

Victorian Lived and Living Experience Workforces Tertiary Scholarships

The Victorian Department of Health (the Department) is offering scholarships of up to \$13,000 for tertiary level qualifications to lived and living experience workers (LLEWs) employed in state funded mental health or Alcohol and Other Drugs (AOD) services.

TERMS AND CONDITIONS 2023

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INTRODUCTION

These are the terms and conditions for the Victorian Lived and Living Experience Workforces Tertiary (VLEWT) Scholarship Program. 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. These scholarships are funded by the Victorian Government Department of Health and administered by the Australian College of Nursing.

ACCEPTING A SCHOLARSHIP

As a successful applicant for this scholarship you will receive a package which includes the following documents:

- acceptance of offer form
- decline of offer form
- bank details form
- list of supporting documents required & checklist
- Statement by a Supplier form
- Terms and Conditions.

To accept your scholarship you are required to return the following documents to ACN by the dates specified in your acceptance package:

- acceptance of offer form
- bank details form
- all necessary documentation as itemised in the supporting documents list
- completed Statement by a Supplier form
- proof of enrolment.

To decline the offer of the scholarship, please return the decline of offer form found in your notification email.

RECEIVING A SCHOLARSHIP

Eligibility

To be eligible to apply for a scholarship applicants must:

- be employed in a state funded mental health or AOD service
- be employed in a designated LLEW role
- be an Australian citizen or permanent resident or a New Zealand citizen
- be eligible to enrol in a tertiary level qualification (i.e., bachelor's degree, graduate certificate, graduate diploma, higher degrees)
- have a lived or living experience of mental illness or psychological distress, substance use or addiction, or be a family member or carer
- have at least three years' experience working in a designated LLEW role.

Value of the scholarship

Scholarships are up to approximately \$13,000 and can be used to cover up to 90 percent of course fees for an eligible course. This includes the gap if you are enrolled in a Commonwealth supported place or are receiving funding for your studies from another source, such as your employer.

Tertiary level courses that build service management and leadership skills are eligible for funding. These scholarships are not designed to support lived and living experience workers to qualify as mental health clinicians and funding is not available for degrees in clinical disciplines (nursing, medicine, psychology, social work or occupational therapy).

Funding under this scheme is available for study undertaken from semester two 2022. Studies completed prior to semester two 2022 cannot be funded under the scholarship.

GENERAL INFORMATION

Effect of other scholarships

You may accept and hold other scholarships under the scholarship but depending on what the other scholarships are intended to cover, the total funding of this scholarship may be revised based on additional funds received.

Assessment of course eligibility

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 whether your scholarship may be withdrawn.

PAYMENT ARRANGEMENTS

Scholarship payments

Scholarship payments will be deposited into your account once the following has been completed:

- evidence of your course fees (such as an invoice) for that particular semester has been provided.
- Census date for that particular semester/trimester/term has passed
- Results for previous semester/trimester/term has been provided
- Proof of expenditure for previous payments has been provided.

Payments will not be made for scholarship recipients to repeat failed units.

You will be expected to provide proof of expenditure, such as a receipt to ACN within two weeks of the payment being deposited into your bank account. Bank statements, credit card statements and unpaid invoices are not acceptable proof of expenditure.

Scholarship 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.

Required documents must be received by ACN two weeks prior to a scheduled payment date in order for a payment to be activated.

Scholarship funds will not be paid if you have deferred your course.

Scholarship continuation

To ensure the continuation of the scholarship, you will be required to provide enrolment and results (or evidence of study) twice a year. You will be asked to provide this documentation in July and December of each year.

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
- failing to provide satisfactory evidence of study undertaken whilst receiving scholarship payments
- failing to provide receipts for previous scholarship payments.

ACADEMIC STATUS

Results and re-enrolment

At the end of each semester/trimester/term, you are required to provide ACN evidence of your results as well as confirmation of re-enrolment in your funded course, for the next semester/trimester/term, before you will receive any payment. 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.

Academic progress

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.

SCHOLARSHIP STATUS

Commencement of scholarship

You must be enrolled to study in semester two, 2022. You cannot defer the scholarship offer. If you have not commenced study within semester two, 2022 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
- provide proof of expenditure for previous scholarship payments
- Continue to maintain employment in a state funded mental health or AOD service.

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.

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.

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.** You are not required to justify the 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).

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 example:

- withdrawing from a unit/s of study
- enrolling in an additional unit/s of study
- withdrawing from units before your course provider census date
- being awarded RPL.

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.

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.

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 the scholarship 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 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, employer and educational institution to the Victorian Government. ACN may also use de-identified information for the purposes of promoting and publicising the scholarships. Personal Information may be disclosed to the Victorian Government or a subsequent Administrator for the purposes of administering the scholarships.

You agree to be contacted to participate in any surveys that may be conducted by ACN or a third party acting on behalf of ACN 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.

RESERVATIONS

ACN reserves the right to suspend, amend or vary the guidelines, terms and conditions, the scholarship or any part thereof. The Victorian 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 Victorian Government or ACN to any conditions, commitments or obligations of any type.