



**NEW SOUTH WALES
CHIROPRACTORS REGISTRATION
BOARD**

CHIROPRACTIC EDUCATION SCHOLARSHIPS

GUIDELINES FOR APPLICANTS

Effective for applications June 2009

Introduction

The NSW Chiropractors Registration Board is offering a number of scholarships to chiropractic students. The purpose of the Scholarships is to encourage the pursuit of clinical and academic excellence by students in chiropractic professional courses.

The scholarships are available to students who have enrolled in the Masters of Chiropractic programme at Macquarie University

There will be two scholarships awarded each year to students entering the first year of the programme. They will consist of a total of \$10,000; \$5000 in the first year and \$5000 in the second year of the programme. In the initial year (2009) an additional scholarship of \$5000 will be awarded to a student in the final year of the programme.

Chiropractors Registration Board of NSW

The Chiropractors Registration Board is the independent statutory body created by the Chiropractors Act 2001 to regulate the registration of chiropractors in NSW and to administer the provisions of the Act.

The Board has a primary responsibility of protecting the interests of the public through administration of the provisions of the Chiropractors Registration Act.

One of its functions is to promote and maintain standards of chiropractic practice in New South Wales.

In order to do this the Board provides Scholarships to assist and encourage students in the completion of their chiropractic qualification.

In this way the Board hopes to:

1. Improve patient outcomes;
2. Enhance quality and safety in chiropractic practice; and
3. Improve service delivery.

SCHOLARSHIP CATEGORIES AND CLOSING DATES

1. Two individual postgraduate, pre-professional Scholarships up to a value of \$10,000. Applicants must demonstrate academic excellence and/or financial need.

**APPLICATIONS MUST BE RECEIVED IN THE BOARD'S OFFICE BY 30th
September (30th July in the initial year 2009)**

LATE APPLICATIONS WILL NOT BE CONSIDERED

POST TO:

The Registrar
Chiropractors Registration Board of NSW
PO Box K599
HAYMARKET NSW 1238

GENERAL SCHOLARSHIP INFORMATION

1. Applications for Scholarships must be made on the form supplied by the Chiropractors Registration Board. These can be obtained from the Board, or downloaded from the Internet at www.chiroreg.health.nsw.gov.au
2. All applications must be accompanied by the documents listed on the application form. Applications will not normally be considered if all the required information has not been provided. Should extenuating circumstances arise which prevent inclusion of a document, a statement referring to this must be attached. Where it is agreed that such documentation be provided at a later time, then the original and five (5) copies should be supplied.
3. All pages of the application should be numbered, an index provided, and the application form placed on top of all the other documents. This completed 'master' application, including all pages of the application form should then be photocopied to provide five (5) copies of the application and supporting documents for distribution to members of the Assessment Committee.
 - Note: Any photocopied official documents such as educational certificates etc submitted in the 'master' application must be certified by a Justice of the Peace as being a true copy of the original.
 - The 'master' application (including original and certified copies) and five (5) copies of this 'master' application are to be provided.
4. Applications must be collated and stapled or clipped in the top LEFT hand corner with the application form on top (no plastic folders or plastic sleeves will be accepted).
5. Applications must be received in the Board's office by close of business on the closing date (or close of business on the last working day prior to the closing date). Applications made by facsimile will not be accepted unless approval has been granted.
6. A Scholarship is awarded to a specific individual and is not transferable.
7. Substantiation of monies requested
The application must include a budget outlining the proposed expenditure of the funds
8. Eligibility (following a previous successful Scholarship)

Applicants will not be eligible for a Scholarship if they have received a Chiropractors Board Scholarship within the past three (3) years. The time interval is calculated from the date of signing of the Scholarship Agreement. Applicants who have received a Board Scholarship of under \$5,000 are eligible to apply for another Scholarship once the contractual agreement of that Scholarship has been met.

Applicants must provide details of current applications for Scholarships/grants from other sources which relate to this application.

9. Applicants must be available for an Interview.

Applicants must be available for interview by the Scholarship Committee, if required, and a contact telephone number must be provided to enable arrangements to be made.

Applicants unable to be contacted will not be considered.

10. Agreement form must be completed prior to monies being paid.

All successful applicants must complete an agreement form as supplied by the Board prior to receiving Scholarship money. Money for Scholarships must be paid to the applicant and may not be paid to any other individual or institution.

Scholarship monies of \$5,000 and above will be paid in two (2) instalments, the second instalment to be paid subject to the receipt of documentation of satisfactory progress of the studies, issued by the university (at least a credit average).

Money for Scholarships will be paid in Australian dollars to an Australian address.

Any money of the Scholarship, not used by the recipient, must be returned to the Chiropractors Registration Board.

11. Illness during the Scholarship tenure

Illness, which reduces the effective tenure of the Scholarship, shall not automatically entitle the recipient to an extension of the original period of the Scholarship but the Board may, on application, grant any extension that it thinks fit.

12. Inability to undertake the purpose of the Scholarship

In the event of the cancellation of a course the recipient of a Scholarship must not proceed with an amended program but must notify the Board and await advice.

13. Termination/Suspension of the Scholarship

A Scholarship may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of the Board:

- (i) the recipient's performance is unsatisfactory; or
- (ii) the recipient fails to observe the conditions of the Scholarship; or
- (iii) the recipient is guilty of misconduct; or
- (iv) the recipient fails to undertake the course or whatever the Scholarship was expected to cover.

