

# **Victorian Postgraduate Mental Health Nursing Scholarship**

The Victorian Department of Health is offering scholarships of up to \$3,000 to registered nurses working in the Victorian public health sector to support postgraduate study in mental health nursing. The scholarships are administered by the Australian College of Nursing on behalf of the Victorian Department of Health.

## **TERMS AND CONDITIONS 2023**

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## **INTRODUCTION**

These are the terms and conditions for the Victorian Postgraduate Mental Health Nurse Scholarship (VPMHNS) 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 Acceptance form
- 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:

- an Australian Citizen or permanent resident of Australia or New Zealand citizen
- a registered nurse who holds a current Nursing and Midwifery Board of Australia registration
- Be employed (or commencing employment) within mental health at a Victorian public health service
- enrolled in a semester two 2023 eligible postgraduate course delivered by a university or accredited higher education provider that leads to a tertiary qualification in mental health nursing or a tertiary qualification that advances the applicant's knowledge, skills and capacity to provide effective mental health care
- have the support by Director of Mental Health Nursing, as demonstrated through them endorsing the application.

### ***Eligible Courses***

Eligible courses are those that build the capabilities required to deliver high quality, evidence-based consumer-centered care in the specialist mental health sector and/or build the capacity of the Victorian mental health sector by improving the skills and knowledge of other mental health nurses within the sector.

All courses must be undertaken with an accredited Australian tertiary institution.

### ***Value of the scholarship***

The scholarships are worth \$3,000 and considered a contribution towards the cost of undertaking postgraduate studies, including tuition fees, student contributions, study loans (HECS-HELP and FEE-HELP), books and equipment, travel required to attend lectures and clinical placements, childcare, and other related study costs.

The scholarships are paid directly to individual recipients, not their employers or the Australian Taxation Office. Funding under this scheme is available for study undertaken from semester two 2023. Studies completed prior to semester two 2023 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:

- Acceptance document
- Confirmation of current enrolment into an eligible course

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.

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

### ***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

## **SCHOLARSHIP STATUS**

### ***Commencement of scholarship***

You must be enrolled to study in semester two, 2023. You cannot defer the scholarship offer. If you have not commenced study within semester two, 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
- Continue to maintain employment in a Victorian Area Mental Health Service.

### ***Completing the scholarship***

In order to finalise your scholarship you are required to provide:

- evidence of study completed or results for semester two 2023, or completion certificate of the funded course.

### ***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.

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

- Send an email to [scholarships@acn.edu.au](mailto: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 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](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, 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.

## **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.