

# PROGRAM RULES

## Rural Pharmacy Scholarship Scheme

August 2019



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## PART A: RURAL PHARMACY SCHOLARSHIP PROGRAM

### 1. INTRODUCTION

This document outlines the Program Rules governing the Rural Pharmacy Scholarship Scheme (RPSS). This document must be read in conjunction with the *Pharmacy Programs Administrator General Terms and Conditions* (General Terms). Definitions in the Pharmacy Programs Administrator General Terms apply to these Program Rules.

The RPSS is an initiative of the Rural Pharmacy Workforce Program (RPWP). The RPWP is designed to strengthen and support the rural pharmacy workforce, and in turn increase access to quality pharmacy services for Patients residing in rural and remote regions of Australia.

The RPSS is one of the Rural Support Programs funded under the Sixth Community Pharmacy Agreement to support targeted programs and services that improve access to Pharmaceutical Benefits Scheme medicines and services for people living in rural and remote regions of Australia.

### 2. DEFINITIONS

**AEDT** means Australian Eastern Daylight-Saving Time.

**Assessable income** means, for the purposes of the Scheme, any taxable income amount, including earnings that are derived or received. Both Australian income (as shown on an Australian Tax Office Notice of Assessment) and overseas income can be assessable income.

Examples of assessable income include:

- Income from earnings (including salary, wages, commissions, bonuses, allowances, tips, gratuities, gross interest, dividends, etc.)
- Deemed income from financial investments
- Fringe benefits, capital gains and lump sum payments
- Eligible termination payments
- Net income from businesses, including farms
- Family trust distributions or dividends from private company shares
- Net income from rental property
- Income from boarders and lodgers
- Superannuation
- Overseas pensions and income
- Income from stream products, such as annuities and allocated products
- Australian Government allowances and payments, including Youth Allowance, Newstart Allowance, Austudy and Abstudy payments
- Australian Government pensions and allowances, including Age Pension, Carer Allowance and Parenting Payment
- Scholarship/bursaries/grants, as well as other educational awards that are deemed as assessable income under the Program Rules that apply to these payments.

## RURAL PHARMACY SCHOLARSHIP SCHEME

**ATO** means the Australian Taxation Office.

**Australian Government** means the Australian Government as represented by the Australian Government Department of Health.

**Budget** means the distribution of funds available for the purposes of this initiative over the term of the 6CPA Agreement.

**Certified copy** means a copy of an original document that has been signed as a certified true copy by a person authorised to do so.

**Conditional Scholarship** means a scholarship that is provisionally awarded to a person based on the information in that person's RPSS application form. If awarded a Conditional Scholarship, an applicant will be required to provide supporting documentation. These documents will be checked against the application form.

Discrepancies between the RPSS application form and the information provided may result in the withdrawal of a Conditional Scholarship offer.

**Historic home address** means the address where an applicant usually lives or has lived in previous years. The historic home address must be in Australia or an external Australian territory (e.g. Norfolk Island, Cocos Islands, etc.).

For boarding school and university students, the historic home address is the place where the applicant would have usually lived but for living away from home to attend school or university.

If the applicant's parents are separated or divorced, the historic home address is the address of the parent with whom the applicant would have normally lived for the most time in months in each calendar year.

For independent applicants, the historic home address is the address of their usual place of residence.

Where applicants have more than one historic home address during a year, the historic home address is the location where the applicant resides for most of the time.

**Parent(s)** Unless otherwise noted, refers to parent(s) also apply to guardian(s).

**Partner** means a person to whom the applicant is currently married, or is living with in a marriage-like relationship for 12 months or more (a de facto relationship).

**PAYG** means Pay As You Go. This is the system for making regular payments towards your expected income tax liability for the financial year.

**PhARIA** means Pharmacy Accessibility Remoteness Index of Australia. This index measures the degree of accessibility and remoteness of a community pharmacy location. PhARIA combines a geographical remoteness component, as represented by the Accessibility Remoteness Index of Australia Index, with a professional isolation component represented by the road distance to the five nearest pharmacies. The index ranges from Category 1 to Category 6 locations, with 1 denoting a metropolitan area and 6 denoting a very remote area. The PhARIA for a particular location can be found by visiting <https://www.adelaide.edu.au/hugo-centre/services/pharia>.

**Rural** means, for the purpose of the RPSS, a PhARIA Category 2 to Category 6 location (see the definition for 'PhARIA').

**Rural Health Club** means a club that encourages and supports students with a background and/or interest in rural health.

## RURAL PHARMACY SCHOLARSHIP SCHEME

**Rural origin** means that an applicant's principle home address has been in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years since the age of five.