If a Scholarship is terminated or suspended, monies of the Scholarship may be required to be returned within four (4) weeks of the suspension or termination, in accordance with the Scholarship Agreement. Where the conditions under which a Scholarship was awarded have not been met and the Board has required that monies be returned, recipients wishing to appeal such a decision of the Board must do so in writing, giving full details of the reasons for the appeal, within four (4) weeks of notification of the decision.

14. Documentation required to complete Scholarship requirements

- Proof of Australian Citizenship
- Proof of entry into the fourth year of a five year chiropractic programme
- Answers to the questions listed on page seven of this application.
- Obtain two character references, one of which should be from a chiropractor currently practicing in NSW

15. Board's decision is final

The Board's decision regarding the awarding of a Scholarship is final and no correspondence will be entered into regarding the decision.

16. Information about taxation advice can be found on the page six of these Guidelines

17. Applicants must provide a copy of the transcript of previous semesters of the course and documentary evidence from the university/education institution to the effect that the course can be completed in the year following the lodgement of this application. This evidence should be in the form of a written statement from an appropriate member of the university staff.

18. Recipients of Scholarships must provide to the Board documentary evidence of completion of the course within one (1) month of the issue of results.

19. An applicant who fails to complete the degree or study as agreed to in the terms of the Scholarship agreement, must notify the Chiropractors Registration Board within one (1) month of discontinuation of the course.

Important Taxation Advice

This advice should not be taken as definitive. Each applicant should assess their own level of taxation impact.

A. Full-Time Students

Scholarships are tax-exempt income for students who are studying full-time at an educational institution.

All full-time students are requested to complete a 'Statement by a Supplier' form as required by the Australian Taxation Office and indicate by ticking the appropriate box that the payment is for a supply that is exempt from income tax.

B. Applicants Working Full-Time or Part-Time in the Public Sector

Generally, Scholarship funding provided to employees, of the Public Sector is not tax-exempt income. However, as long as the Scholarship funding is used for non-tax deductible expenses it may be classified as exempt income.

C. Applicants Working Full-Time or Part-Time in the Private Sector

Once again, generally Scholarship funding provided to applicants working full-time or part-time in the private sector is not tax-exempt income. However, as long as the Scholarship funding is used for non tax-deductible expenses it may be classified as exempt income.

D. Applicants who are Self Employed

Same as above.

Note:

All applicants are required to complete a 'Statement by Supplier' form as required by the Australian Taxation Office, and indicate by ticking the appropriate box, that the payment is exempt from income tax or that the income is not received with reasonable expectation of profit or gain.

A copy of this form is available from the:

- Chiropractors Registration Board;
- Australian Taxation Office website:
<http://ato.gov.au/content/downloads/nat3346.pdf>

Scholarship applications will not be considered unless this form is fully completed and returned with the application to the Chiropractors Registration Board.

Application Form

Confidential

1	Full Name	
2	Address	
3	Phone Number	
4	Mobile Phone Number	
5	Email	
6	Date of Birth	
6	Marital Status	
8	Male/Female	
9	Ages of Dependant Children	
10	Present Occupation	
11	Which institution you are studying at?	
12	What stage of the course are you currently studying?	
13	When do you intend to complete the course?	
14	What qualifications do you already hold?	
15	What experience of chiropractic have you had? (eg. as a student, patient, family etc):	

Have you received or applied for assistance from any other chiropractic association or lending institution? If so please provide details:

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What regular employment do you have?.....

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Gross monthly income from employment (include spouses income if applicable):.....

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List sources and amounts of other income:.....

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Personal Assets	Value	Personal Liabilities	Value
		Mortgage	
		Credit cards	
		Other (give details)	
		Total liabilities	
		Monthly expenses	
		Rent/mortgage	
		Food	
		Utilities	
		Motor vehicle	
		Credit cards	
		Tuition costs	
		Other (give details)	
Total assets		Total monthly expenses	

If you require more space please attach an additional sheet.

Please enclose your proposed budget for the duration of the chiropractic programme giving details of anticipated income and expenditure.

The Board needs to evaluate your application on a number of grounds.

Please attach additional pages providing information that provides answers to the following questions:

1. What are your reasons for applying for the scholarship?
 2. What is your financial need? You must include a budget outlining the proposed expenditure of the funds
 3. If you are applying on the strength of your academic merit please provide details and copies of academic reports.
- You must provide two character references from people who have known you for more than three years. One of those two references must be from a chiropractor registered in NSW for at least five years. The character references should support the evidence you have provided in answer to the questions above.
 - You must attach proof of your Australian citizenship. Please provide a copy of your birth certificate, Australian citizenship or passport.

I, the undersigned state that:

1. All of the above details are true and correct.
2. I have read the regulations of the New South Wales Chiropractors Registration Board and agree to comply with them.
3. I authorise the administration of the college I am attending to release relevant information to the New South Wales Chiropractors Registration Board
4. Should I be successful in obtaining the scholarship I authorise the New South Wales Chiropractors Registration Board to publish my name and relevant details in chiropractic literature in Australia.

Signed:.....

Date:.....

Name: