Aboriginal and Torres Strait Islander people.

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 PHMSS. Personal Information may be disclosed to the Commonwealth or a subsequent

Administrator for the purposes of administering the PHMSS.

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. 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.