



ACT
Government
Health

Aboriginal and Torres Strait Islander Enrolled Nurse Scholarship

Application Guidelines & Information

**ACT Health welcomes scholarship applications for an
Aboriginal and Torres Strait Islander
Enrolled Nursing Scholarship**

ACT Health Nursing & Midwifery Scholarship Team
Nursing & Midwifery Office
PO Box 11
Woden ACT 2606

Contacts:

Telephone: 5124 8310 and 5124 4978

Email: N-MScholarships@act.gov.au

Introduction

ACT Health has made a commitment to establish an Aboriginal and Torres Strait Islander Enrolled Nursing Scholarship under the COAG National Partnership Agreement and Closing the Gap in Indigenous Health Outcomes.

ACT Health in conjunction with the Canberra Institute of Technology (CIT) sponsors two Aboriginal and Torres Strait Islander Enrolled Nursing Scholarships.

Applications are invited twice per year in February and July to coincide with the commencement of the academic periods of study.

Funding is available for a twelve-month calendar year. The Nursing and Midwifery Office manages all aspects of the Aboriginal and Torres Strait Islander Enrolled Nursing Scholarship Scheme on behalf of the ACT Chief Nurse.

New and existing Aboriginal and Torres Strait Islander students will be given the opportunity to undertake the CIT Diploma of Nursing (DP – 2C115) on a full or part time basis. The scholarship provides financial assistance for course tuition, administration fees and the purchase of recommended text books.

Important information about the scholarship program

1. Purpose of Scholarship

To provide financial assistance to Aboriginal and Torres Strait Islanders to undertake a Diploma of Nursing course at the CIT with the view of supporting education and retaining enrolled nurses within the ACT public health system.

2. Value

The value of each scholarship will be dependent upon the fees associated with the course of study, administration costs, and the purchase of the recommended textbooks.

In determining the course fees, the applicant should refer to the CIT website: <http://cit.edu.au/>

ACT Health reserves all rights and has complete discretion as to how to distribute the funds and, to whom and how much funding will be granted to successful applicants.

3. Time period for which scholarship applies

Scholarships cover a period of up to one calendar year only. If the proposed course of study is likely to exceed one calendar year, applicants will need to re-apply in writing to the Nursing and Midwifery Office.

Please note: funding is allocated for the year and cannot carry over to the following year.

4. Conditions

The scholarship amount will be dependent upon:

- the associated course fees, administration fees and textbook cost and;
- a period of up to one calendar year only.

5. Eligibility

Eligibility for a Scholarship requires:

- candidates to have been offered a place in the Diploma of Nursing at the CIT and accepted enrolment
- confirmation of Aboriginal and Torres Strait Islander identity
- submission of a completed Aboriginal and Torres Strait Islander Enrolled Nursing Scholarship Application form.

The application will include a Statement of Commitment of approximately 500-1,000 words in length about how a nursing scholarship could change the course of your life

- provision of two written referee reports including one professional and one personal reference
- provision of a transcript of results at completion of each semester
- candidates to demonstrate commitment to study by consistently attending CIT classes
- a declaration if scholarship funding from another source is in place.

6. Scope for Studies to be undertaken at an institution within ACT

The eligibility criteria attached to this Scholarship Scheme allows for studies to be undertaken at the Canberra Institute of Technology only.

7. Applications

Applications must be lodged before the deadline for submission.

Handwritten applications must be neat and legible.

ACT Health reserves the right not to process/assess any application that is:

- incomplete; or
- lodged after the deadline for submission of applicants.

8. Acknowledgement of receipt of application

All applications will be acknowledged upon receipt, in writing, by the Nursing and Midwifery Office.

9. Assessment of application

All applications will be considered on the merit of their written application.

Each application will be assessed by the Nursing and Midwifery "Aboriginal and Torres Strait Islander Enrolled Nursing Scholarships Panel" whose membership comprises of Nursing and Midwifery Office staff, Yurauna Centre staff, Aboriginal and Torres Strait Islander Health Policy staff and a representative from the Aboriginal and Torres Strait Islander Liaison Unit based at The Canberra Hospital. Their function is to review all applications/referees reports and to ensure that the process is transparent, merit-based and fair and equitable for all applicants.