**RPSMS** means the Rural Pharmacy Scholarship Mentor Scheme.

**RPSS** means the Rural Pharmacy Scholarship Scheme.

**Statutory declaration** means a statement made in a prescribed format attesting that the information contained within that statement is true. The statutory declaration must be duly declared and witnessed by a person authorised to do so.

**Taxable income** means income that can be taxed (see 'Assessable income', this section), minus all deductions that are allowable under the Income Tax Assessment Act 1936. These deductions include all normal business expenses, certain special deductions of a capital nature and nonbusiness deductions. An individual's taxable income is shown on the ATO's Notice of Assessment.

**Year** means the calendar year, unless otherwise stated.

### 3. BACKGROUND

The aim of the RPSS is to provide financial support to encourage and enable students from rural areas of Australia to undertake undergraduate or postgraduate entry studies in pharmacy at university.

Each scholarship has a value of \$10,000 per year (GST exempt) per student for the duration of undergraduate or graduate study, with undergraduate students funded for up to four years and graduate students funded for up to two years (for more details, see 7. Payment).

At least 30 scholarships will be allocated per year subject to the available RPSS budget.

These Program Rules are to assist:

- Applicants in completing the application form by providing explanatory information on each question
- Conditional Scholarship holders and existing scholarship holders by outlining arrangements for ongoing participation in the Scheme.

Applicants should take time to read these Program Rules before attempting to complete the application form.

For key terms used in the eligibility and ranking criteria, see the Definitions section.

### 4. PARTICIPATION REQUIREMENTS

#### Student Eligibility

In order to receive a scholarship, applicants must meet the following preliminary eligibility criteria. The applicant must:

- Be an Australian citizen or permanent resident
- Be enrolled, or about to be enrolled, as a full-time student in a pharmacy undergraduate or graduate degree at an Australian university that leads to a registrable qualification as a Pharmacist. The scholarship is available to students in any year of their undergraduate or graduate degree

## RURAL PHARMACY SCHOLARSHIP SCHEME

- Have resided in a defined rural area (see 'Rural', in the Definitions section) for a minimum of five consecutive years, or eight cumulative years from the age of five years. The assessment of residency will be based on the applicant's historic home address
- Be a member of the student Rural Health Club at the university where they are undertaking their pharmacy studies or a member of this university's affiliated Rural Health Club. Applicants who are not a member of a student Rural Health Club may apply for a scholarship but must become a member of the relevant Rural Health Club by 31 March and continue their membership for the duration of the scholarship. Applicants will need to provide proof of membership before receiving any scholarship payments. If the university campus at which the applicant is enrolled does not have a Rural Health Club, the applicant must be a member of or have indicated their intention to join their nearest affiliated Rural Health Club.

### Eligible Rural Locations

For the purpose of the RPSS, 'rural' will be determined by the PhARIA (see 'PhARIA', in the Definitions section).

Applicants with a historic home address in a PhARIA Category 2 to Category 6 location will be deemed eligible. PhARIAs for a particular location can be found at <https://www.adelaide.edu.au/hugo-centre/services/pharia>.

The Pharmacy Programs Administrator reserves the right to determine whether a location is deemed eligible based on the categories above.

### Course Eligibility

Scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian university. The degree must lead directly to registration as a Pharmacist.

## 5. APPLICATION PROCESS

Scholarships are advertised on an annual basis. The RPSS annual round opens from November until late January each year. RPSS annual round dates will be advertised on the Pharmacy Programs Administrator website.

Applicants can apply online via the [Pharmacy Programs Administrator website](#). The applicant must submit an official electronic application form in order to be considered for a scholarship. Applications must be submitted to and received by the Pharmacy Programs Administrator by midnight AEDT on the advertised closing date. Late applications and incomplete applications will not be assessed.

Once the RPSS annual round closes, applications received will be assessed according to the eligibility criteria and then ranked (see 'Ranking', this section).

Any unsuccessful applicant for the RPSS is entitled to reapply for the scholarship in the following year and will be assessed against the criteria that are in effect on the date that the new application is received by the Pharmacy Programs Administrator.

RPSS applicants must not currently be in receipt of an Aboriginal and Torres Strait Islander Pharmacy Scholarship at the time of application.

## RURAL PHARMACY SCHOLARSHIP SCHEME

### Ranking

In order to select scholarship candidates, all eligible applicants will be ranked according to the following three criteria:

- Rural experience
- Attendance at a rural primary school
- Financial need.

As part of the application form, students will be required to provide supporting information (e.g. birth certificate, ATO Notice of Assessment for the last two financial years, statutory declaration, or evidence of parental income or partner income where relevant).

Conditional Scholarships will be offered to the highest-ranked applicants first. Awardees of Conditional Scholarships will be requested to provide confirmation of enrolment in their university degree and a declaration that all supporting evidence provided in the application was correct. Documentation will be verified, and scholarships will be confirmed by email.

