



Community  
Pharmacy  
Agreement

# RURAL PHARMACY SCHOLARSHIP SCHEME

*Effective from 1 July 2015*

Programme Specific Guidelines are currently available in draft form and will shortly be updated to comply with the Commonwealth Grants Rules and Guidelines. Updates to these programme guidelines will not change the intent of this programme, but will provide additional clarity for participants. This programme will continue to operate under these draft guidelines until updated programme guidelines are published.

# PROGRAMME SPECIFIC GUIDELINES



Australian Government  
Department of Health



The Pharmacy  
Guild of Australia

# PROGRAMME SPECIFIC GUIDELINES

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## PROGRAMME SPECIFIC GUIDELINES

### 1. INTRODUCTION

This document outlines the Programme Specific Guidelines governing the Rural Pharmacy Scholarship Scheme (RPSS). This document must be read in conjunction with 6CPA General Terms and Conditions. Definitions in the 6CPA General Terms and Conditions apply in these Programme Specific Guidelines.

The Rural Pharmacy Scholarship Scheme is an initiative of the Rural Pharmacy Workforce Programme (RPWP). The RPWP is designed to strengthen and support the rural pharmacy workforce, in turn to provide increased access to quality pharmacy services for consumers residing in rural and remote regions of Australia.

RPWP is one of the suite of Rural Support Programmes funded under the Sixth Community Pharmacy Agreement to support targeted programmes and services which improve access to PBS medicines and services for people living in rural and remote regions of Australia.

### 2. 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 graduate entry studies in pharmacy at University.

Scholarships have a value of \$10,000 per year (GST exempt) per student for the duration of undergraduate or graduate study, with a maximum amount of \$40,000 per student over a four year period.

These Guidelines are to assist applicants in completing the Application Form by providing explanatory information on each question. The Guidelines also outline arrangements for ongoing participants in the Scheme. Applicants should take time to read the Guidelines before attempting to complete the form.

Key terms used in the eligibility and ranking criteria are described in the Glossary at Section L of the 'Notes on Completing the Application Form'.

### 3. PARTICIPATION REQUIREMENTS

#### 3.1 Student eligibility

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

- 1 Be an Australian citizen or permanent resident
- 2 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. Scholarships are available to students in any year of their undergraduate or graduate degree.
- 3 Have resided in a defined rural area (see Section L) 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.
- 4 Be a member of the student Rural Health Club or a member of the Universities affiliated Rural Health Club. Applicants who are not a member of a student rural health club must indicate their intention to join a rural health club, and 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 indicated their intention to join their nearest affiliated rural health club.

#### 3.2 Eligible Rural Locations

For the purpose of the Rural Pharmacy Scholarship Scheme, 'Rural' will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA).

Applicants with a historic home address in PhARIA 2–6 will be deemed eligible.

PhARIAs for a particular location can be found by visiting the following website:

<http://gisca.adelaide.edu.au/projects/pharia.html>

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

#### 3.3 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 immediately to registration as a pharmacist.

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### 4. APPLICATION PROCESS

Scholarships are advertised on an annual basis. The applicant must submit an official electronic application form in order to be considered for a scholarship. Applications must be submitted to, and received at the Guild by Midnight (Eastern Summer Time) on the advertised closing date. Late applications and incomplete applications will not be assessed.

Application forms can be completed and submitted via [www.6cpa.com.au](http://www.6cpa.com.au) once the annual round has opened. Applications will be assessed according to the eligibility criteria and then ranked according to the three ranking criteria detailed below.

Any unsuccessful applicant for the scholarship is entitled to reapply for the scholarship the following year and will be assessed against the criteria that are in effect on the date the re-application is received by the Guild.

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

#### Ranking

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

- 1 rural experience
- 2 attendance at rural primary school
- 3 financial need.

*Conditional Scholarships* will be offered to the highest ranked applicants first. Awardees of *Conditional Scholarships* will be requested to provide certified supporting documentation (e.g. birth certificate, confirmation of enrolment, ATO Notice of Assessment, Statutory Declaration etc.). Documentation will be verified and scholarships will be confirmed by email.

