



# Student Scholarship Program

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## 1. Program Rationale

The Student Scholarship Program is an initiative of the National Association of Field Experience Administrators Inc intended to assist field experience administrators by providing financial assistance for students to undertake placements in rural settings and nominated key priority areas. It is envisaged that the program will be integrated into NAFEA's ongoing efforts to support field experience / work integrated learning administrators and students.

Approved applications will be awarded scholarships up to \$1500.

Funding is provided to assist students with the out-of-pocket costs incurred as a direct result of the placement. These are costs which are additional to everyday living expenses and are incurred as a direct result of a placement requiring relocation, including:

- Travel costs;
- Accommodation.

Please note that, depending on the timing of the program and the approval round, students may need to book and pay for travel, accommodation, etc. prior to receiving funding. Preference will be given to students who do not have access to other forms of funding.

## 2. Program Framework

This document forms the Student Scholarship Program guidelines. The NAFEA Management Committee will annually review the program guidelines including the criteria, funding amount and process.

The scholarship program will be administered under the following terms:

- The NAFEA Strategic Programs Sub-Committee (SPSC) will administer the scheme and have the following responsibilities:
  - Work co-operatively with the Management Committee to ensure the program guidelines are enacted to a successful outcome.



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- Assess all valid applications on a case by case basis for suitability, producing a shortlist of applicants.
  - Notify all candidates of the application outcome.
  - Assess the program at the end of each year and, where applicable, recommend strategies for improvement to the Management Committee.
- The Strategic Programs Sub-Committee (SPSC) in partnership with the Management Committee and state chapter representatives will work cooperatively with all eligible Universities to promote the program:
  - Provide application information to eligible Universities
  - Field and respond to all questions regarding the program
  - Vet all applications for suitability and forward all valid applications with recommendations to the Management Committee.
- Eligible Universities will have the following responsibilities:
  - Work cooperatively with the SPSC and Management Committee to promote the scheme to the student community
  - Provide application information to interested students.
- Interested students will have the following responsibilities:
  - To supply all information as required in the application information
  - To adhere to all program guideline terms and conditions.

### 3. Availability of Funding

Funding will be provided on a biannual basis with amounts determined by the NAFEA Management Committee and relevant sub-committee. Opening and closing dates will be advertised on the NAFEA website: [www.nafea.org.au](http://www.nafea.org.au).

### 4. Participation Requirements

#### 4.1 Student Eligibility

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

- From institutions that are unlimited institutional members of NAFEA (see <http://nafea.org.au/membership/unlimited-institution-members/> for a list of current unlimited institutional members. The institution must have an active membership for the relevant scholarship year)
- Currently enrolled as a full-time or part-time student.
- If enrolled in an undergraduate degree, be in at least the second year of the undergraduate course to apply.
- Agree to provide a report on the experience which is suitable for publication on the NAFEA website and in the newsletter within one month of the placement ending.
- Be willing to participate in evaluation studies or surveys.
- Not be a previous recipient of a NAFEA scholarship
- Students are not eligible to receive a NAFEA Scholarship if they have received more than \$750 of financial support for their placement from other funding sources (e.g. Beyond the Range grant, university funding etc.)

#### 4.2 Placement Eligibility

The WIL placement must be:

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e [admin@nafea.org.au](mailto:admin@nafea.org.au) | w [www.nafea.org.au](http://www.nafea.org.au) | [facebook.com/nafea.au](https://facebook.com/nafea.au)

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- Commencing within the timeframe as per the NAFEA website: <http://nafea.org.au/programs/scholarships/>
- Fulltime (4-5 days per week of at least six hours per day)
- A minimum of three weeks duration
- Within Australia
- Undertaken in an inner regional, outer regional, remote or very remote location which requires relocation. Regional and Remote Locations are defined as RA2-RA5 using Australia Bureau of Statistics remoteness classifications- ASGS Remoteness Areas (2016) are noted on the map: <http://www.doctorconnect.gov.au/locator>

## 5. Application Process

### Step 1:

Students must complete an online application form. Application forms can be completed and submitted via [www.nafea.org.au](http://www.nafea.org.au) once the scholarship round has opened.