The offer of a Conditional Scholarship may be withdrawn if there are discrepancies between the applicant's supporting documentation and the information contained in their application form, or if the applicant fails to provide supporting documentation by the due date specified in the Conditional Scholarship offer email.

If an applicant declines a Conditional Scholarship, the place may be awarded to the next highest-ranked applicant.

Where two or more eligible applicants receive an equal ranking, preference will be given to the applicant with the greatest financial need. If two or more applicants have an equal ranking and equal financial need, interviews may be held to determine the most suitable candidate.

### Rural Experience

Rural experience will be assessed using the applicant's historic home address. The maximum number of years contributing to the rural experience criterion is 12 years. The assessment of rural experience for each applicant will commence at five years of age.

Students who attended boarding school will not be disadvantaged (see 'Historic home address', in the Definitions section).

### Rural Primary School Attendance

Applicants who can certify that they attended a rural primary school for at least one full calendar year will gain an additional loading in the assessment of their fulfilment of the rural experience criterion.

### Financial Need

Financial need will be assessed on the basis of the applicant's taxable income (see 'Taxable income', in the Definitions section) over the last two financial years and an estimate of their income for the current financial year. **No assets test will apply.**

If the applicant has not received any taxable income during the previous financial year/years, they must provide a statutory declaration to this effect.



## RURAL PHARMACY SCHOLARSHIP SCHEME

Applicants who have not received an ATO Notice of Assessment for any period covered by the application provisions will be required to submit PAYG statement(s) and group certificate(s).

Applicants will be assessed as either **dependent** or **independent** (see Section E: Applicant's Circumstances, in 12. Notes on Completing the Application Form). Where the applicant is assessed as dependent, their financial need will be determined using both a personal and parental income test. Where the applicant is assessed as independent, their financial need will be determined using a personal income test and, if applicable, a partner income test.

### 6. APPEALS PROCESS

Applicants who were not awarded a scholarship, and believe their particular situation has not been assessed adequately, may lodge an appeal. In order to have their appeal considered, applicants should submit an appeal statement to the Pharmacy Programs Administrator within 21 days of the date of the email advising them that their application was unsuccessful.

The eligibility criteria for the scholarship relate to rural experience, attendance at a rural primary school and financial need. Therefore, grounds for appeal must be based on these eligibility criteria and the statement should set out clearly the grounds on which the appeal is based. Any extenuating circumstances and/or specific situations will be considered and each appellant's rankings will be reassessed against those of other applicants in the same round. The results will determine which appellants, if any, are successful in obtaining a scholarship.

### 7. PAYMENT

Each scholarship has a value of \$10,000 per annum (GST exempt) per student for the duration of their undergraduate or graduate study. Undergraduate study will be funded for up to four years, with a maximum scholarship value of \$40,000 per undergraduate student. Graduate study will be funded for up to two years, with a maximum scholarship value of \$20,000 per graduate student.

Under the Scheme, any study at honours level beyond the length of the undergraduate course will not be covered by the scholarship.

Payments will be made by the Pharmacy Programs Administrator in monthly instalments of \$1000 for 10 months of the calendar year, via direct Electronic Funds Transfer.

Each year, scholarship holders will be required to submit Beginning of Year documents and End of Year documents to demonstrate their ongoing scholarship eligibility. For all reporting requirements, see Part C: Reporting and Resources.

Scholarship payments for the year will only commence once the Pharmacy Programs Administrator receives all of the scholarship holder's required Beginning of Year documents and confirms the scholarship holder's ongoing eligibility. Similarly, the final monthly instalment each year will only be paid once the Pharmacy Programs Administrator receives all of the scholarship holder's required End of Year documents. Scholarship payments may be delayed if the scholarship holder is late in submitting their Beginning of Year documents and/or End of Year documents.



## RURAL PHARMACY SCHOLARSHIP SCHEME

Scholarship payments will be made in the following annual schedule:

Payment	Payment Date	Requirements
1st	February	Scholarship holders must submit their required Beginning of Year documents
2nd–9th	March to October, Monthly	Nil
10th	November	Scholarship holders must submit their required End of Year documents. The scholarship holder's Mentor must submit their Mentor Report to receive payment under the Rural Scholarship Mentor Scheme (see 9. Rural Pharmacy Scholarship).

### Tax

Scholarships are exempt from income tax under the *Income Tax Assessment Act 1997*. Group certificates/PAYG Payment Summaries will not be issued.

### Centrelink Benefits

Students applying for or receiving Australian Government benefits through Centrelink, such as Youth Allowance or Austudy, should seek advice from Centrelink on how the receipt of the scholarship will impact on their Centrelink benefits.

### Repayment of Funds

If the scholarship holder ceases to fulfil these Program Rules or the terms of the scholarship, and fails to inform the Pharmacy Programs Administrator, they will be required to repay funds received from the time they ceased to be eligible.

It is in the scholarship holder's best interest to notify the Pharmacy Programs Administrator if they cease to fulfil these Program Rules or the terms of the scholarship. In the event that a scholarship is withdrawn due to an ongoing substantial increase in the scholarship holder's personal income, the scholarship holder will be required to forgo the remainder of their scholarship without further penalty.

## 8. ONGOING ELIGIBILITY

### Scholarship Holder Responsibilities

The responsibilities of the scholarship holder are to:

- Agree each academic year to participate in the Mentor Scheme for the duration of the scholarship
- Develop a realistic and meaningful Learning Plan with their nominated Mentor at the beginning of each academic year of the scholarship

## RURAL PHARMACY SCHOLARSHIP SCHEME

- Maintain quarterly communications with their nominated Mentor to discuss elements identified in the Learning Plan
- Undertake rural activities throughout each academic year
- Maintain membership of a Rural Health Club
- Meet scholarship reporting requirements.

Scholarships will be paid to full-time students only. Scholarship holders are required to advise the Pharmacy Programs Administrator in writing of any change in enrolment status.

### Annual Requirements

It is important to note there are a number of reporting requirements that must be met by all scholarship holders on an annual basis in order to maintain ongoing eligibility. These are split into Beginning of Year and End of Year reporting requirements. See Part C: Reporting and Resources for full details on these requirements.

Scholarship payments for the year will not commence until all the required documents are received and ongoing eligibility is confirmed.

Scholarship holders and Mentors may also be required to participate in annual surveys or longitudinal studies.

All forms and documents must be submitted electronically via the Pharmacy Programs Administrator Portal.

### Deferral of Studies

Scholarship holders who defer their studies and who are granted a deferral by the university may defer their scholarship for one academic year only. The scholarship holder must inform the Pharmacy Programs Administrator of any deferrals and provide evidence of approval of deferral from the university.

Scholarships may not be deferred in the year that they are offered. If the student requesting deferral holds a Conditional Scholarship, the Conditional Scholarship will be withdrawn and may be awarded to the next highest-ranked applicant. If the scholarship holder has a 'full scholarship' (i.e. not a Conditional Scholarship), the scholarship will be withdrawn.

### Withdrawal from Studies

Scholarship holders who withdraw from their course will forgo their scholarship. There will be no requirement to return any scholarship funds paid prior to the date of withdrawal.

### Failure to Meet Academic Requirements

Scholarship holders who fail to meet the academic requirements of their course but are permitted by their university to continue their study will have their scholarship suspended until such time that they provide evidence that they have met their academic requirements. Scholarship holders who fail to meet the academic requirements of the course and are excluded from further study will have their scholarship cancelled.

## RURAL PHARMACY SCHOLARSHIP SCHEME

### 9. RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME

Scholarship holders will be required to participate in the RPSMS. Scholarship holders must nominate a rural Pharmacist of their choice to act as their Mentor. Continuing scholarship eligibility will be dependent on a report from the Mentor indicating the scholarship holder's satisfactory participation in rural activities. Inadequate participation may lead to suspension or forfeit of a scholarship.

A Mentor must be a Pharmacist who is working or has worked in an Australian rural location. The Mentor will be eligible to receive an honorarium of \$375 (GST exclusive) per student mentored for each year of participation. The Pharmacy Program Administrator will pay the honorarium directly to the Mentor within 30 days of receiving a completed year-end Mentor Report. Mentors must register for the Pharmacy Programs Administrator [Portal](#) and submit the Mentor Report via the Pharmacy Programs Administrator [Portal](#).

Scholarship holders are required to develop a Learning Plan with their Mentor, have ongoing contact on at least a quarterly basis, and undertake appropriate rural activities. Further details on the RPSMS are available at <https://www.ppaonline.com.au>.

#### Selecting a Mentor

It is recommended that Mentors be currently practicing in a PhARIA Category 2 to Category 6 location as defined by the PhARIA. The PhARIA for a particular location can be found by visiting <https://www.adelaide.edu.au/hugo-centre/services/pharia>.

It is suggested that scholarship holders nominate a pharmacy Mentor from their home district. Scholarship holders who already have a mentoring relationship with a local Pharmacist with whom they undertake rural placements may nominate that Pharmacist as their Mentor.

Further details on Mentor eligibility can be found in the Rural Pharmacy Scholarship Mentor Scheme Program Rules available at <https://www.ppaonline.com.au>.

