Nursing and Allied Health Scholarship and Support Scheme (NAHSSS)

NAHSSS Allied Health Postgraduate Scholarship Guidelines 2017

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Information for Scholarship Applicants

1. General Information
The Australian Government aims to consolidate and build on workforce programs to ensure they better align with, and are able to respond to the needs of health professionals to train and practice, particularly in clinical areas and locations of particular need.

The objectives of the consolidated Nursing and Allied Health Scholarship and Support Scheme (NAHSSS) are to:

- Increase the health workforce by facilitating the entry of jobseekers and youths interested in pursuing a career in nursing and allied health professionals.
- Facilitate the continued professional development of nurses and allied health professionals.
- Encourage the pursuit of a health career in both geographic areas and professions where there are shortages.

There will be one round of scholarships offered in each calendar year. Applications received outside the application period will not be considered.

A limited number of NAHSSS Allied Health Postgraduate scholarships will be available for 2017 academic year. The scholarship covers only for a 12 month period of the study program.

- Funding is only available to undertake courses offered by universities in Australia.
- Supporting documents are only required if you are successful in getting a scholarship.
- Only one application from each applicant can be considered for assessment.
- The applications are open for allied health professionals who are providing clinical services at the time of application.

A clinical service means direct/client/patient contact providing direct treatment, intervention or assessment, client management and education across the health care system.

Applications are invited from across Australia; however, rurality and other criteria may be used as a ranking tool where scholarships are oversubscribed.

If you have been offered a scholarship under NAHSSS and have completed your funded activity less than 12 months before the commencement of this funding round, you are not eligible for this round of scholarships.

The online application will be available from 27 January to 27 February 2017. The application will be located on the Postgraduate Application on the Postgraduate Scholarship page of the SARRAH website www.sarrah.org.au. Access to the application form becomes available when the applications open for each round of scholarships.

2. Eligibility Criteria
Allied Health Professionals applying to commence or who are already enrolled in a postgraduate course offered by an Australian Tertiary Institution (University) within the Commonwealth of Australia can apply for this scholarship. The proposed course must be directly related to the applicant’s area of
clinical practice. Courses related to health service management are eligible. It is the responsibility of the applicant to submit an eligible application. Identification of ineligibility can occur at any stage during the applications assessment and conditional offer phases.

2.1. Eligible Allied Health Professions

The eligible allied health professions for the NAHSSS Postgraduate scholarships are:

<table>
<thead>
<tr>
<th>Aboriginal Health Worker (Cert IV in AHW and above qualifications)</th>
<th>Optometry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiology</td>
<td>Orthoptics</td>
</tr>
<tr>
<td>Chinese Medicine</td>
<td>Osteopathy</td>
</tr>
<tr>
<td>Chiropractic</td>
<td>Paramedic</td>
</tr>
<tr>
<td>Dental and oral health (Dentist, Dental Hygiene, Dental Therapist, Dental Prosthetics)</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Dietetics and Nutrition</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Diabetes Educator</td>
<td>Podiatry</td>
</tr>
<tr>
<td>Exercise Physiology (AAESS approved only)</td>
<td>Prosthetics and Orthotics</td>
</tr>
<tr>
<td>Genetic Counselling</td>
<td>Psychology</td>
</tr>
<tr>
<td>Health Promotion</td>
<td>Social Work (Australian Association of Social Workers approved courses only)</td>
</tr>
<tr>
<td>Medical Radiation Science (Medical Imaging, Nuclear Medicine Technology and Radiation Therapy)</td>
<td>Speech Pathology</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>Sonography.</td>
</tr>
</tbody>
</table>

If your allied health profession is not listed, you are not eligible to apply for a scholarship under this scholarship stream.

If your health profession is nursing please contact Australian College of Nursing (ACN) for information relating to information on nursing scholarships.

If your allied health profession is ‘Health Promotion’ you will require a qualification at a postgraduate level to be eligible to apply for this scholarship.