10. Notification of panel decision

When the selection process is finalised, applicants will be sent a letter from the Nursing and Midwifery Office informing them of the panel's decision. Where possible, every attempt will be

made to notify applicants of the panel's decision prior to the commencement of semester studies.

11. Appeal mechanism

Should an applicant be unhappy with the decision of the panel, an appeal mechanism has been established to review applications on an individual basis. Requests for review of panel decisions must be provided within eight (8) weeks of notification of panel decisions.

A request for appeal must:

- be in writing
- identify the basis of the appeal
- be forwarded to: ACT Chief Nursing & Midwifery Officer
ACT Health
PO Box 11
Woden ACT 2606

After the appeal process, the decision of the ACT Chief Nursing & Midwifery Officer is final.

12. Agreement and Reimbursements

Successful applicants will receive a Nursing and Midwifery Aboriginal and Torres Strait Islander Enrolled Nursing Scholarship Agreement. Applicants are required to sign the Agreement, have their signature witnessed and return it to the Nursing and Midwifery Office by the due date specified in the letter of offer.

If the contract is not returned by the due date, it will be assumed that the recipient does not wish to accept the scholarship offered and their details will be removed from the database.

At the commencement of each semester Scholarship payments will be paid directly to the CIT and will include textbook reimbursement.

To remain a scholarship recipient the successful applicant must provide evidence of having satisfactorily completed units of study at the end of each semester. A copy of the results is to be sent to the Nursing and Midwifery Office.

Failure to provide the above documentation **within six (6) weeks of completion** of each semester, unless otherwise negotiated with ACT Health, will result in ACT Health assuming the Recipient does not wish to continue as a scholarship recipient and the contract will be terminated.

13. Extension and Suspension of the Scholarship

A request for a variation to the Scholarship agreement should be notified in writing to the Nursing and Midwifery Office.

If the course of study is not completed within the agreed period then a request is to be made in writing for an extension of time. An extension of time does not automatically include additional Scholarship funding.

Illness which reduces the effective tenure of the Scholarship will not automatically entitle the recipient to an extension of the original period of the Scholarship however ACT Health may, on application, agree to an extension if deemed appropriate.

A Scholarship may be suspended at any time, either at the recipient's request or if in the opinion of ACT Health the recipient fails to observe the conditions of the Scholarship agreement.

14. Termination of Scholarship

A scholarship may be terminated at any time, either

- at the recipient's request, or;
- if in the opinion of ACT Health the recipients performance is unsatisfactory; or;
- if the recipient terminates her or his enrolment or fails to observe the conditions of the Scholarship agreement.

15. Lapse of Scholarship

A Scholarship will be deemed to have lapsed:

- upon completion of the course of study;
- if within six (6) weeks of completion of each semester of study, a copy of the recipient's academic transcript is not forwarded to the Nursing and Midwifery Office.

16. Dissemination of Information

The recipient will acknowledge ACT Health in all reports, publications, and conference papers prepared or delivered by the recipient in connection with the course of study and will inform the Nursing and Midwifery Office of the manner of acknowledgement.

Scholarship recipients who complete research components as part of their Course of Study are also encouraged to engage with SYNERGY: Research Centre for Nursing and Midwifery Practice. To showcase their achievements in research and their contribution to evidence-based practice across ACT, recipients are encouraged to present at a *Research and Practice Development Forums*.

17. Income Tax Requirements Relating to Scholarships

Monies received from some categories of scholarships may be subject to taxation and, it is recommended, that all scholarship recipients obtain information and advice from a registered accountant or from the Australian Taxation Office.

18. Fringe Benefit Tax

ACT Health has been advised that it may incur a liability for Fringe Benefits Tax (FBT) on the Nursing and Midwifery Aboriginal and Torres Strait Islander Scholarship Scheme. To reduce the amount of this liability (and thus maximise the amount of funds available for the Scholarship Scheme), ACT Health need to provide the Australian Taxation Office with documentation from each scholarship recipient covering the nature and the purpose of the expense incurred.

This *Expense Payment Benefit Declaration* form is only for scholarship payments in the period from 1st April to 31st March of each year. Completion of the form **will not result in you personally incurring any additional financial liability** but will assist in maximising the resources available for Nursing and Midwifery Scholarships in the ACT. You will be required to complete this form when signing the "Nursing and Midwifery Aboriginal and Torres Strait Islander Scholarship Scheme Agreement".