



Australian Government

Department of Health and Ageing

Nurse Scholarship Program: Continuing Professional Education Financial Assistance Round 2008

Application/Guideline Form

Forward Completed Application Form to:
Nurse Scholarship Program:
Continuing Professional Education
Financial Assistance Round
Royal College of Nursing, *Australia*
PO Box 219
Deakin West ACT 2600

Closing Date for Applications:
Friday 1 August 2008



IMPORTANT INFORMATION

The closing date for the Continuing Professional Education Financial Assistance Round is **Friday 1 August 2008**.

Please mail your original application and supporting documentation to the address below. We recommend that once you have completed the application form you keep a copy for your records.

Contact Details for the Fund Administrator:

Email: scholarships@rcna.org.au
Free call 1800 11 72 62
Fax: 02 6282 3565
Phone: 02 6283 3400
Postal Address: Fund Administrator
Nurse Scholarship Program:
Continuing Professional Education
Financial Assistance Round
Royal College of Nursing, Australia
PO Box 219
DEAKIN WEST ACT 2600

Please do not bind applications in any way, e.g. do not use comb binding or plastic folders. A staple in the top left-hand corner is sufficient.

LATE, ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applications will only be accepted if post marked on or before the closing date of 1 August 2008. Faxed or emailed applications will not be accepted.

ELIGIBILITY CRITERIA

Funding under this Financial Assistance Round is available for students who are:

- Australian citizens or permanent residents;
- Registered (Division 1 or 3) Nurse or Midwife or Enrolled (Division 2) Nurse with a current practising certificate;
- Currently enrolled in and studying a continuing education program in nursing in 2008 at an Australian university, TAFE or Registered Training Organisation (RTO);
- Can demonstrate a need for financial assistance.

This Scheme provides assistance in the form of a one-off financial assistance payment of up to \$5,000, paid retrospectively for study undertaken in 2008. The amount of funding awarded to each applicant will be determined by the Selection Committee and will be based on the applicants level of study. For example, a successful applicant undertaking a Masters program may be offered funding of up to \$5,000, whereas a successful applicant undertaking a Diploma or Graduate Certificate may be offered funding of up to \$2,500.

General Practice Nurses, Midwives and Enrolled (Division 2) Nurses are encouraged to apply.

If you are successful in receiving funding through this Financial Assistance Round, this will not affect you if you currently hold a scholarship or would like to apply for a scholarship under the Nurse Scholarship Program, the Aged Care Nursing Scholarship Scheme, the Mental Health Postgraduate Scholarship Scheme or the Postgraduate Community Aged Care Nursing Scholarship Scheme. If you are a current scholar under the above-named schemes and are awarded funding under the Continuing Professional Education Financial Assistance Round, you will still be bound by the Terms and Conditions of your existing scholarship.

IT IS VERY IMPORTANT THAT YOU ANSWER ALL QUESTIONS IN THE SPACE PROVIDED ON THE FORM AND THAT YOU ATTACH THE REQUESTED DOCUMENTATION TO YOUR APPLICATION. BLANK SPACES WILL ADVERSELY EFFECT YOUR SCORE AND THUS YOUR ELIGIBILITY FOR THE SCHOLARSHIP.

IT IS ALSO VERY IMPORTANT THAT YOU MAKE SURE YOU HAVE GIVEN ALL THE RELEVANT INFORMATION FOR EACH OF THE QUESTIONS ON THIS FORM AS WE WILL NOT BE FOLLOWING UP MISSING INFORMATION. PLEASE ENSURE YOU RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.

Scholarship payments and tax

Recipients of scholarships are strongly encouraged to seek their own advice from Centrelink, the Australian Tax Office, or a financial adviser for assistance regarding their own financial situation.

For further information please see ATO Class Ruling 2003/7 on the Australian Tax Office website at:

<http://www.ato.gov.au/individuals/content.asp?doc=/content/26619.htm&pc=001/002/033/003/002&mnu=1210&mfp=001/002&st=&cy=1>.

The following documents are to be included with the application.

<input checked="" type="checkbox"/>	A Certified Copy of evidence of your Australian citizenship/permanent residency
<input checked="" type="checkbox"/>	A Certified Copy of your current practising certificate
<input checked="" type="checkbox"/>	Evidence of your enrolment in nursing study at an Australian university, TAFE or RTO for 2008

All applications must be accompanied by documents listed above. Applications will not be considered if the required documentation has not been provided.

Applicants will receive a letter of acknowledgment confirming that the Fund Administrator has received the application within 2 weeks of the closing date.

Applicants will be advised of the outcome of their application by September 2008.

All applicants will be advised in writing and by post of the outcome of their application. Applicants **WILL NOT** be told of the outcome of their application either by telephone or email.

The decision of the Selection Committee is final and no communication will be entered into. There is no subsequent appeal process.

Privacy statement:

Royal College of Nursing, Australia (RCNA) together with the Australian Government Department of Health and Ageing make every effort to comply with the Information Privacy Principles of the Privacy Act 1988.

SECTION B: ELIGIBILITY CRITERIA

- (a) Are you an Australian citizen or permanent resident of Australia?
- No You are not eligible to apply for this funding
- Yes You must attach a **certified copy** of your birth certificate, naturalisation papers, or other official documents such as a passport.