2.2. Eligibility Requirements

- Be an Australian citizen or permanent resident of Australia.
  New Zealand citizens who arrived in Australia on or after 27 February 2001 must have applied for, and been granted Australian permanent residency to be eligible to apply for a scholarship. New Zealand citizens living in Australia prior to 27 February 2001 are eligible to apply for a scholarship. You will be required to provide proof that you have lived in Australia prior to 27 February 2001.
  Acceptable proof includes:
    1. Official documentation showing your residential address in Australia prior to 27 February 2001 i.e. Centrelink payments, bank statements utility bills etc... or
2. A certificate, issued under the Social Security ACT 1991, stating you were residing in Australia on 26 February 2001. Note: These certificates must be held retrospectively as they are no longer issued.

Please click here for more information to determine your eligibility for Australian Citizenship/Residency.

- Hold a current practice certificate (or the equivalent) in an eligible allied health profession or be eligible to join their professional organisation/Association.
  
  If your profession is Psychology, you will need to be a fully registered psychologist to be eligible to apply for this scholarship. Provisional psychologists are ineligible for this scholarship scheme.

  If your profession is an Aboriginal Health Worker, you will need a Certificate IV qualification in Aboriginal and/or Torres Strait Islander Primary Health.

  If your profession is speech pathology, you will need to provide a current practicing membership certificate to prove your professional status. Your undergraduate degree certificate is no longer acceptable as proof of your professional status.

  If you have obtained your allied health qualifications from an overseas university, you must have assessed your qualification through the relevant allied health professional organisation in Australia and received an assurance that you are eligible to be a member of the particular allied health professional organisation. This is relevant only for allied health professionals who do not have a membership number in an allied health organisation in Australia.

- For Health Professions that come under the Australian Health Practitioner Regulation Agency (AHPRA), registration with this Agency is required.
- Deliver clinical services in Australia.
- Be undertaking or applying to undertake a Postgraduate course.

2.3. Eligible and ineligible courses

- Postgraduate professional programs offered by Australian Universities at the graduate certificate, graduate diploma, masters, doctorate or PhD level
- Meets the professional development policy of the applicant’s professional association.
- Courses offered by organisations that do not confer a postgraduate degree recognised by and Australian tertiary institution are not eligible
- The administrator will determine the eligibility or ineligibility of other (or non-listed) courses as the need arises.

Applicants are required to include the name of the proposed course, web address or URL (Uniform Resources Locator) of the provider when the application is submitted. The proposed course must be directly related to the applicant’s clinical practice.

The applicants studying postgraduate courses that lead to an entry level qualification, for example,
Master of Social Work (Entry Level) and Master of Audiology will need to apply for a scholarship for NAHSSS Undergraduate (entry level) scholarships. An entry level course is one that leads to a qualification in an Allied Health Profession.

3. Scholarships for the specific areas of practice
SARRAH will allocate a limited number of scholarships for the identified areas of practice i.e. primary care, aged care, mental health as well as Indigenous Health services. The eligibility criteria, application process and funding amount for these scholarships are the same as for current scholarships noting that these additional scholarships can only be awarded to eligible applicants whose area of practice is primary care, aged care, mental health and/or indigenous health services.

If you are providing clinical services in any of these areas of practice you will need to provide your area of practice when you address the selection criteria questions in the application. If you are successful in getting a scholarship under any of these categories, you will need to provide written evidence from your employer to show that you are providing clinical services in the respective areas of practice as shown in your selection criteria answers in your original application.

Primary care definition for scholarship purposes:

“Primary care is the day to day health care given by a health care provider such as an allied health professional. This provider acts as the first contact and principal point of continuing care for patients within a health care system, and coordinates other specialist care that the patient may need”.

If the applicant provides clinical services as first point of call within a community for prevention, diagnosis and treatment of ill-health, and for ongoing management of chronic disease then the applicants are considered to be providing primary care for the purposes of this scholarship.
4. Self-Assessment Checklist for NAHSSS Postgraduate Scholarships

Are you an Australian Citizen or Permanent Resident?

Yes

No

You are not eligible

Do you belong to an eligible Allied Health Profession or to be eligible to be an allied health professional and providing clinical service?

Yes

No

You are not eligible

Have you been subject to an official or disciplinary action within the past two years?

Yes

No

You are not eligible

Are you currently in receipt of any other scholarship for more than $7,000 per annum or a Scholarship/Bursary funded by the Department of Health for the proposed study program?

Yes

No

You are not eligible

Are you a Nurse or Midwife?