#### Mentor Support

Mentor support includes at least quarterly contact instigated by the scholarship holder. The method of contact between the scholarship holder and the Mentor, including the timing and duration of contact (e.g. email, telephone and face-to-face sessions), is to be negotiated between both parties. Ideally, scholarship holders should endeavour to conduct at least one face-to-face meeting with their Mentor each academic year. It is recognised that there may be circumstances where distance may preclude face-to-face contact.

If either the scholarship holder or the Mentor believes that the mentoring relationship is not proving to be effective and satisfying, they can contact the Support Centre to discuss the issue.

#### Changing Mentors

Scholarship holders:

- Should inform the Support Centre of any changes in their mentoring arrangement
- Are responsible for providing a new Mentor's contact details
- Should nominate a new Mentor within 14 days of informing the Support Centre of a decision to change Mentors

## RURAL PHARMACY SCHOLARSHIP SCHEME

- Are responsible for informing their previous Mentor of any new arrangements established.

### 10. IMPORTANT INFORMATION

The Pharmacy Programs Administrator may provide the Australian Government with information about the Scheme, the use of funds under this Scheme, assessment and allocation of scholarships and about any issues that may arise in relation to a particular circumstance or scholarship.

The Program Rules that govern all the Rural Support Programs undergo a continuous quality improvement process that may result in revisions to the Program Rules from time to time. All revisions will be undertaken in conjunction with the Department of Health and may involve a consultation process.

Not in Use

## PART B: SCHOLARSHIP APPLICATION FORM

### 11. APPLICATION FORM

RPSS applications open for submission on an annual basis between approximately November and January. The Pharmacy Programs Administrator will advertise on its [website](#) when the annual round opens.

The applicant must submit an official electronic application form accessed via the website in order to be considered for a scholarship. Applications must be submitted to and received by the Pharmacy Programs Administrator by midnight AEDT on the advertised closing date.

### 12. NOTES ON COMPLETING THE APPLICATION FORM

#### Section A: Personal and Contact Details

Section A requires you to provide your personal and contact details.

It is important that the contact details you provide are current, and in particular, that your email address is correct, as this is the main source of communication with regard to your application. If there is a need to speak to you, you will be telephoned during standard business hours (9 am to 5 pm AEDT, Monday to Friday). If it is difficult to telephone you during these times, please provide details of how you may best be contacted.

**PLEASE NOTE TO ALL APPLICANTS AND ONGOING SCHOLARSHIP HOLDERS:** It is your responsibility to maintain correct contact details, so that the Pharmacy Programs Administrator can contact you as required. A reliable email address must be maintained at all times to ensure that correspondence is received. If the Pharmacy Programs Administrator is continually unable to contact you through the contact details supplied, it is possible that you may be required to forgo your scholarship.

#### Section B: Eligibility Criteria

This section requires you to provide information to demonstrate your eligibility for the scholarship.

##### Section B - About you

##### Australian Citizen or Permanent Resident

To be eligible for the scholarship you must be an Australian Citizen or Permanent Resident. You will be required to supply certified copies of documents to prove that you are an Australian citizen or have official Australian Government approval to live in Australia permanently such as a birth certificate, Australian passport or a certificate of permanent residency. Applicants who do not meet this criterion are not eligible to apply for a scholarship.

##### Aboriginal and Torres Strait Islander Descent

If you are an Aboriginal or Torres Strait Islander, you may be eligible to apply for the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme. Please refer to <https://www.ppaonline.com.au> for further information about this Scheme.

## RURAL PHARMACY SCHOLARSHIP SCHEME

### Section B - Rural Residency

This section requires information on where you have lived and where you attended primary school. The information is part of the selection process and will be used to determine your rural longevity and rural experience.

The scholarships are available to those who currently live, or have lived, in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years from the age of five. Applicants who do not meet this criterion are not eligible for a scholarship.

'Five consecutive years' means residing in a rural area continuously for five years. 'Eight cumulative years' means residing in a rural area for a total of eight years. Assessment of residency is based on your historic home address (see 'Historic home address', in the Definitions section). This will determine whether applicants are of rural origin. Residency is counted up to the time of Pharmacy School entry to a maximum of twelve years.

For an explanation of a defined Australian rural area, see 'Rural', in the Definitions section.

#### Historic Home Address

Your historic home address is the address where you usually live or have lived in previous years. (see 'Historic home address', in the Definitions section).

Your complete historic home address history since the age of five is required, beginning with the most recent address first. Please provide the address details and approximate dates.

#### Primary School Attendance

If you attended a rural primary school, please provide those details here. Also see Rural Primary School Attendance under Section 5. Application Process.

You will be required to certify your primary school attendance history through the provision of documentary evidence, such as copies of school reports for one academic year or a certified official letter from the primary school confirming your attendance.

