

# 2026 Premier's Nursing and Midwifery Scholarships

Prospectus

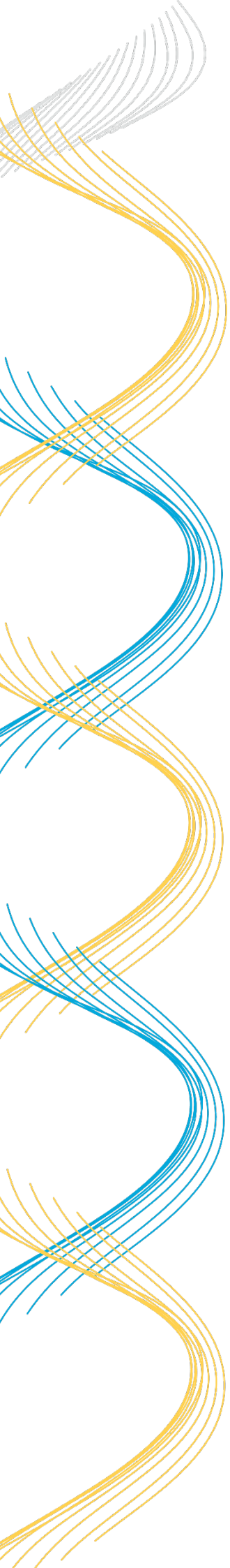


**Government  
of South Australia**

SA Health

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# Part A: Application Process

## Introduction

The Premier of South Australia is committed to building a valued and sustainable nursing and midwifery workforce. The Premier's Nursing and Midwifery Scholarships are awarded to nurses and midwives and provide the opportunity to undertake an overseas observational study tour in an area of health service, clinical or workforce demand.

The 2026 Scholarships are open to nurses and midwives, currently employed in the public, private, community and aged care sectors who wish to explore the implementation of evidence based best practice and translate their learning into sustainable outcomes.

Scholarship recipients are required to identify a clinical practice, workforce or health service issue that requires investigation and will lead to clearly defined and achievable outcomes.

The aims of the Scholarships are to build the clinical leadership capacity and capabilities of nurses and midwives, supporting innovative practice change and quality improvement initiatives that are imbedded in person-centred care across areas of identified priority within South Australia.

For public sector employees, SA Health has a range of Policy Directives, Guidelines, and Fact Sheets relating to overseas travel and taxation obligations including the [SA Health Overseas Travel Policy Directive](#). The [SA Health Gifts and Benefits Policy Directive](#) is also relevant.

Private, community and aged care sector applicants must follow relevant local policies, guidelines, and approval processes when seeking leave for the study tour.

It is important that all applicants are aware of their responsibilities and obligations and familiarise themselves with all the relevant approval processes, information and documents.

The Scholarship program is **not** covered by SA Government Travel Insurance. This means successful Scholarship recipients will be required to arrange and purchase their own personal travel insurance for the entire period of the travel associated with the Scholarship. Also note, undertaking any form of practice or direct care during the study tour is not permitted.

Successful Scholarship recipients are also strongly encouraged to seek independent financial advice about how receipt of the Scholarship may impact their personal circumstances and how to ensure compliance with all relevant taxation requirements.

Scholarship applicants must submit all required documentation within the specified timelines. Failure to comply may result in the Scholarship application being declared incomplete and therefore ineligible.

## Key Dates

- > Applications Open: 6 September 2024
- > Applications Close: 17 November 2024
- > Applicants Notified: February 2025

Applications to be submitted via the [online application portal](#).

## Scholarships Offered

- > Six (6) Scholarships to the total value of \$10,000 AUD each, valid from 1 July 2025 - 30 June 2026
- > People of Aboriginal and Torres Strait Islander origin, and accepted as such in their community, are encouraged to apply.

## Scholarship Eligibility

Premier's Nursing and Midwifery Scholarship applicants must:

- > Be an Australian citizen or permanent resident. Temporary residents / Visa holders are not eligible for a Scholarship.
- > Be employed and working permanently, either full-time or part-time as a nurse and / or midwife in South Australia in the public, private, community or aged care sectors.
- > Be registered and hold current registration with the Nursing and Midwifery Board of Australia (NMBA).
- > Return to their substantive employed position and utilise their experiences to lead nursing or midwifery practice on completion of the Study Tour.
- > If applicants are practicing independently, they must provide two (2) statements of support from current professional affiliates e.g., allied health practitioner, medical officer etc in lieu of Form 3.
- > A combined application, of no more than two people, will be accepted on the understanding that one Scholarship, up to the value of \$10,000 AUD will be awarded and shared between the two applicants. Each person must individually apply via the [online portal](#), and each is responsible for acquitting their individual expenses. In the case of a combined application, Forms 1, 2 and 3 and a Curriculum Vitae must be submitted individually. However, a shared Study Tour Proposal may be submitted and cross referencing the other applicant's submission.