Discrepancies between certified supporting documentation and the information contained in the application form, or the failure to provide supporting documentation by the due date, may result in the offer of a *Conditional Scholarship* being withdrawn.

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.

#### 1. 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 twelve 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 the definition of *historic home address* in the Glossary at Section L of the 'Notes on Completing the Application Form'.

#### 2. Rural primary school attendance

Applicants who are able to certify that they attended a rural primary school for at least one full calendar year will gain an additional loading as part of the assessment of the *rural experience* criterion.

#### 3. Financial need

Financial need will be assessed on the basis of *taxable income* (as per the definition set out in these Guidelines in the Glossary at Section L of the 'Notes on Completing the Application Form') over the last two financial years and an estimate of income for the current financial year.

#### **No assets test will apply.**

Where no *taxable income* is received during the previous financial year/years, a Statutory Declaration must be provided to this effect.

Applicants who have not received an Australian Tax Office Notice of Assessment for any period covered by the application provisions will be required to submit PAYG statement/s and Group Certificate/s.

Please see the Glossary at Section L of the 'Notes on Completing the Application Form' for further information on *taxable income*.

Applicants will be assessed as either dependent or independent (see Section E of the 'Notes on Completing the Application Form'). Where the applicant is assessed as dependent, both a personal and parental income test will be used to determine financial need. For those assessed as independent, personal and partner (if applicable) income tests will be used to determine financial need.

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### 5. PAYMENT

Scholarships have a value of \$10,000 per annum (GST exempt) per student for the duration of undergraduate or graduate study, with a maximum amount of \$40,000 per student over a four year period. 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 Guild in monthly instalments of \$1000 for 10 months of the calendar year via direct Electronic Funds Transfer (EFT).

#### 5.1 Tax

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

#### 5.2 Centrelink Benefits

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

#### 5.3 Repayment of funds

If the scholarship holder ceases to fulfil the terms and guidelines of the scholarship and fails to inform the Guild, 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 Guild if they cease to fulfil the terms and guidelines of the Scholarship. In the event that a scholarship is withdrawn due to an ongoing substantial increase in personal income, the scholar will be required to forgo the remainder of their scholarship without further penalty.

### 6. APPEALS PROCESS

Applicants who were not awarded a scholarship, and believe their particular situation has not been addressed adequately, may lodge an appeal. In order to have their appeal considered, applicants should submit an appeal statement to the Guild 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 and financial circumstances. 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. Each appeal will be assessed, any extenuating circumstances and/or specific situations will be considered and the appellants' rankings will be reassessed against other applicants. The results will determine which appellants, if any, are successful in obtaining a scholarship.

### 7. ONGOING ELIGIBILITY

Once awarded a Scholarship, ongoing eligibility will depend on the annual requirements as listed below.

#### 7.1 Annual requirements

Scholarship holders will be required to provide documents to demonstrate ongoing eligibility. These documents include:

- 1 Notice of Assessment from the Australian Tax Office for the previous financial year. Scholarship holders whose income is considered to have increased substantially from the previous financial year will be contacted and advised that substantial increases in personal taxable income will affect ongoing scholarship eligibility.
- 2 Academic results from the previous year
- 3 Confirmation of enrolment for the current academic year
- 4 Confirmation of membership in the relevant Rural Health Club
- 5 Applicant Term Details form
- 6 Mentor Details form and Mentor Report on participation in the Rural Pharmacy Mentor Programme
- 7 End of Year Report against their Learning Plan and on the rural activities undertaken during the academic year. This report may also seek other reporting information from the scholar.
- 8 Learning Plan
- 9 Scholar Agreement.

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All forms and documents must be submitted electronically.

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 be required to participate in annual surveys or longitudinal studies.

### 7.2 Deferral

Scholarship holders who defer their studies and who are granted a deferral by the University may defer their scholarship for one year only. The Guild must be informed of any deferrals and provided with evidence of approval of deferral from the University.

Scholarships may not be deferred in the year they are offered. The Conditional Scholarship will be withdrawn and may be awarded to the next highest ranked applicant.

### 7.3 Withdrawal

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.