### Section B – Course eligibility

#### Full-Time Pharmacy Student

The scholarships are available to full-time students enrolled in or applying for entry to an undergraduate or graduate pharmacy degree at an Australian university that leads to a registrable qualification in pharmacy.

**Please note:** Only Bachelor of Pharmacy and Masters of Pharmacy degrees are eligible under the scheme. Neither the Bachelor of Pharmaceutical Sciences nor the Bachelor of Biomedical Science are eligible, as they do not lead directly to registration as a Pharmacist. Applications will be assessed and ranked pending confirmation of enrolment.

#### Rural Health Club Membership

The scholarships are only available to students who are members of the student Rural Health Club at the university where they are undertaking their pharmacy studies or a member of this university's affiliated Rural Health Club.

## RURAL PHARMACY SCHOLARSHIP SCHEME

Applicants who are not currently a member, or are not intending to become a member of a student Rural Health Club, are not eligible for the scholarship.

### Section C: Course Details

This section requires information about the university at which you have enrolled, including the name of the university, the name of your course, the year of study you will be undertaking in the year the scholarship commences and the total length of the course (years) and expected completion date.

If you are awarded a Conditional Scholarship, you will be required to supply a certified copy of documentary evidence that you are enrolled in a full-time undergraduate or graduate pharmacy course at an Australian university that leads to a registrable qualification in pharmacy.

### Section D: Applicant's Circumstances

#### Dependent or Independent Status

The information in relation to your circumstances is used to determine your dependent or independent status for the purposes of assessing your financial need.

This question asks you to tick the criteria that applies to you.

If **none** of the criteria apply to you, you are considered **dependent** for the purposes of the scholarship. As such, your financial need will be determined on the basis of a personal income test and a parental income test.

If **any** of the criteria apply to you, you will be considered **independent** for the purposes of the scholarship. Your financial need will be determined on the basis of a personal income test and, if you have a partner, a partner income test.

All of the information provided will remain confidential.

### Section E: Personal Income Test

This section concerns financial and income assessment and is part of the selection process. The information will be used to assess your level of financial need. No assets test will apply. The information that you provide will be kept confidential.

The personal income test is a test of your taxable income received.

The assessment process will consider average taxable income for the last two financial years in order to ensure that fluctuations in taxable income do not disadvantage applicants. Your previous two financial years' income will be averaged, then added to your estimated income for the current financial year and re-averaged.

For further information on taxable income, see 'Taxable income', in the Definitions section.

**Please note:** If you have special financial circumstances that you believe are not covered adequately in this section, you may provide additional information in the 'Additional Information' field on the bottom of the application form.



## RURAL PHARMACY SCHOLARSHIP SCHEME

### Section E - Personal Income

You are required to enter your taxable income for the last two financial years, and an estimate of your taxable income for the current financial year.

You will be required to provide evidence of your taxable income in the form of certified copies of your ATO Notices of Assessment for the last two financial years, and a statutory declaration containing an estimate of your taxable income for the current financial year.

If you have not received an ATO Notice of Assessment, you will be required to submit PAYG statement(s) and group certificate(s).

If you did not receive any taxable income during the last two financial years, you must provide a written statement, in the form of a statutory declaration, to certify this.

A blank statutory declaration template can be downloaded from <https://www.ppaonline.com.au>.

### Section F: Dependent Children

A child who is wholly or substantially in your care is considered to be a dependent child.

You will be required to provide a certified copy of each dependent child's birth certificate.

### Section G: Partner Details and Income Test

For applicants who are assessed as independent and have a partner, the information provided in this section will be used to assess your level of financial need. No assets test will apply. The information you provide will be kept confidential.

The assessment process will consider a partner's average taxable income for the last two financial years in order to ensure that fluctuations in taxable income do not disadvantage any applicant. Your partner's previous two financial years' income will be averaged, then added to the estimated current financial year income and re-averaged.

For further information on taxable income, see 'Taxable income', in the Definitions section.

#### Section G – Partner Details

A partner income test will not be applied at the time of application if your partner:

- Receives an Australian Government pension, benefit or allowance including a Youth Allowance, Newstart Allowance, Austudy and Abstudy (but not including a Family Allowance or Carer's Allowance)
- Receives assistance from Farm Household Support
- Receives an income-tested Department of Veteran's Affairs pension (this includes a Department of Veteran's Affairs Disability Pension)
- Holds a Commonwealth Health Care Card.

Applicants will be required to provide evidence to support this claim.

## RURAL PHARMACY SCHOLARSHIP SCHEME

### Section G – Partner’s Income

Where applicable, applicants will be required to provide copies of their partner’s ATO Notice of Assessment for the last two financial years, and a statutory declaration containing an estimate of their partner’s current financial year income.

If your partner’s income was below the tax-free threshold and they have not received an ATO Notice of Assessment, you will be required to submit copies of your partner’s PAYG statement(s) and any group certificate(s) will also need to be provided.