The applicant's employer is to support the applicant's:

- > Application and subsequent overseas travel
- > Prior to submitting the study tour proposal and Scholarship submission it must be approved by the applicant's Chief Executive Officer or Executive Director of Nursing / Midwifery (or equivalent for private, community and aged care sector applicants) and direct line manager / supervisor (Form 3).

Nurses and midwives are **not** eligible to apply if they:

- > are temporary residents / visa holders,
- > have conditions / undertakings or limitations on their registration,
- > are on short term contractual employment (where there is an end date to employment, i.e., no substantive ongoing employment) or who are casual employees,

- > are receiving funding support for their proposed study tour through any other organisation, State or Federal Scholarship program,
- > cease employment in the South Australian health care system during the application or Scholarship period. The applicant will be disqualified from the Scholarship program,
- > have any disciplinary or formal investigative processes at any point during the application process or subsequent Scholarship period and must notify the Nursing and Midwifery Office of any occurrence following submission of an application.

## Scholarship Criteria

A Premier's Nursing and Midwifery Scholarship can be used to investigate any aspect of clinical leadership and practice that supports:

- > the translation of evidence into practice,
- > the development of an action plan to deliver quality consumer centred care,
- > innovative change that improves workplace environments, team culture and patient outcomes.

## Scholarship Requirements

Successful Scholarship recipients will need to:

- > Exercise due diligence in the expenditure and acquittal of funds, particularly in relation to comprehensively researching available options for travel, accommodation and living expenses. This includes travelling the most direct route in economy class.
- > Comply with the terms and conditions of the study tour which includes submitting all required documentation within the specified timelines.
- > Complete the study tour in its entirety within the agreed specified timeframe and within the monies allocated.
- > Utilise Scholarship funds only for the purpose for which it has been granted.
- > Submit a Study Tour Report and Action Plan including a detailed action plan outlining how you are going to lead and implement a workplace or practice change. This plan must be endorsed by your direct line manager / supervisor and state the timeframes required for successful implementation.

## Application Process

Prior to completing the application, applicants are required to:

1. Determine the purpose, scope and expected outcomes of the study tour.
2. Identify objectives relevant to the proposed issue to be investigated and ensure these are achievable and measurable.
3. Discuss and develop a proposal which must be supported and approved for submission as part of the application, by:
  - > the Local Health Network (LHN) Chief Executive Officer or Executive Director of Nursing / Midwifery (or equivalent for private, community and aged care sector applicants), and
  - > direct line manager / supervisor.

- > Noting this is to include confirmation the organisation has agreed to pay leave for the entire period of the study tour period (Form 3), with successful Scholarship recipients to follow their organisation's leave approval processes.
4. Provide a current Curriculum Vitae (maximum 4 pages).
  5. Seek preliminary agreement from the hosting international health service(s).
  6. Undertake preliminary scoping of airfares, accommodation, meals, and transport etc. to calculate estimated budget costings (Forms 1 and 2)

## Scholarship Timeframes

Payment of funds awarded to individuals under the Scholarship program and full acquittal of such must occur within **six (6) months** of the date of payment of the funds. In the event the period exceeds six (6) months, it is considered a Loan Fringe Benefit which has taxation implications.

## Submission Process

Applicants must use the supplied template for their proposal and follow the instructions within the document. Applicants are required to work within the maximum word counts.

**Application components: Forms located: [SA Health Premier's Nursing and Midwifery Scholarships website](#)**

## Study Tour Proposal

The Proposal must be completed by the applicant(s) describing the proposed observational tour enabling investigation of clinical leadership and practice that supports the translation of evidence into practice, how the applicant will impact the delivery of quality consumer centred care, and how the applicant plans to introduce innovative change that improves workplace environments, team culture and patient outcomes.

## Form 1 – Travel Cost Estimation

The travel cost estimation must provide a reasonable overview of the cost of the intended travel, including:

- > all flights and transfers,
- > accommodation,
- > ground transport; and
- > living and miscellaneous expenses.

## Form 2 – Travel Diary (Indicative)

The travel diary forms the basis of the study tour itinerary, and it provides the relevant information required by the Shared Services SA Taxation Service for assessment of Fringe Benefits Tax (FBT) liability at the conclusion of the study tour.