### 7.4 Failure

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

Scholarships will be paid to full-time students only, and scholarship recipients are required to advise in writing to the Guild of any change in enrolment status.

## 8. RURAL PHARMACY SCHOLARSHIP MENTOR SCHEME

Scholarship holders will be required to participate in the Rural Pharmacy Scholarship Mentor Scheme. Scholarship holders must nominate a rural pharmacist of their choice to work with as a mentor. Continuing eligibility will be dependent on a report from the mentor indicating satisfactory participation in rural activities. Inadequate participation may lead to suspension or forfeit of a scholarship.

Mentors must be a pharmacist who is working or has worked within an Australian rural location. The mentor will be eligible to receive an honorarium of \$375 (GST exclusive) each year of participation. The amount will be paid directly to the mentor within 30 days of receipt of a completed Mentor Report and Mentor Details form.

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 Rural Pharmacy Scholarship Mentor Scheme are available at [www.6cpa.com.au](http://www.6cpa.com.au).

## 9. IMPORTANT INFORMATION

The Guild may provide the Department of Health with information about the Scheme, the use of funds under this Scheme and on any issues that may arise in relation to a particular circumstance.

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

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## 10. NOTES ON COMPLETING THE APPLICATION FORM

### Section A

#### Personal and contact details

Make sure the contact details you provide are current. In particular, it is important that the email address is correct. If there is a need to speak to you this will be during standard business hours (9am to 5pm, Monday to Friday Australian Eastern Daylight Saving Time). If it is difficult to contact you during these times, please provide details of how you may be contacted. **PLEASE NOTE:** It is the responsibility of all applicants and ongoing scholars to ensure that their contact details are correct, and that it is possible for the Guild to contact them as required. In particular, a reliable email address must be maintained at all times to ensure that correspondence is received. If the Guild is continually unable to contact individuals through the contact details supplied, it is possible that such individuals may be required to forgo their scholarship.

### Section B

#### Eligibility criteria

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

#### Question 1

If you are awarded a *Conditional Scholarship* 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. Applicants who do not meet this criterion are not eligible to apply for a scholarship.

#### Question 2

If you answer No please continue onto next Question. If you answer Yes you may be eligible to apply for the Aboriginal and Torres Strait Islander Pharmacy Scholarship Scheme. Please refer to [www.6cpa.com.au](http://www.6cpa.com.au) for further information.

#### Question 3

The scholarships 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 historic home address. 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. Refer to the Glossary, at Section L, for an explanation of a defined Australian rural area.

#### Question 4

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. Applications will be assessed and ranked pending confirmation of enrolment.

#### Questions 5 & 6

The scholarships are available to students who are members of the student Rural Health Club at the University where they are undertaking pharmacy. 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. Applicants who are not currently a member may apply for a scholarship but must become a member of the relevant Rural Health Club by 31 March each year and continue their membership for the duration of the scholarship.

### Section C

#### Course Details

This section requires applicants to provide details of their enrolment.

#### Question 7–10

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.

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## Section D

### Address Details

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 rural longevity and experience.

#### Question 11

The historic home address is the address where you usually live. See the Glossary in Section L for more details.

Your complete historic home address history since the age of five is required. Please provide the address details and approximate dates.

#### Question 12

If you are awarded a *Conditional Scholarship* 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 attendance.

## Section E

### Applicant's Circumstances

The information in this section is used to determine your independent or dependent status. If **none** of these 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.

#### Question 13

Tick the criteria that apply to you. Be prepared to provide certified copies of required documentation if you are awarded a *Conditional Scholarship*. To qualify for independent status under question 13(c) you must be married, or have been in a marriage-like (de-facto) relationship for more than 12 months.

## Section F

### 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 *taxable income* received. Applicants who are awarded a *Conditional Scholarship* will be required to provide evidence of *taxable income* for the last two financial years and their estimated current financial year *taxable income*.

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

For further information on taxable income, please see the Glossary at Section L.

Please note: applicants who consider they have special financial circumstances that aren't covered adequately in this section may provide additional information at the 'Additional Information' field on the application form.

