

Victorian Psychiatric State Enrolled Nurses Scholarship

The Victorian Government Department of Health are funding grants of up to \$2,717 to public mental health services to meet the cost of study leave for Psychiatric State Enrolled Nurses (PSENs), who require study leave to undertake a clinical placement. The grants are administered by the Australian College of Nursing.

The Victorian Psychiatric Services Enterprise Bargaining Agreement provides for two weeks of clinical placement study leave for psychiatric state enrolled nurses undertaking a Bachelor of Nursing course. This grant is a commitment of the Victorian Government to provide financial support to services for backfill arrangements for PSENs undertaking clinical placements.

TERMS AND CONDITIONS 2024

Table of Contents

INTRODUCTION	3
ACCEPTING A SCHOLARSHIP	3
RECEIVING A SCHOLARSHIP	3
Eligibility.....	3
Value of the scholarship	3
GENERAL INFORMATION	3
Effect of other scholarships	3
Assessment of course eligibility.....	3
PAYMENT ARRANGEMENTS.....	4
Scholarship payments.....	4
Repayment of funds.....	4
Changes in mode of study.....	4
Academic progress	4
SCHOLARSHIP STATUS	4
Commencement of scholarship	4
Change of circumstances.....	4
Ongoing awarding of scholarship	5
Completing the scholarship	5
Withdrawal from course.....	5
Withdrawal of scholarship	5
Appeals	5
COURSE/ACTIVITIES	5
Change of course.....	5
CENTRELINK AND TAXATION	6
Centrelink	6
Taxation.....	6
PRIVACY STATEMENT.....	7
RESERVATIONS.....	7

INTRODUCTION

These are the terms and conditions for the Victorian Psychiatric State Enrolled Nurses Scholarship (VPSENS) 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 PSEN enrolled in a Bachelor of Nursing in 2024, confirming clinical placement
- letter from course provider confirming commencement and expected completion date of clinical placement.

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 the PSEN must be:

- an Australian Citizen or permanent resident of Australia or New Zealand citizen.
- an enrolled nurse who holds a current Nursing and Midwifery Board of Australia registration.
- Be directly employed (or commencing employment) in a Victorian public mental health service.
- PSEN must be enrolled or intending to enrol in a Bachelor of Nursing in 2024.

Value of the scholarship

The scholarship is worth up to \$2,717 and are considered a contribution towards the cost of backfill arrangements for PSENs undertaking clinical placements. The grants are paid directly to the employer and not the individual recipients.

Funding under this scheme is available for clinical placement undertaken in 2024. Placement completed prior to 2024 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 the mental health service provider account once the Acceptance document and evidence of the PSEN clinical placement details have been provided.

Scholarship funds will not be paid if PSEN has deferred the course.

Repayment of funds

If either the PSEN or Mental Health provider 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 placement
- change of course
- ceasing to be an Australian citizen or permanent resident or New Zealand citizen

Changes in mode of study

PSEN may change from full time to part time study (or vice versa) during your course. This will not affect the funding provided to the mental health service.

Academic progress

ACN reviews the academic progress of all scholars. The PSEN is expected to maintain satisfactory progress through your course within the normal course duration.

SCHOLARSHIP STATUS

Commencement of scholarship

PSEN must be enrolled to study in 2024. This scholarship offer cannot be deferred. If you have not commenced study within 2024 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 or New Zealand citizen
- be continuously enrolled in an eligible course
- Continue to maintain employment in a Victorian Public Mental Health Service.

Completing the scholarship

Once PSEN has completed their placement they are required to provide confirmation of their result once available to them.

Withdrawal from course

If the PSEN withdraws from the clinical placement, you must relinquish the scholarship. PSEN 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

The scholarship may be withdrawn at any stage if you or the PSEN:

- 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 Bachelor of Nursing only. Requests to change the course will be declined.

A scholarship place must be surrendered if the PSEN discontinues the placement.

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.

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.