The indicative travel diary must provide a reasonable overview of the intended travel:

- > local and international flight and travel details, planned mode of travel and accommodation details,
- > proposed activity occurring on each day; and
- > proposed recovery and rostered days off.

## Form 3 – Organisation / Employer Endorsement

This form must be completed by:

- > the applicant,
- > the relevant direct line manager / supervisor; and
- > the relevant Chief Executive Officer or Executive Director of Nursing / Midwifery (or equivalent for private, community and aged care sector applicants).

Please note the declaration must be signed, dated and the titles of persons signing clearly annotated.

## Curriculum Vitae

A current CV of no more than four pages, reflecting the applicant's substantive position, employment, and education history, continuing educational activities over the last three years, and contact details of two professional referees.

## Supporting Evidence

All required Scholarship documentation must be submitted within the specified Scholarship timelines to the application [portal](#). Failure to adhere to the timelines may result in the Scholarship application being declared incomplete. Documents must be submitted online to the application portal, photographs will not be accepted, and documents will not be accepted after the closing date.

## Scholarship Inclusions

The following are approved, claimable items within the Scholarship funding.

- > air travel, including airport taxes,
- > accommodation, including room fees,
- > ground travel, including public transport by train, tram and bus and private transport including hire car, taxis and ride share; and
- > living expenses, including meals, beverages (excluding alcohol) and incidentals.

## Scholarship Exclusions

The following lists examples of items (but not limited to) that are outside the scope of the Scholarship funding and some may also incur FBT:

- > personal care items/expenses
- > local private telephone calls
- > laundry
- > alcohol and entertainment
- > purchase of personal travel insurance/policy
- > travel entry requirements and/or visas
- > passport
- > textbooks
- > clothing
- > travel costs on non-business (private/free) travel days
- > salary
- > mobile phone costs
- > purchase of a computer, laptop, mobile phone, or tablet



- > immunisations
- > research proposals
- > any expenditure associated with conference or congress attendance
- > any expenditure associated with participation in formal courses
- > gifts totalling \$300 or more may be subject to FBT and are not claimable within the context of the Scholarship
- > any other expenditure not directly related to the study tour

This is not an exhaustive list and determination will be made on items which may not be claimable on a case-by-case basis.

## Scholarship Application Selection Process

Scholarships will be assessed and awarded based on the recommendation of the Premier's Nursing and Midwifery Scholarships Selection Panel.

The selection process includes a formal assessment of each application including that the applicant:

- > meets the eligibility criteria,
- > meets / addresses the study tour proposal requirements,
- > has submitted all the required forms and completed them in full; and
- > has the support of their organisation's Executive and direct line manager / supervisor to undertake the study tour, including agreement to pay leave for the entire period of the study tour period.

The Selection Panel is comprised of representatives from the public, private and aged care sectors, the Australian Nursing and Midwifery Federation (SA Branch) and the Nursing and Midwifery Office, Department for Health and Wellbeing.

The Selection Panel will make a recommendation to the Chief Nurse and Midwifery Officer who will have the final decision on the successful Scholarship recipients.

The decision made is final and there is no appeal process.

Successful applicants will be notified in writing with all relevant information on the next steps and specific conditions of the Scholarship, including forms that require completion within return timeframes.

Failure to submit all documentation completed in full and within the required timelines may result in the Scholarship being rescinded so that the monies can be re-allocated to other applicants.

Unsuccessful applicants will be notified in writing. They may re-apply in future years and will be required to submit a new application.

## Scholarship Funding

Upon receipt of all documentation outlined above, the Nursing and Midwifery Office will give final authorisation to proceed with an upfront advance payment of funds into the Scholarship recipient's nominated bank account.

Please note that the payment of Scholarship funds and acquittal process must occur within a six (6) month period. If the period exceeds six (6) months, it is considered a Loan Fringe Benefit which has taxation implications. It is important that recipients declare and return any unused or unacquitted funds during the acquittal process.

For example: if the recipient undertakes the study tour in February, then the study tour report and acquittal must be submitted in March. The transfer of funds will have occurred in October of the preceding year. The funds will have been received no earlier than six (6) months before the projected date of submission for the acquittal of the tour funds.