Yes

No

You are not eligible

Login to the application form and create a user name and password. You will receive a “do not reply” e-mail when you log in to the application and after you have successfully submitted an application. Please keep these e-mails for future reference. Please visit this link on Step By Step Instructions on how to complete the application before you proceed with the application.
5. Value of the Scholarship
The maximum value of a scholarship for 2017 academic year will be limited to $15,000. Scholarship funds are a contribution towards the cost of accessing postgraduate qualifications (not for entry-level qualifications). Preference will be given to those undertaking formal postgraduate study by coursework.

Amount Awarded for Postgraduate Programs

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Full Time Equivalent (FTE) Duration</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate</td>
<td>6 Months (1 semester)</td>
<td>$7,500</td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>12 Months (2 semesters)</td>
<td>$15,000</td>
</tr>
<tr>
<td>Masters</td>
<td>12 Months (2 semesters)</td>
<td>$15,000</td>
</tr>
<tr>
<td>PhD</td>
<td>24 Months (4 Semesters)</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Funding is for a maximum of one year full-time study or two years for part-time study. The maximum scholarship entitlement is $15,000. Where the applicant has already started the course, the funding will be at a pro-rata rate for the uncompleted study component. There will be no extension of funding beyond one year at the full-time rate. The scholarship is not retrospective.

6. PhD Scholarship
The Administrator will determine before each application round if a PhD Scholarship will be offered. The selection process starts with the online application. The application process and assessment criteria are same as the postgraduate scholarships. Applicants are highly encouraged to provide a clear outline of their PhD study and the new knowledge and perspective it will contribute to the rural community and allied health workforce when addressing the selection criteria questions in the application.

7. Application Process
A link for the online application will be on the Postgraduate Application on the SARRAH website at www.sarrah.org.au when the applications open. Scholarship applicants are required to have an offer of place at a University when they apply. Supporting documentation is not required at the time of application.

7.1. Do not reply e-mails
The applicant receives two (2) do not reply emails. These emails are automatically generated and may be delivered to your junk or spam mail box.

1. The first do not reply email is sent to the address provided when the account is created confirming the “user name” and “password” and “application code” (NAHSSS_POST_GRAD_2017....). These three (3) things must be entered exactly how they appear in the “do not reply email” to log back into the application.

2. The second do not reply email is confirmation that the application has been successfully submitted.
7.2. When one of the sections is outlined RED

This means that a section has not been completed correctly. The text box or radio button will be outlined in red, move the cursor over each question and a message will appear. Please follow the instruction on the message.

7.3. Finalise and Submit the Application

It is the applicant’s responsibility to print a copy of their application; this must be done before the application is submitted. The Scholarship Administrator will not print copies of the application for applicants. It is the applicant’s responsibility to submit their on line application. Applicants that do not submit their application will not be notified. An automatically generated email is sent to the applicant when the application has been submitted successfully. Depending on an individual’s email settings this may go straight to the spam or junk mail box. It is not the Scholarship Administrator’s responsibility if this occurs.

If you do not receive a confirmation e-mail this means your application has not been submitted. If you have any problems please contact the scholarship Administrator via e-mail at postgrad@sarah.org.au or by phone 1800 338 061

All applicants are responsible for the information that they have provided in the application are correct and accurate. The application will become ineligible if the scholarship administrator finds the information on the application is inaccurate and incorrect.

8. Selection Criteria

The objective of the scholarship is to address workforce shortages in areas of geographical and clinical need. The assessment and selection criteria reflect these requirements.

- Rural, remote or regional background.
- Aboriginal and or Torres Strait Islander background.

Rural, Remote or Regional Background

The Australian Standard Geographical Classification – Remoteness Areas (ASGC-RA) is used to define rurality. An ASGC-RA two (2) ranking and above is considered rural. Go to Doctor Connect to search for a town’s ASGC-RA. When the Scholarships are oversubscribed rurality may be used as a ranking tool.

- Applicants who live and provide a clinical service in an ASGC-RA two or above location.
- Applicants who live in a metropolitan area and provide a clinical service in an ASGC-RA two or above location.

To claim rurality the successful applicants must have provided a clinical service in an ASGC-RA two (2) or above location for the previous 12 months. (The Administrator has discretion to waive this requirement).
A continuous clinical service means at least 10 hours per week of direct client/patient contact providing direct treatment, intervention or assistance, assessment, client management and education across the health care system.