If your partner received no taxable income during any of these financial years, please provide a written statement, in the form of a statutory declaration from your partner, to certify this.

A blank statutory declaration template can be downloaded from <https://www.ppaonline.com.au>.

### Section H: Parental Income Test

If you are assessed as dependent or if you are a rural and remote student assessed as independent (see section D), the information provided in this section will be used to assess your level of financial need.

No assets test will apply. The information you provide will be kept confidential.

Applicants will be required to provide evidence of the taxable income for their parent(s)/guardian(s) for the last two financial years and the estimated current financial year taxable income for their parent(s)/guardian(s).

The assessment process will consider average taxable income for the last two financial years in order to ensure that fluctuations in taxable income do not disadvantage applicants.

The previous two financial years’ income will be averaged, then added to the estimated current financial year income and re-averaged.

If your parents/guardians are separated or divorced, the taxable income of the parent you usually live with or have lived with will need to be provided.

For further information on taxable income, see ‘Taxable income’, in the Definitions section.

### Section H – Parental Details

A parental income test will not be applied at the time of application if either of your parents/guardians:

- Receives an Australian Government pension, benefit or allowance (but not including a Family Allowance or Carer’s Allowance)
- Receives assistance from Farm Household Support
- Receives an income-tested Department of Veteran’s Affairs pension (this includes a Department of Veteran’s Affairs Disability Pension)
- Holds a Commonwealth Health Care Card.

Applicants will be required to provide evidence to support this claim.

If your parents/guardians are divorced, the parental income test will not be applied if the parent you normally live with or have lived with is receiving one or more of the above payments or forms of assistance.

## RURAL PHARMACY SCHOLARSHIP SCHEME

### Section H – Parental Income

Applicants will be required to provide copies of ATO Notices of Assessment for the last two financial years for their parent(s)/guardian(s) plus a statutory declaration from their parent(s)/guardian(s) containing an estimate of their current financial year income.

If your parent(s)/guardian(s) have not received an ATO Notice of Assessment, you will be required to submit certified copies of their PAYG statement(s) and group certificate(s).

If your parent(s)/guardian(s) received no taxable income during any of these financial years, please provide a statutory declaration from your parent(s)/guardian(s) as certification.

### Section H – Other Dependent Children

A child is considered dependent if they are wholly or substantially in the care of your parent(s)/guardian(s). You will be required to provide a certified copy of each dependent child's birth certificate.

## Section I: Privacy Note

This section certifies that personal information provided on the application form will be dealt with in accordance with the provisions of the Privacy Act 1988.

## Section J: Declaration

All applicants must read and sign the declaration at the end of the application form.

Applicants under 18 years of age should ask a parent or guardian to also sign the application form declaration. Applicants/parent(s)/guardian(s) must type their name and the date in the space provided on the form. This will be accepted as an electronic signature. In doing so, you agree to do the following if awarded a Conditional Scholarship:

- Provide all verification documents as requested by the Pharmacy Programs Administrator over the life of the scholarship
- Participate in the RPSMS
- Become a member of a Rural Health Club
- Sign a statutory declaration attesting that the information in your application form is accurate and complete.

If you have completed the parent or partner income test sections, your partner or parent(s)/guardian(s) must also sign in the space provided.

## Section L: Statutory Declaration

**Please note:** It is not recommended that members of an applicant's family witness any statutory declaration associated with your application, even if that family member meets the criteria below. This recommendation is made to avoid any potential conflict of interest.

Persons before whom a statutory declaration may be made:

### Part 1 – Members of Certain Professions

- Chiropractor

## RURAL PHARMACY SCHOLARSHIP SCHEME

- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon.

### Part 2 – Other Persons

- 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 five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief executive officer of a Commonwealth court
- Civil marriage celebrant
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with five or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - In a country or place outside Australia; and
  - Authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
- Exercising his or her function in that place
- Employee of the Commonwealth who is:
  - In a country or place outside Australia; and
  - Authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
- Exercising his or her function in that place
- Fellow of the National Tax Accountants Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate

## RURAL PHARMACY SCHOLARSHIP SCHEME

- (a) Master of a court
- (b) Member of the Association of Taxation and Management Accountants
- (c) Member of the Australian Defence Force who is:
  - An officer; or
  - A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years of continuous service; or
  - A warrant officer within the meaning of that Act
- (d) Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- (e) Member of the Institute of Corporate Managers, Secretaries and Administrators
- (f) Member of the Institution of Engineers, Australia, other than at the grade of student
- (g) Member of:
  - The Parliament of the Commonwealth; or
  - The Parliament of a State; or
  - A Territory legislature; or
  - A local government authority of a State or Territory
- Minister of religion registered under Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of:
  - The Commonwealth or of a Commonwealth authority; or
  - A State or Territory or of a State or Territory authority; or
  - A local government authority; with five or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- 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 officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

## PART C: REPORTING AND RESOURCES

### 13. BEGINNING OF YEAR REQUIREMENTS

All scholarship holders are required to complete and/or submit the following beginning of year documents at the commencement of each academic year via the Pharmacy Programs Administrator [Portal](#).