SA Health employees should refer to the [SA Health Fringe Benefits Tax Exemption Public Hospital and Salary Sacrifice Policy](#) which outlines the FBT capped exemption, fringe benefits and FBT shortfalls. SA Health employees may wish to contact their salary sacrifice provider to discuss their circumstances. [Shared Services SA Taxation Services](#) may also be able to assist with enquiries that relate to FBT and Goods and Services Tax (GST). They can be contacted via email [TaxHelpdesk@sa.gov.au](mailto:TaxHelpdesk@sa.gov.au). Scholarship recipients must seek their own personal Income Tax advice in relation to potential personal income tax implications.

Where, as a result of Scholarship expenditure, FBT applies and the capped FBT exemption has been exceeded, the Scholarship recipient will be responsible to pay the FBT as per the [South Australian Government Salary Sacrifice Arrangements](#) ('SAGSSA').

Private, community and aged care sectors Scholarship applicants and recipients are strongly encouraged to seek their own personal financial advice to understand potential implications of receiving the scholarship.

## On Completion of the Study Tour

On return from the study tour, Scholarship recipients are required to produce the following within 30 days after the last day of the approved study tour:

- > Study Tour Report and Action Plan
  - > summary of the tour,
  - > action plan outlining the change to be implemented; and
  - > a supporting statement from their direct line manager / supervisor supporting the workplace practice / change.
- > Final Travel Diary
- > Expenses Acquittal

Scholarship recipients are also required to share their learnings as described in their Scholarship application.

This may include:

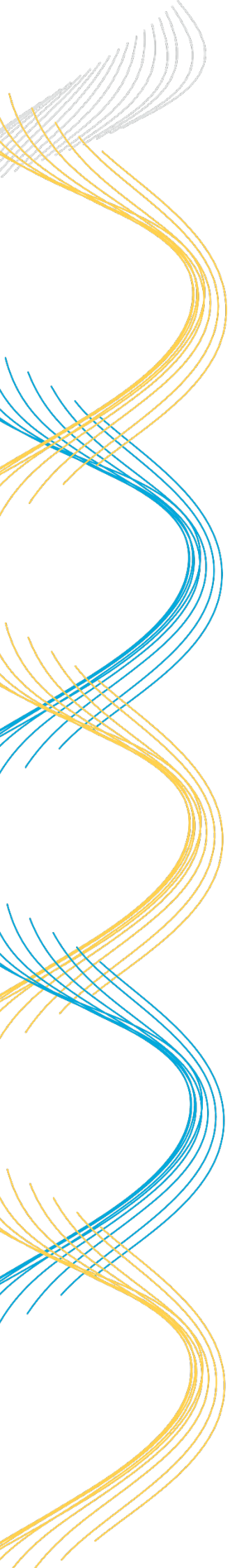
- > presenting the outcomes of their study tour at local, interstate, or international conferences,
- > attending meetings or forums organised by the Nursing and Midwifery Office or recipient's health network / organisation,
- > submitting an article to a peer reviewed nursing and / or midwifery journal for publication and,
- > presenting at the annual SA Nursing and Midwifery Research Symposium.

Where information is published, the 2026 Premier's Nursing and Midwifery Scholarship program must be acknowledged.

Further opportunities to share experiences and learnings may include:

- > Acting as a mentor to future Scholarship applicants and/or recipients and assisting in the development of their application or study tour preparations (to allow this to occur please provide your contact details to the Nursing and Midwifery Office for 5 years post completion of your study tour).
- > Allowing SA Health to showcase the Study Tour Report and Action Plan.
- > Providing a brief overview of the study tour for LHN / organisational local newsletter or similar.
- > Participating in the collection of data regarding workforce planning and training.

It is important to notify the Nursing and Midwifery Office if you are placed into any disciplinary processes from the time of application, through to execution of the Scholarship obligations.



# **Part B: Study Tour Parameters**

## Introduction

This document outlines the next steps and specific conditions for successful Scholarship recipients.

SA Health has a range of policy directives, guidelines and fact sheets relating to overseas travel and taxation obligations including the:

- > [SA Health Overseas Travel Policy Directive](#)
- > [SA Health Gifts and Benefits Policy Directive](#)
- > [SA Health 'Fringe Benefits Tax Public Hospital Exemption and Salary Sacrifice Policy'](#)
- > [South Australian Government Salary Sacrifice Arrangements](#)

It is recommended that all private, community and aged care sector recipients follow their local policies, guidelines and approval processes when seeking leave to undertake the study tour.

All recipients are strongly encouraged to seek independent financial advice about how receiving the Scholarship may impact on their personal circumstances and how to ensure compliance with all relevant taxation requirements.