If you are self-employed you will be required to provide a statutory declaration with the date you became self-employed and the ABN number of your business. Please use the statutory declaration form available in the Acceptance of Offer Documents at the Postgraduate Scholarship page on the SARRAH website at www.sarrah.org.au

Aboriginal and or Torres Strait Islander Applicants

An Aboriginal and or Torres Strait Islander person is one who:

- Is of Aboriginal and or Torres Strait Islander descent
- Identifies as an Aboriginal and or Torres Strait Islander person
- Is accepted as being of Aboriginal and or Torres Strait Islander descent in the community in which she or he lives or has lived.

Applicants are required to answer 4 selection criteria questions, three (3) questions are written questions. The word limit for each question is 150-200 words. The following are the selection criteria questions which will be in Section G of the application.

Selection Criterion 1:
Detail the relationship between the proposed course of study and area of practice.

Selection Criterion 2:
How will the proposed activity benefit you and how will it address the workforce needs in your local community.

Selection Criterion 3:
Describe your personal commitment to and understanding of the need to undertake study in your profession

Selection criterion 4:
This question is not a written question, this question allow you to demonstrate your rurality and Aboriginal Torres Strait islander background status.

Section G3 of the application

This section is to provide information on your area of clinical practice.

You will need to ‘tick’ the relevant box if you are providing clinical services in the relevant areas of practices. You may ‘tick’ multiple boxes where necessary.
9. Application Assessment Process
A Selection Assessment Panel, where relevant, will be chosen by the Administrator to assist with the selection of successful candidates for scholarships. The members of the assessment panel will be drawn from a range of sources which may include relevant professional groups, rural and indigenous organisations and educational institutions.

Applications are invited from across Australia; however, rurality and other criteria may be used as ranking tool where scholarship places are oversubscribed.

The Administrator will be responsible for selecting scholarship recipients and deciding on the number of scholarships to be given each year in accordance with these Guidelines and the Funding Agreement.

If there are more applicants for scholarships than there are places available, not all applicants who meet the eligibility criteria will be offered a scholarship.

There is a three-stage selection process to determine which applicants are offered a scholarship:

1. Applications are first assessed against the eligibility criteria. The applications that meet these criteria move to Stage 2.
2. Eligible applications will be forwarded to the Assessment Panel for consideration. Applications are ranked against the written answers to the selection criteria. The selection criteria will be developed by the Administrator and will be identified in the Application Form.
3. The scores from the assessment panel are combined with a ranking assigned to the other selection criteria to determine an Order of Merit.

Following this process, the scholarship administrator will select scholarship recipients and all applicants will be advised of the outcome of their application by email. Successful applicants will be offered a scholarship and must advise acceptance in writing. If an applicant forfeits or declines an offer of a scholarship place, that place will be offered to the next applicant on the Order of Merit.

The Order of Merit is valid for that year’s application round only. The Order of Merit will not be made publicly available and applicants will not be informed of their rank.

10. Conditional Offer Letters
Successful applicants will receive a Conditional Scholarship offer. To accept the offer, return by mail the signed Acceptance of Offer and all certified copies of supporting documents with proof of enrolment or registration before the due date to:

 NAHSSS Allied Health Scholarship Administrator
 Services for Australian Rural and Remote Allied Health
 PO Box 74, Deakin West ACT 2600

Fax or scanned e-mailed copies of documents are not acceptable.
11. Appeals
There is no appeal process for the NAHSSS Postgraduate Scholarships. The applicants may not appeal the selection of scholarship recipients or the amount of funding awarded.

12. Effect of Other Scholarships and Bursaries
Those in receipt of another scholarship or bursary funded by the Department of Health are ineligible for this scholarship. If the scholar is receiving another award or scholarship for the funded activity that provides a benefit greater than $7,000, the NAHSSS Postgraduate Scholarship offer must be relinquished.

13. Notification of status of your application
All applicants whether they are successful or not will be notified of the outcome of the assessment process by email on 17 March 2017. Applicants who do not submit their application successfully will not be notified.

Information for Scholarship Recipients

Conditional scholarship offers are made based on the Order of Merit. All applicants will be notified by email by 17 March 2017. To accept the conditional offer, the applicant is required to agree to the Terms and Conditions of the Scholarship and provide certified copies of documents to verify the information provided in the online application. The precise documentation is explained in the subsequent sections.