#### Question 14

Applicants who are awarded a *Conditional Scholarship* will be required to provide certified copies of their Australian Taxation Office Notices of Assessment for the financial years last two financial years, and a Statutory Declaration containing an estimate of income for the current financial year.

If no *taxable income* was received during the last two financial years, a written statement, in the form of a Statutory Declaration, must be provided to certify this.

If you have not received an Australian Taxation Office Notice of Assessment you will be required to submit a PAYG statement/s and a Group Certificate/s.

#### Questions 15, 16, 17 & 18

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

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### 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 the level of financial need. No assets test will apply. The information you provide will be kept confidential. Applicants who are awarded a *Conditional Scholarship* will be required to provide evidence of their partner's taxable income for the last two financial years and their partner's estimated current financial year taxable income.

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

For further information on *taxable income*, please see the Glossary at Section L.

#### Question 19

Complete as requested.

#### Question 20

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 Youth Allowance, Newstart Allowance, Austudy and Abstudy (but not including Family Allowance or Carer's Allowance)
- receives Exceptional Circumstances Relief Payment
- receives the income support component of the Farm Family Restart Scheme
- receives assistance from Farm Household Support
- receives an income tested Department of Veteran's Affairs pension (this includes DVA Disability Pensions)
- holds a Commonwealth Health Care Card.

#### Question 21

Applicants who are awarded a Conditional Scholarship will be required to provide copies of their partner's last two financial years Australian Taxation Office Notice of Assessment plus a Statutory Declaration containing an estimate of their current financial year income.

If your partner received no taxable income during any of these financial years, please provide a Statutory Declaration from your partner as certification. If your partner's income was below the tax-free threshold and they have not received an Australian Notice of Assessment please provide a Statutory Declaration from your partner as certification. Certified copies of your partner's PAYG statement/s and a Group Certificate/s will also need to be provided.

### Section H

#### Parental Income Test

If you are assessed as dependent, 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 who are awarded a *Conditional Scholarship* will be required to provide evidence of their parents'/guardians' *taxable income* for the last two financial years and their parents'/guardians' estimated current financial year *taxable income*.

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

Previous financial years' income will be averaged, then added to the estimated current financial year income and re-averaged.

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

For further information on *taxable income*, please see the Glossary at Section L.

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### Question 22

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

- receives an Australian Government pension, benefit or allowance (but not including Family Allowance or Carer's Allowance)
- receives Exceptional Circumstances Relief Payment
- receives the income support component of the Farm Family Restart Scheme
- receives assistance from Farm Household Support
- receives an income tested Department of Veteran's Affairs pension (this includes DVA Disability Pensions)
- holds a Commonwealth Health Care Card.

Applicants who are awarded a *Conditional Scholarship* will be required to provide evidence to support this claim.

If your parents 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.

### Question 23

Applicants who are awarded a *Conditional Scholarship* will be required to provide copies of their parents' last two financial years Australian Taxation Office Notice of Assessment plus a Statutory Declaration from them containing an estimate of their current financial year income.

If your parents received no *taxable income* during any of these financial years, please provide a Statutory Declaration from your parents as certification. If your parents have not received an Australian Notice of Assessment they will be required to submit certified copies of PAYG statement/s and Group Certificate/s.

### Questions 24, 25, 26 & 27

A child is considered dependent if they are wholly or substantially in your parents' care. Applicants who are awarded a *Conditional Scholarship* will be required to provide a certified copy of each 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 sign the declaration. Applicants under 18 years of age should ask a parent or guardian to sign. In doing so, you agree to sign a Statutory Declaration if awarded a *Conditional Scholarship*, supply certified copies of a range of official documents, participate in the Rural Pharmacy Scholarship Mentor Scheme, and become a member of a student Rural Health Club.

Applicants must type their name in the form in the space provided. If you have completed either the parent or partner income test sections, then your partner or parent/s must also type their name in the space provided.

Applicants must type their name/s and date/s on the form in the space provided. This will be accepted as an electronic signature.

All applicants who are awarded a *Conditional Scholarship* will be required to complete a Statutory Declaration attesting that the information in their Application Form is accurate and complete.

