

Australian Paramedical College (APC) Ex-Serving ADF Scholarship Terms & Conditions

Purpose:

The Terms & Conditions provide information for Applicants wishing to apply for an Ex-serving Scholarship and Recipients who are participating in the Scholarship Program.

Assessment of Applications:

All applications submitted to APC will be assessed to confirm eligibility.

Outcome of Applications:

APC will email Applicants with advice on the outcome of their applications. Applicants should anticipate that it will take a minimum of 28 days from receipt of a complete and correct application (inclusive of the completed application form and any required attachments).

Your Responsibility:

Applicants are responsible for:

- Ensuring that they have read this document, that their application meets the eligibility criteria and that the information provided in their application is true and correct.

Be aware that APC will disregard any applications which contain false or misleading information. In the event an Applicant receives a scholarship using false or misleading information on their application, APC may withdraw the scholarship Offer to the Applicant and the Applicant will be required to return any scholarship funding provided by APC.

- Reviewing advice provided by the Australian Tax Office (ATO) regarding scholarship funds and tax obligations, [Scholarship payments and tax | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/ato/content/scholarship-payments-and-tax)
- Applicants applying for an **Ex-serving ADF Scholarship** are responsible for:
 - a. confirming with Department of Veterans' Affairs (DVA) if their DVA entitlements will be affected by receiving an education of training benefit; and
 - b. confirming with COMSUPER if their pension entitlements will be affected by receiving an education or training benefit.

APC accepts no responsibility if a Recipient's DVA or COMSUPER entitlements are affected.

Scholarship Recipients are responsible for:

- reviewing and agreeing to the terms of the Scholarship and agreement with APC.
- undergoing their study as documented in the Scholarship letter of offer.
- notifying APC if their personal circumstances change, e.g. phone number, email address, residential address, etc.

- managing any requirements to notify Centrelink, DVA, the Australian Tax Office (ATO), and any other relevant authority that they have been awarded a scholarship and will receive funds to assist them with their study.

Application Assistance:

If you require assistance in completing the Scholarship Application process, contact APC on scholarships@apcollege.edu.au

PART 1: INTRODUCTION

1.1 INTENT AND AIM OF EX-SERVING SCHOLARSHIP

Careers in the Australian Defence Force (**ADF**) provide personnel a diverse range of expertise and knowledge. The Ex-serving Scholarship program has been created to develop and extend these skills, to assist with securing civilian employment.

The Ex-serving Scholarship:

- a. provides funding to support education and training at APC, to contribute to the employability of ex-serving Defence Members who have experienced difficulty securing employment post their military career;
- b. is a pathway to assist personnel extend upon their military skills to achieve civilian employment post-transition; and
- c. aims to:
 - i. provide funding to approved Applicants to contribute to their study at APC; and
 - ii. support ex-serving Defence Members to remain independent and able to support their families (if applicable) post their military career.

However, the Ex-serving Scholarship does not guarantee employment.

1.2 GENERAL

- a. The scholarship amount provided under the Scholarship program is a contribution towards an Applicant's study costs at APC.
- b. Applicants are required to read these Terms & Conditions (Guidelines) prior to submitting their application.
 - Eligibility criteria for Applicants are detailed in Part 2.
 - Scholarships available are detailed in Part 3.
 - Limitations on scholarships are detailed in Part 4.
 - How to apply is detailed in Part 5.
 - Conditions of approval are detailed in Part 6.
 - Payment or reimbursement is detailed in Part 7.
 - Administration is detailed in Part 8.
 - Definitions are detailed in Part 9.
 - Checklist for online applications is detailed in Part 10.
 - Checklist for payment request by Recipient is detailed in Part 11.

PART 2: ELIGIBILITY

2.1 APPLICANT

- a) For an **Ex-serving ADF Scholarship**, the Applicant must demonstrate that:
- i. they are an Ex-serving Member with either operational service or three or more years of continuous full-time or other service. The Applicant must provide a copy of an official document showing the former member's operational service and the period or periods of continuous full-time service (e.g. Service Record, ADO long, Discharge Certificate or Certificate of Service including the enlistment date and if relevant, discharge date);
 - ii. APC may, at its discretion, consider Applicants who have medically discharged with fewer than 3 years of service, nor operational service.
 - iii. they have either medically or voluntarily separated from the Australian Defence Force at the time of application.
- b. Applicant must reside in Australia at the time of their application.
- c. Applicant must not be in receipt of any other Defence education or training assistance, outside of the Defence Force Transition Program (DFTP) or be receiving any other education/training benefit or scholarship.
- i. Any funding for education obtained through DFTP must be declared at time of application and documentation must be provided to demonstrate how DFTP funding was/will be applied.
 - ii. Approved Applicants are required to notify APC if they are awarded additional education/ training benefit or scholarship at any point during the term of their APC scholarship, including DVA educational benefits for example DVA Work Rehabilitation program.
- d. Applicant must meet APC's general entry requirements:
- i. Age: Be at least 16 years of age (parental consent required if under 18)
 - ii. Education: At least year-10 high-school or equivalent
 - iii. Residency: Be an AUS/NZ citizen, AUS PR, or hold an approved temporary visa
 - iv. Driver's license: Hold a current driver's license. You may apply and enrol holding your learner's (L) licence, however, you will need a provisional licence (P) before attending workshop 1 (approx. 12 months into your course).
 - v. Technology: Have regular access to a computer and internet, and be comfortable with online study and assessments
 - vi. Conduct pre-intake checks:
 - Language, Literacy and Numeracy: Short quiz to check basic English and math skills, and help us better support you through your course (unless already holding equivalent or higher qualification)
 - Health: Complete a Medical declaration to ensure you are fit to study
 - Evidence of National Police clearance, and Working with Children's check (blue card) prior to commencement of Clinical Placement

2.2 COURSE

- a. Approval will be granted for one APC course of study at a time and application forms with multiple courses listed will not be considered.