1. Notification and Acceptance of Scholarship

All successful applicants awarded a scholarship under the Nursing and Allied Health Scholarship and Support Scheme (NAHSSS) must formally accept and return relevant documentation to the scholarship administrator by the due date. Failure to accept the offer may result in forfeiture of the scholarship. Once all the documentation is received and verified and the Administrator is satisfied with the documentation the scholarship is confirmed.

2. Use and Payment of Scholarship Monies

The scholarship is a contribution towards the cost of undertaking professional development by allied health professionals. The use of scholarship funds is at the discretion of the scholar. Scholars do not need to provide expenditure receipts to the scholarship administrator to receive payments. The scholarship funds can cover expenses such as course fees, registration, travel accommodation internet connection and text books. This list is a guide to use the scholarship funds and not a prescriptive.

Payment of scholarship monies is subject to receipt of the applicant’s written acceptance of the Terms and Conditions of the scholarship. The Scholarship is to support the study program outlined in the application.

- Expenditure of scholarship monies shall be in accordance with the application and guidelines for the Scheme as well as the terms and conditions of the scholarship. Approval must be sought in writing from the Scholarship Administrator for any variation of the use of scholarship monies.
No payment is made until the scholarship administrator is satisfied with the documentary evidence provided by the successful applicants to prove the information on the application.

The provision of bank account details. The scholarship money is only paid into the bank account of the scholarship holder’s personal name. No payments are made to a third party. The exception is if the account is held jointly with a spouse.

Scholarship payments will be made once per semester for the duration of the funded period.

3. Acquittal of Scholarship Monies

- The Scholar shall submit evidence of continuing enrolment in the approved activity by the beginning of each semester. Progress payments will not be made until this evidence is provided.
- The Scholar is not required to provide receipts for expenditure.

4. Copyright and Publication

Unless agreed otherwise:

All publications resulting from the approved scholarship shall acknowledge that the work has been supported by an award from the NAHSSS funded by the Commonwealth Department of Health.

Publications shall also include a statement to the effect that the views expressed in that publication do not necessarily represent those of the NAHSSS, its Administrator, Services for Australian Rural and Remote Allied Health (SARRAH) and/or the Government Department of Health.

One (1) copy of each journal article and one (1) copy of any report or book specifically related to work supported by the scholarship, or any media release, shall be provided to the Scheme Administrator by the scholar.

5. Termination of Scholarship

The Scholarship Administrator may terminate a scholarship where:

- Evidence of continuing enrolment in the approved activity is not received by the university census date, or no request for deferment has been made to the Scholarship Administrator.
- Satisfactory progress in the approved activity is not made.
- The scholar withdraws from the funded activity.
- The scholar transfers to a different course of study.
- The scholar ceases to be an Australian citizen or permanent resident.
- If the scholar breaches any rules or guidelines in these terms and conditions.
- The scholar accepts another scholarship funded by the Commonwealth Department of Health or accepted any other scholarship or bursary valued at more than $7,000 per annum.
- The scholar fails to contact the Scholarship Administrator regarding any changes that affect the scholarship within fourteen (14) days.
6. Verification of supporting documents

All successful applicants will be advised of the list of required documents to accept the conditional offer in the conditional offer letter. Generally the following documentation is required to accept the conditional offer.

1. **Signed and witnessed acceptance of offer document**

   This document is available at [Acceptance of Offer Documents](#) at the Postgraduate Scholarship page on SARRAH website at [www.sarrah.org.au](http://www.sarrah.org.au). Any person can witness your signature on the document.

2. **Certified proof of Australian citizenship/or permanent resident status**

   Please provide a certified copy of one of the following:
   - Birth Certificate.
   - Passport bio data page and relevant pages of the passport showing the resident status in Australia.
   - Naturalization or citizenship documents.
   - For New Zealand citizens a copy of details page from your New Zealand passport.
   - Entitlement verification document issued by the Department of Immigration and citizenship

   The reason for requesting a certified copy of a citizenship document is to verify that you are an Australian citizen and/or that you eligible to live in Australia permanently.

   If the name on the document you provide to verify your Australian citizenship is different to the name on your application, please provide a certified copy of a document, which verifies your change of name. This could be a marriage certificate, a deed poll or other legal document.