Applications must include:

- The placement details (including dates and agency). This can be a confirmed placement or a proposed placement
- University placement administrator details
- An estimate of the student's out-of-pocket costs for the placement (these are costs that will be incurred as a direct result of the rural placement and are additional to your everyday living expenses).
- Declaration of other sources of funding or grants that have been applied for or awarded in support of the proposed rural placement
- Brief statement detailing how a scholarship will positively impact your placement experience
- How the WIL placement will assist personal aspirations
- How the placement will help to develop professional skills, particularly, what additional skills and understanding will be obtained from undertaking a rural placement?
- Brief statement detailing any extra-curricular activities undertaken including any community support or volunteering activities
- Why the student has elected to undertake a WIL placement (if the placement is not compulsory)

Incomplete applications will not be considered. Applicants will be sent an automated acknowledgement receipt when applications are received. Applications must be submitted to, and received by NAFEA, by Midnight (AEST) on the advertised closing date.

Students who have been assessed as being in financial hardship by their university support services can provide confirmation of this via the application form to be considered by the NAFEA SPSC.

Preference will be given to applications from students:

- who do not have access to other forms of funding
- with significant out-of-pocket costs
- undertaking placements in remote/rural areas.

NAFEA scholarships are only awarded to individual students once. Candidates who have been successful previously are not-eligible to re-apply. Any unsuccessful applicant for the scholarship is entitled to reapply

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for the scholarship in the following round and will be assessed against the program guidelines and criteria that are in effect on the date the re-application is received by NAFEA.

The NAFEA SPSC will assess all applications and provide a recommended shortlist to the NAFEA Management Committee. The NAFEA Management Committee will have final approval of the shortlisted applications.

### **Step 2:**

All shortlisted applicants will be required to provide:

- Confirmation in writing from their institution's WIL/Field Experience Officer of the placement details (incl. dates and allocated agency)
- A personal reference (ideally from an Academic staff member of the student's discipline)
- Travel budget and supporting documents for their out-of-pocket costs

The NAFEA SPSC will assess and rank the shortlisted applicants and where necessary seeking advice from the applicants' institutions to make a final recommendation of successful applicants and funding amounts to the NAFEA Management Committee.

Successful applicants will be given a conditional offer. Students who do not receive a conditional offer may receive an offer at a later date if funding becomes available from a student declining, withdrawing or not meeting the eligibility criteria of their conditional offer, this will be at the discretion of the NAFEA SPSC.

### **Step 3:**

A **conditional offer** is provisionally awarded to an applicant based on the information provided in the application form. Students will need to complete the scholarship acceptance form and attach confirmation of the placement prior to receiving funds.

## **6. Inability to attend or complete a placement**

If a scholarship recipient is unable to attend or complete the clinical placement, they must provide written evidence of the circumstances to the NAFEA SPSC. All requests must be provided to the NAFEA SPSC with 7 calendar days of the event occurring. If this occurs after receipt of funding the recipient must repay the full awarded funds.

Requests for scholarship or placement deferral are not automatically approved and will generally only be approved in exceptional circumstances. For the purposes of the NAFEA Student Scholarship program, exceptional circumstances are defined as "circumstances outside of the control of the scholarship recipient" and include, but are not limited to, illness, injury, bereavement or natural disaster. Being unable to arrange or attend an eligible placement between the eligible placement period is NOT grounds to defer the scholarship funding.

If deferral is approved, the scholarship funds will be held by the NAFEA Treasurer until the recipient can attend the placement. The funds may not be deferred for more than six months. If a recipient is unable to attend the placement by a date approved by the NAFEA SPSC, the scholarship offer will be withdrawn and the funds reallocated to the next ranked student from shortlisted applicants or to the next funding round (depending on the date).



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## 7. Application Closing Date

As stipulated on the NAFEA website: <http://nafea.org.au/programs/scholarships/>

## 8. Notification

Successful applicants and their University will be notified by email. Applications can take up to 6 weeks to process from the application closing date of the scholarship round.

## 9. Disclaimer

All decisions are final and no correspondence will be entered into. NAFEA does not accept appeals to its decisions.