2.3 HARSHIP/VULNERABILITY

- a. Applicant must demonstrate hardship or vulnerability either relating to ADF service or since transitioning from ADF.
- b. Examples of hardship or vulnerability for the **Ex-serving ADF Scholarship** would be:
 - i. Ex-serving Member voluntarily transitioned from ADF into employment but due to circumstances outside of their control, are now unemployed and cannot secure further employment;
 - ii. Ex-serving Member has been medically separated from the ADF and must acquire a new skill to gain employment that would not be constrained by the injury sustained during service;
- c. If applicable, to demonstrate financial hardship the Applicant must provide copies of bank statements and other relevant documentation, including partner's financial information as requested by APC.

PART 3: SCHOLARSHIPS AVAILABLE

3.1 The scholarship amount provided to Recipients covers the full tuition fee for one (1) APC course.

3.2 Scholarship positions are limited, and it is entirely at APC's sole discretion as to which Applicants are successful.

PART 4: HOW TO APPLY

4.1 Applicants need to read the eligibility criteria and then complete and submit the Scholarship application form online. Incomplete applications will not be processed.

4.2 Applicants will be required to provide documents to support their application. Applications will be assessed by APC once all relevant documents have been received. Applicants must provide documents within 14 days of request. Failure to provide all documentation as requested may result in the application being unable to be processed and assessed appropriately, and Applicants may have their application declined.

4.3 Applicants must prepare and provide to APC documentation to demonstrate hardship or vulnerability, if requested by APC.

4.4 Applicants must disclose any qualifications already held for anything higher than secondary education i.e. diploma or undergraduate degree.

4.5 Applicants who are currently studying with APC in the course that they are applying for with a scholarship in should inform APC of they are a current student.

4.6 Approved Applicants will receive an official Offer letter and must accept the Offer by signing and returning the acceptance form within 14 days. By accepting the Offer, Approved Applicants are

entering into an agreement with APC, and that agreement is governed by these Terms and Conditions.

PART 5: ADMINISTRATION

5.1 DISCLAIMER

APC will not accept any responsibility for any loss or damage caused by an Applicant, Recipient or any other person arising from the failure by an Applicant or Recipient to comply with these Terms and Conditions, or arising from any ambiguity, discrepancy or error contained in an application.

5.2 FALSE OR MISLEADING INFORMATION

Applications may be disregarded if, in the belief of APC, false or misleading information has formed a component of an application. In the event an Applicant is successful in receiving a scholarship, who has provided false or misleading information the Applicant must immediately return all scholarship funding provided by APC.

5.3 APPROVING AUTHORITY

Applications will be reviewed and assessed by APC staff, with Applicants notified of outcome of application at the end of the assessment period (a minimum of 28 days from application submission). The decision on whether an application is successful or not is in the absolute discretion of APC and the Applicant acknowledges that it has no right to challenge any decision by APC as to whether an application is successful or unsuccessful in obtaining Scholarship funding.

5.4 PRIVACY

- a. In general, APC will use any information provided in connection with the Scholarship Application in accordance with the APC privacy policy on APC's website.
- b. All information provided in connection with an application (including in or associated with the Scholarship Application) will be managed in accordance with APC's Privacy Policy. The APC Privacy Policy contains information about the way APC collects and uses personal information and the purposes for which it is held. The APC Privacy Policy can be found on APC's website.
- c. If an Applicant is unsuccessful, all information provided in connection with the application will be destroyed within a reasonable period of time after the scholarship round closing date.

5.5 SUBJECT TO CHANGE

These terms and conditions are subject to change at APC's discretion. APC will notify Recipients of any changes to the terms and conditions.

PART 6: DEFINITIONS

Applicant: Person who has submitted a Scholarship Application for consideration.

Defence Member: For the purpose of these guidelines, a Defence Member is a person who either is or has been a member of the Australian Defence Forces or Reservists (as defined in the Defence Force Discipline Act 1982, Sec 3) who has rendered 3 or more years full time continuous service or operational service (as defined in the Veterans' Entitlements Act 1986).

Ex-Serving Member: For the purpose of these guidelines, an Ex-serving member is an ex-member of the Australian Defence Forces or Reservist serving at SERCAT level 4 and below (as defined in the Defence Force Discipline Act 1982, Sec 3) who has rendered 3 or more years full time continuous service or operational service (as defined in the Veterans' Entitlements Act 1986).

Ex-serving Scholarship: The scholarship granted to an Ex-serving Member in accordance with these Guidelines for training and education purposes.

Recipient: Approved Applicant.

Scholarship Application: A completed online application form for an Ex-serving ADF Scholarship and the relevant supporting documents.

PART 7: CHECKLIST FOR ONLINE APPLICATION

Below is a list of some of the information that is required to complete the Online Application. Upon receipt of the Application, APC will contact eligible applicants to request any supporting documentation that may be required.

- Service Number/PM Keys
- Service Start Date
- Service End Date
- Branch of Service
- Last unit or regiment
- Method of Discharge
- Accepted DVA Conditions (if applicable)
- Details of hardship or vulnerability relating to service or since transitioning from Defence (maximum of 2,000 characters)
- Details of current employment (if applicable)
- Highest academic achievement
 - o Name of qualification
 - o Name of education provider
 - o Completion date
- Proposed Course of Study at APC
- Details of how the proposed course will support current or future employment opportunities (maximum of 2,000 characters)
- Details of any other funding you have applied for or received

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