   New Zealand citizens who arrived in Australia on or after 27 February 2001 must have applied for, and been granted Australian permanent residency to be eligible to apply for a scholarship.

   New Zealand citizens living in Australia prior to 27 February 2001 are eligible to apply for a scholarship. You will be required to provide proof that you have lived in Australia prior to 27 February 2001.

   Acceptable proof includes:
   
   1. Official documentation showing your residential address in Australia prior to 27 February 2001 i.e. Centrelink payments, bank statements utility bills etc...
   2. A certificate, issued under the Social Security ACT 1991, stating you were residing in Australia on 26 February 2001. Note: These certificates must be held retrospectively as they are no longer issued.

   New Zealand citizens entering Australia are granted a Special Category (SCV) which allows them to lawfully live and work in Australia indefinitely. However, the SCV is a temporary visa and does not entitle the holder to access the full range of benefits for which permanent residents are eligible.

   3. **Documents to prove your Aboriginal or Torres Strait Islander Status**

   If you have indicated on the application that you are of Aboriginal or Torres Strait Islander descent a signed declaration by an official from an incorporated Aboriginal or Torres Strait Islander incorporated organisation is required.
4. **The statutory declaration regarding professional standing**

Only those of good standing are entitled to the NAHSSS Scholarship. All Scholars are required to sign a statutory declaration attesting to this. For convenience a sample of an official Statutory Declaration form with the correct wording is provided on the Acceptance of Offer Documents at the Postgraduate Scholarship page on the SARRAH website at [www.sarrah.org.au](http://www.sarrah.org.au).

5. **Certified professional status**

This can be a certified copy of the applicant’s registration, full membership to a professional organisation, practicing certificate from your allied health professional organisation or a copy of the degree that confers the admittance to a particular profession, or academic transcripts of your entry level qualification. If you have provided in your registration number with AHPRA on the acceptance of offer document, you do not need to provide a hard copy of your professional status.

6. **Completed bank account details form**

The bank account must be in the name of the applicant. Scholarship funds will not be transferred to third parties, trust accounts, businesses or to the provider of the funded activity. The only exception is the bank account jointly held with a spouse. This document is available at Acceptance of Offer Documents on the postgraduate scholarship page on SARRAH website at [www.sarrah.org.au](http://www.sarrah.org.au).

7. **Signed Statement of Declaration**

This document is available at Acceptance of Offer Documents at the Postgraduate Scholarship page on the SARRAH website at [www.sarrah.org.au](http://www.sarrah.org.au). Please make sure to tick all the boxes to show that you have agreed upon all the terms and conditions of the scholarship.

8. **Proof of providing clinical services**

A letter from your current employer, on a letterhead showing the length of service delivering a clinical service is required. If you are self employed you will be required to provide a statutory declaration with the date you became self employed and the ABN number of your business. Please use the statutory declaration form available in the Acceptance of Offer Documents at the Postgraduate Scholarship page on SARRAH website at [www.sarrah.org.au](http://www.sarrah.org.au).

Where the length of employment is under 12 months, the scholarship administrator has discretion to offer the award.

If you are providing clinical services in the area of practice: primary care, aged care, mental health and/or indigenous health services your employer must show in this letter that you are providing clinical services in the respective areas of practice, to be eligible to receive a scholarship under the additional scholarship available in these areas.

9. **Proof of enrolment**

Documentation from the provider of the funded activity you are enrolled in. The scholarship can be provisionally accepted if enrolment will not be confirmed until the due date to accept the conditional
scholarship offer. If you do not have a confirmation of enrolment for the funded activity by the due date, accept the conditional offer provisionally and return the documents.

7. Document Certification
All documents need to be certified, except the proof of enrolment.

The certifying officer must:
- Write on the copy “This is a true copy of the original documents sighted by me’
- Sign and print their name
- Provide an address and a contact telephone number
- State their profession or occupation group (as below)
- Write on the copy of the date certified; and
- Affix the official stamp or seal of the certifier’s organisation on the copy

If the certifying officer is a Justice of the Peace, the certifying offer must list registration number and state/territory of registration.

