



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**

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

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

Contacts:

Telephone: 5124 4978 or 5124 8310

Email: N-MScholarships@act.gov.au

Introduction

ACT Health in conjunction with the Canberra Institute of Technology (CIT) sponsors two Aboriginal and Torres Strait Islander Enrolled Nursing Scholarships. . New and existing Aboriginal and Torres Strait Islander students will be given the opportunity to undertake the CIT Diploma of Nursing on a full or part time basis.

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

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 an agreed time frame. If the proposed course of study is likely to exceed the agreed time, applicants will need to apply in writing to the Nursing and Midwifery Office for an extension. N-MScholarships@act.gov.au

4. Eligibility

- candidates will 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.

5. Assessment of application

ACT Health will not consider incomplete applications

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

The final decision to award a scholarship rests with the Chief Nursing & Midwifery Officer

6. Notification of decision

When the selection process is finalised, applicants will be sent a letter from the Nursing and Midwifery Office informing them of the decision. Where possible, every attempt will be made to notify applicants of the decision prior to the commencement of semester studies.

7. Appeal mechanism

Should an applicant be unhappy with the decision, an appeal mechanism has been established to review applications. Requests for review must be received in writing within eight (8) weeks of notification of outcome. and identify the reason for the appeal N-MScholarships@act.gov.au

The decision of the ACT Chief Nursing & Midwifery Officer is final.

8. 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. The contract must be returned by the due date.

At the commencement of each semester Scholarship payments will be paid directly to the CIT and will include textbook reimbursement. Please submit invoices to the Nursing & Midwifery Office for payment before the due date.

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. N-MScholarships@act.gov.au

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.

9. Extension and Suspension of the Scholarship

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. N-MScholarships@act.gov.au

10. 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 recipient's performance is unsatisfactory; or;
- if the recipient terminates her or his enrolment or fails to observe the conditions of the Scholarship agreement.

11. 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.

12. Fringe Benefit Tax

ACT Health provides the Australian Taxation Office with documentation from each scholarship recipient covering the nature and the purpose of the expense incurred for Fringe Benefits Tax (FBT) purposes. You will be required to complete the FBT form when signing the "Nursing and Midwifery Aboriginal and Torres Strait Islander Scholarship Scheme Agreement".