## Section K

### Document Checklist

This section of the application form provides a checklist to ensure you are aware of all the documents you will need to provide if you are awarded a *Conditional Scholarship*.

## Section L

### Glossary

**Assessable income:** For the purposes of the Scheme assessable income refers to any income amount including earnings that are derived or received. This includes Australian income (as shown on an Australian Tax Office Notice of Assessment) and overseas income.

Assessable income is income that can be taxed.

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

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- 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
- Commonwealth of Australia government Allowances and Payments including Youth Allowance, Newstart Allowance, Austudy and Abstudy payments
- Commonwealth of Australia Government Pensions and Allowances, including Age Pension, Carer Allowance and Parenting Payment
- scholarship/bursaries/grants and other educational awards that are deemed as assessable income under the programme guidelines that apply to these payments.

**Australian Government:** Australian Government as represented by the Australian Government Department of Health

**Budget:** Distribution of funds available for the purposes of this initiative over the term of the Agreement

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

**Conditional Scholarship:** A Conditional Scholarship is a scholarship that is provisionally awarded to a person based on the information in that person's Application Form. If awarded a Conditional Scholarship, an applicant will be required to provide a range of certified copies of official documents. These documents will be checked against the Application Form.

Discrepancies between the Application Form and the information provided may result in the withdrawal of a Conditional Scholarship offer.

**Eastern Summer Time:** Eastern Daylight Savings Time

**Guild:** The Pharmacy Guild of Australia

**PhARIA:** Pharmacy ARIA, which is an index which measures the degree of accessibility and remoteness of a community pharmacy location, for the purposes of administering the Rural Pharmacy Scholarship Scheme. PhARIA combines a geographical remoteness component as represented by the ARIA Index, with a professional isolation component represented by the road distance to the five nearest pharmacies. The index ranges from 1 to 6, with 1 denoting a metropolitan

area and 6 denoting a very remote area. PhARIA's for a particular location can be found by visiting the following web-site:

<http://gisca.adelaide.edu.au/projects/pharia.html>

**Parent(s):** Unless otherwise noted references to parent(s) also apply to guardian(s)

**Partner:** A person to whom the applicant is currently married, or is living in a marriage-like relationship for twelve months or more (a de-facto relationship)

**Historic home address:** Is 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 (eg 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 your **parents are separated or divorced**, the address of the parent with whom you would have normally lived for the most time in months in each calendar year.

If you are assessed as being independent, the address of your usual place of residence.

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

**Rural:** For the purpose of the Rural Pharmacy Scholarship, 'Rural' will be determined by the Pharmacy Accessibility Remoteness Index of Australia (PhARIA).

Applicants residing in the following PhARIAs will be deemed eligible: PhARIA 2-6.

PhARIAs for a particular location can be found by visiting the following web-site:

<http://gisca.adelaide.edu.au/projects/pharia.html>

**Rural Origin:** An applicant is considered to be of rural origin if their principle home address has been in a defined Australian rural area for a minimum of five consecutive years, or eight cumulative years since five years of age.

**Rural Health Club:** A club which encourages and supports students with a background and/or interest in rural health.

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**Statutory Declaration:** 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:** Income which can be taxed (Assessable income) 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:** Calendar year, unless otherwise stated.

### Section M

#### Persons before whom a Statutory Declaration may be made

##### Part 1 – Members of certain professions

- Chiropractor
- 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:
  - (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 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
- Master of a court
- 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 five or more years of continuous service; or
  - (c) 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 the Institute of Corporate Managers, Secretaries and Administrators
- Member of the Institution of Engineers, Australia, other than at the grade of student
- 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

## PROGRAMME SPECIFIC GUIDELINES

- Minister of religion registered under Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of:
  - (a) the Commonwealth or of a Commonwealth authority; or
  - (b) a State or Territory or of a State or Territory authority; or
  - (c) 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

Please note: It is not recommended that members of an applicant's family witness the Statutory Declaration, even if that family member meets the criteria above. This recommendation is made to avoid any potential conflict of interest.

## 11. RESOURCES

RPSS programme resources are available for download at [www.6cpa.com.au](http://www.6cpa.com.au)

## CONTACT

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