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

<table>
<thead>
<tr>
<th>Chiropractor</th>
<th>Dentist</th>
<th>Legal practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical practitioner</td>
<td>Nurse</td>
<td>Optometrist</td>
</tr>
<tr>
<td>Patent attorney</td>
<td>Pharmacist</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Trademarks attorney</td>
<td>Veterinary surgeon</td>
</tr>
</tbody>
</table>

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  (a) in a country or place outside Australia; and
  (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place

- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  (a) an officer; or
  (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  (a) the Parliament of the Commonwealth; or
  (b) the Parliament of a State; or
  (c) a Territory legislature; or
  (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  (a) the Commonwealth or a Commonwealth authority; or
  (b) a State or Territory or a State or Territory authority; or
  (c) a local government authority;

With 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority

- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution

What do the above Authorised Officers need to do to certify your documents?

- Certify that each document is a true copy of the original
- Certify that the photograph on the photographic documentation (e.g. licence or passport) is a true likeness of the applicant
- Witness the signature of the applicant.

8. Commencement of Scholarship Payments
The duration of the scholarship and entitlement is based on the information provided in the application form. Scholarship payments begin when all documentation is verified and the Scholar provides confirmation of enrolment for the current semester. Confirmation of enrolment is required before each semester's payment is made.

9. Commonwealth Supported Places
Receiving a Commonwealth Supported place will not affect scholarship payments.

10. Duration of Scholarship
Subject to the conditions below and the scholar’s compliance with the terms of the scholarship, a scholarship will be continued for the 12 months full-time study duration and not extended beyond that time.

Subject to the conditions below and the scholar’s compliance with the terms of the scholarship, a scholarship will generally be continued for the standard duration (12 month period) of the scholar’s course of study or the approved activity, and not extended beyond that time.

11. Change in Course of Study
Written approval from the Administrator is required to change the proposed activity in any way.

In considering its response, the Administrator will have regard to:

- Identified geographical and priority areas.
- The relevance of the new course to the applicant’s original application.
- Any other matters the Administrator considers relevant.

Under the acceptance of offer, the scholar accepts the scholarship for a specific course of study. When a scholar chooses to exit a degree at a lower level, their scholarship funding will be adjusted to reflect the new course. For example if a scholar is awarded $15,000 to undertake a Masters or Graduate Diploma and they opt out of the degree after qualifying for the award Graduate Certificate, then the scholar forfeits the remaining $7,500.

In some cases, an applicant may want to undertake a graduate diploma or masters but under the university rules, they must enroll in a graduate certificate first. In these cases, the applicant should apply for the higher degree in the first instance. Once a scholarship is awarded, it cannot be increased.
If the scholar wants to transfer to a different course from that which funding was approved they must seek permission in writing from the Scholarship Administrator, the change of course must be done before the first scholarship payment is made.

A scholarship must be surrendered if an applicant discontinues a course of study or enrolls in a different course or activity without prior approval to continue their scholarship.

12. Scholarship Payments
The scholarship entitlement is calculated based on the information provided on the application form. All the successful applicants will be informed of the scholarship entitlement when the conditional offer is awarded.

The Scholarship is worth $15,000 per year for full-time study for a maximum of 12 months and $7,500 for part-time study for a maximum of 24 months. Scholarship payments will be on a full-time or part-time basis. Part-time payments are calculated as half of the full-time payments. Scholarship payments are made once per semester upon receipt of the scholar’s confirmation of continuing enrolment. The documents can be faxed, scanned or posted. A confirmation of enrolment downloaded from the Scholar’s personal University account is acceptable. Scholarship funding will only be paid into the personal bank account of the successful scholar and not to any business, institution, trust account or organisation. The only exception is holding an account jointly with a spouse.

The maximum scholarship payment that scholarship administrator can grant per semester is $3,750 for part time study and $7,500 for full time study.

13. Cancellation of the funded activity
If the proposed course which the scholarship has been offered for is cancelled, the conditional offer must be declined. The next eligible applicant in the order of merit will be offered the scholarship.

14. Deferment
Deferrals may be granted to assist students in balancing their study, family and work needs. A scholarship holder may request a deferral of their scholarship. The Administrator may grant this request subject to:

- The scholarship holder having commenced their course of study and receipt of scholarship payments.
- A maximum of 12 months (or two academic semesters) deferral being permitted during the course of study.
- Deferrals being for whole periods of only one or two semesters (i.e. not for part of the semester, weeks or months).
- The deferral being supported by documentation from the university confirming that study has been deferred.
- The request for deferral has to be made in writing. The scholarship administrator will also accept/defer the request in writing.