#### Annual Scholarship Agreement

Scholarship holders are required to acknowledge and agree to the ongoing Scholarship Agreement. This Scholarship Agreement confirms that the scholarship holder will continue to meet their required obligations in order to receive scholarship payments.

The Scholarship Agreement template can be downloaded from <https://www.ppaonline.com.au>.

#### Beginning of Year Report

Scholarship holders are required to complete and upload the Beginning of Year Report. The Beginning of Year Reporting template can be downloaded from <https://www.ppaonline.com.au>.

This ensures that accurate scholarship holder details are maintained.

The following information is necessary for the completion of this form:

- Term contact details
- Course details
- Mentor details.

Scholarship holders can update their bank account and home contact details at any time via the Pharmacy Programs Administrator [Portal](#).

#### Learning Plan

Scholarship holders are required to complete and submit a Learning Plan covering their interaction with their nominated Mentor, rural activities and Rural Health Club participation. A Learning Plan template can be downloaded from <https://www.ppaonline.com.au>.

The Learning Plan has been designed to support and guide the work undertaken during each academic year. The Learning Plan must be developed and agreed to by both the Mentor and the scholarship holder to demonstrate that in the view of both parties, the activities are realistic, achievable and relevant to the current level of study.

Please keep a copy of your Learning Plan as you will need to refer to it to complete your End of Year Report.

Some suggested rural activities include:

- Promoting rural pharmacy to rural secondary school students
- Participating in activities that promote pharmacy as a career choice to rural secondary school students
- Actively participating in Rural Health Club activities such as attending excursions or special visits, or being on the executive board

## RURAL PHARMACY SCHOLARSHIP SCHEME

- Spending time with your Mentor by engaging in a range of day-to-day activities that will inform your understanding of rural health practice.

Mentors and scholarship holders may identify other appropriate activities.

### Proof of Full-Time Enrolment

Scholarship holders are required to submit proof of full-time university enrolment. This may be demonstrated via an academic transcript, a letter from your university or an official record downloaded from the internet.

### Academic Results

Scholarship holders are required to submit their academic results from the previous year. This may be demonstrated via an academic transcript, through a letter from your university or an official record downloaded from the Internet.

### Income Details

Scholarship holders are required to submit their ATO Notice of Assessment from the previous financial year (consistent with the details submitted with their original application). Scholarship holders who are not required to lodge a tax return should advise the Support Centre in writing and provide a statutory declaration that supports their claim.

Scholarship holders whose income is considered to have increased substantially from the previous financial year will be contacted and advised that substantial increases in their personal taxable income will affect their ongoing scholarship eligibility.

### Rural Health Club Membership

Scholarship holders are required to be a member of the Rural Health Club at their university and provide proof of membership. Rural Health Clubs provide members with opportunities to share and exchange knowledge.

## 14. END OF YEAR REQUIREMENTS

All scholarship holders are required to complete and/or submit the following requirements at the end of each academic year via the Pharmacy Programs Administrator [Portal](#).

The End of Year requirements must be received before the final payment for the year can be made to the scholarship holder.

### End of Year Report

Scholarship holders are required to complete and upload an End of Year Report. The End of Year Reporting template can be downloaded from <https://www.ppaonline.com.au>.

The report should be between 500 and 1000 words. This is an individual report, which should be written from a personal perspective, addressing:

- The goals identified in your Learning Plan and the means by which they were accomplished
- Your involvement in rural activities
- Other relevant information, such as your experience of participation in the RPSMS.



## RURAL PHARMACY SCHOLARSHIP SCHEME

Final year scholarship holders are required to submit an analysis of their participation in the RPSMS over the duration of their scholarship and to include any suggestions they may have as a result of their experiences in the Scholarship Scheme.

### **Mentor Report**

Mentors are required to provide a brief Mentor Report detailing their contact with the scholarship holder and the scholarship holder's rural health activities.

The Mentor must submit their Mentor Report via the Pharmacy Programs Administrator [Portal](#). The Mentor Report must be received before the final payment for the year can be made to the scholarship holder.

RPSS and RPSMS resources are available for download at <https://www.ppaonline.com.au/>.

Not in Use



**CONTACT THE SUPPORT CENTRE:** 1800 951 285 | [support@ppaonline.com.au](mailto:support@ppaonline.com.au)