Guideline for Section B (a)

You must be an Australian citizen or have permanent residency status to qualify for funding and we need official proof of that status. You may have been born overseas, but if you have become an Australian citizen, or have official Government approval to live permanently in Australia, you can apply.

The reason for requesting a certified copy of the documents, for example a birth certificate, a Passport, or a naturalisation certificate, is to prove that you are an Australian citizen or that you have official Australian government approval to live in Australia permanently. If you do not meet this criterion you are not eligible for funding. **A Certified Copy is a legible copy of an official document, signed and certified as a true copy by a person with authority to do so.**

Examples of who may sign copies include:

- a) Registered/Division 1 or Division 3 Nurse, Enrolled/Division 2 Nurse or Registered Midwife with a current practicing certificate
- b) Medical practitioner
- c) Member of Parliament (Federal or State)
- d) Legal practitioner (Solicitor, Barrister, Judge)
- e) Police officer
- f) Pharmacist
- g) School Principal
- h) Bank officer
- i) Accountant
- j) Minister of Religion
- k) Justice of the Peace.

A full list of people authorised to sign and certify copies can be found in the Statutory Declarations Regulations 1993, which is available through the Attorney-General's Department website www.ag.gov.au/agd/WWW/agdhome.nsf/Page/Portfolio . A blank statutory declaration form is also available to download from the same website. Statutory Declaration forms are also available at post offices.

DO NOT SEND ORIGINALS OF THESE DOCUMENTS AS ORIGINALS SENT TO US WILL NOT BE RETURNED TO YOU

- (b) Are you currently registered?
- Yes
- No You are not eligible to apply for funding
- (c) Which State/Territory?
- You must attach a **certified copy** of your current practising certificate
- (d) Registered Nurse (RN Division 1 or Division 3) Enrolled Nurse (RN Division 2) Registered Midwife
- (e) Practising Certificate number:

Guideline for Section B (b-e)

This scheme is only available to Registered or Enrolled Nurses or Registered Midwives with a current practising certificate issued by a Nursing Board/Regulatory Authority in an Australian State or Territory.

SECTION C: ENROLMENT DETAILS

Are you currently enrolled in nursing study through an Australian university/TAFE/RTO?

Yes

No You are not eligible to apply for funding under this round

Course Name:

University/Institution:

Campus:

State:

ACT NSW NT QLD SA TAS VIC WA

Study Status:

Full time

Part time

Start date (dd/mm/yy):

/ /

Proposed completion date (dd/mm/yy):

/ /

Guideline for Section C

Funding under this round is only available for currently enrolled students undertaking continuing education in nursing through an Australian university, TAFE or RTO.

You must provide evidence that you are enrolled for 2008 in the course listed above to be considered eligible for funding. Proof of enrolment could be an online printout of your enrolment, a tax invoice for course fees or academic transcript. Your proof of enrolment must have your full name, the university/TAFE/RTO you are enrolled at and the course you are enrolled in.

SECTION D: FINANCIAL NEED

(a) Please indicate your area/s of financial need by ticking at least one box below.

Course fees

Travel

Accommodation

Textbooks

Equipment/Uniforms

Other
(please specify below)

(b) Please provide an approximate total for costs incurred in your nursing study in 2008.

\$ _____

Guideline for Section D (a-b)

This section must be completed. Leaving this section blank will void your application.

SECTION E: JUSTIFICATION

Please outline below how this financial assistance will benefit you in your studies in 2008

Additional sheets attached to this section will not be considered by the Selection Committee. What you write here will be used for selection purposes. Applicants must be able to demonstrate a need for financial assistance and a commitment to their nursing studies.

SECTION F: DECLARATION

THE DECLARATION IS A LEGALLY BINDING DOCUMENT AND INDICATES THAT YOU HAVE, TO THE BEST OF YOUR KNOWLEDGE, PROVIDED TRUE AND CORRECT INFORMATION

**THIS SECTION
MUST BE
COMPLETED**

I declare that:	
<ul style="list-style-type: none"> The information I have supplied in this Application Form is true and correct in every particular. I understand there are penalties that apply to providing false information. I will advise the Fund Administrator, in writing, within 14 days of any change in my circumstances. 	
I understand that:	
<ul style="list-style-type: none"> The information on this form is collected for the purpose of assessing the Nurse Scholarship Program: Continuing Professional Education Financial Assistance Round eligibility and selection. The information on this form may be used for the purposes of obtaining aggregated information about the scheme and that any information gathered for this purpose will not identify me in any way. 	
I agree to:	
<ul style="list-style-type: none"> Consider participating in promotional material that may arise from the Nurse Scholarship Program: Continuing Professional Education Scheme Financial Assistance Round. Sign an acceptance agreement with the Fund Administrator, if successful in my application to the Nurse Scholarship Program: Continuing Professional Education Financial Assistance Round. 	
Signature of applicant:	Date
Witnessed by:	Date
Name	

Guideline for Section F

The Declaration is a legally binding document. Once you have signed it, it is evidence that the information you have provided is, to the best of your knowledge, true and correct. There are penalties for knowingly giving false or misleading information.

Applications WILL NOT be considered if this section is not signed and witnessed.