The scholarship cannot be deferred in the 1st year of study if the applicant did not secure a candidature in an eligible course.
15. Withdrawal or failure in study
The scholarship forfeits from the date the scholar withdraws from the funded program of study.

The scholar is required to repay any part payment if withdrawal occurs before they commence their studies. For instance, if your received your first scholarship payment at or before beginning your studies and then you withdraw you will be required to refund the scholarship payment made to you. If you withdraw part way during a semester, you will be required to repay any funds paid in advance. Scholars should contact the Administrator to discuss if they will need to repay funds immediately once they have decide to withdraw from their course of study.

If a scholar fails a complete a semester, the scholarship will be withheld until the failed semester is repeated. The scholarship will not be extended to account for any failed units of study throughout the degree.

16. Repayment of funds
If a Scholar ceases to fulfil the terms of their scholarship and fails to inform the Administrator, they may be required to repay funds received from the time they ceased to be eligible.

- Withdrawal from study or funded activity at any time including after enrolment but before commencement of study or funded activity.
- Change in course of study or funded activity.
- Ceasing to be an Australian citizen.
- Acceptance of another scholarship or bursary funded by the Department of Health.
- Acceptance of another scholarship or bursary that is valued at more than $7,000 per annum.

17. Payment reconciliation
Scholars will not be required to provide documentary evidence of how they utilised scholarship funds. They will, however, be required to provide evidence of continued enrolment/academic progression/progress in the funded activity, as relevant, to ensure ongoing payment of the scholarship.

18. Scholarship payments and Tax/Centrelink benefits
Scholarship applicants and recipients are encouraged to seek advice from the Australian Taxation Office and/or Centrelink about any impact the awarding of a scholarship may have on their financial situation. Depending on the scholarship and the mode of study, scholarship payments may be taxable. Information is available from the Australian Taxation Office at and from Centrelink at www.centrelink.gov.au.

19. Completing Scholar Survey
All Scholars are required to participate in a compulsory survey upon completion of the scholarship payments. The responses to the survey provides short and long term data on programs that have a positive impact on the recruitment and retention of Allied Health Professionals, particularly in rural and remote locations.
If you have further enquiries, please contact:

NAHSSS Allied Health Scholarship Administration team at:

Phone: (02) 6285 4960 or 1800 338 061  
Fax: (02) 6162 4094  
E-mail: postgrad@sarrah.org.au

**Glossary of Terms and Acronyms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AHPRA</td>
<td>Australian Health Practitioners Regulation Agency.</td>
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<tr>
<td>Applicant</td>
<td>A person who has applied for, but not yet received a NAHSSS Postgraduate scholarship.</td>
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<tr>
<td>ASGC-RA</td>
<td>Australian Standard Geographical Classification- Remoteness Structure.</td>
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<td>Clinical Service</td>
<td>Direct client/patient contact providing direct treatment, intervention or assistance, assessment, client management and education across the health care system.</td>
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<tr>
<td>Deferment</td>
<td>Where Scholarship recipient delays commencement of their study program and the scholarship payments.</td>
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<tr>
<td>DoH</td>
<td>Commonwealth, Department of Health.</td>
</tr>
<tr>
<td>Entry Level</td>
<td>A program of study at the undergraduate or postgraduate level that leads to an entry into an Allied Health Profession.</td>
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<tr>
<td>FTE</td>
<td>Full Time Equivalent study.</td>
</tr>
<tr>
<td>NAHSSS</td>
<td>Nursing and Allied Health Scholarship and Support Scheme.</td>
</tr>
<tr>
<td>SARRAH</td>
<td>Services for Australian Rural and Remote Allied Health. The Scholarship Administrator.</td>
</tr>
<tr>
<td>Scholar</td>
<td>A recipient of a NAHSSS Scholarship.</td>
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<tr>
<td>Termination</td>
<td>SARRAH’s decision to end the NAHSSS Scholar’s scholarship payments before the completion of study.</td>
</tr>
<tr>
<td>Tertiary Institution</td>
<td>An Australian Institution that confers a recognised postgraduate qualification, usually a University.</td>
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<tr>
<td>Withdrawal</td>
<td>When a NAHSSS Scholar chooses to cease their scholarship before completing the course of study or activity.</td>
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