For SA Health employees seeking taxation advice about a Scholarship, please contact the [Shared Services SA Taxation Services](#) on (08) 7085 1595 or email [TaxHelpdesk@sa.gov.au](mailto:TaxHelpdesk@sa.gov.au)

It is essential for Scholarship recipients to submit all required documentation in full including uploading documents correctly and within the specified timelines. Failure to comply may result in the scholarship being withdrawn and monies re-allocated to other applicants.

## Key Forms and Documents

Successful Scholarship recipients will be provided with a range of forms/documents to be returned to the Nursing and Midwifery Office [Health.NursingandMidwiferyOfficeScholarships@sa.gov.au](mailto:Health.NursingandMidwiferyOfficeScholarships@sa.gov.au) within the timeframes specified in the table below:

Due Date	Form Required	Further Information
30 March 2025	Talent Release Form	This gives consent for your photo to be taken at the Nursing and Midwifery Excellence Awards and your image to be used by the Nursing and Midwifery Office, in publication of any promotional material.
30 March 2025	Scholarship Terms and Conditions Statement	Confirms agreement to undertake the Scholarship in accordance with the agreed terms and conditions.
30 May 2025	SA Health Supplier Creation/Maintenance Form	This Form enables upfront payment of your Scholarship funds (no earlier than 6 months before the projected date of submission for the acquittal of the tour funds).

<b>Due Date</b>	<b>Form Required</b>	<b>Further Information</b>
30 May 2025	SA Health Employee Reimbursement Form (SA Health employees only)	The Form enables upfront payment of your Scholarship funds (no earlier than 6 months before the projected date of submission for the acquittal of the tour funds).
30 May 2025	SA Health Non-Employee Reimbursement Coversheet/Form (non-SA Health employees only)	The Form enables upfront payment of your Scholarship funds (no earlier than 6 months before the projected date of submission for the acquittal of the tour funds).
30 Days before your date of travel	HR-077 Overseas Travel Application Form	This form is for SA Health employees only.  Please note the form must be approved by your respective Local Health Network (LHN) Chief Executive Officer (CEO) at least 6 weeks prior to travel.
30 Days before your date of travel	Travel Diary  *Note: Travel Diary destinations need to be consistent with original travel diary submitted in the application process. Any change to destination will need to be reviewed by the Premier's Scholarship committee and approved ahead of booking flights	A Travel Diary confirming your intended travel itinerary.  NB: a Final (actual) Travel Diary also needs to be submitted as part of your acquittal on your return.
30 Days before your date of travel	Personal Travel Insurance	Provide evidence of personal travel insurance with the highest level of cover
30 Days from the last day of the approved study tour	Study Tour Report and Action Plan	The Study Tour Report and Action Plan must be approved by your CEO or EDON/M
30 Days from the last day of the approved study tour	Final (actual) Travel Diary	Travel Diary confirming actual travel undertaken.
30 Days from the last day of the approved study tour	Expenses Acquittal Spreadsheet	Record of expenditure and itemised receipts for acquittal.

## Scholarship Terms

- > No additional funds will be allocated over and above the authorised Scholarship funding.
- > It is expected the study tour will be completed in its entirety within the agreed specified timeframe and within the monies allocated.
- > If, due to circumstances beyond the scholarship recipient's control, the study tour is prematurely terminated, the Nursing and Midwifery Office will negotiate the full or pro-rata return of scholarship funds based on costs already incurred.
- > The Nursing and Midwifery Office reserves the right to request return of scholarship funds in cases where the funds have been misappropriated, cannot be adequately acquitted and/or where the cost of the trip was less than the scholarship funding provided.
- > Upon receipt of the scholarship recipient's travel diary and acquittal of costs incurred (post study tour), SA Health may request clarification and/or additional supporting information.
- > It is expected recipients will utilise scholarship funds for the purpose it is intended for.

## Travel Considerations

Recipients will need to plan, organise, and book all travel and accommodation requirements and organise and confirm all study tour visits and associated arrangements.

When making bookings recipients must:

- > select the lowest fare compatible with your travel requirements,
- > travel economy class via the most direct route,
- > not claim frequent flyer points for personal use; and
- > choose accommodation in accordance with the requirement to make efficient use of public resources.

Recipients must ensure that processes are followed in the application and approval of leave to undertake the study tour in accordance with local protocols and policies.

Recipients are not covered by the SA Government Travel Insurance and are required to purchase personal travel insurance at their own expense, which must include the highest level of coverage, for the entire period of travel associated with the Scholarship. Insurance is to be inclusive of cover for travel matters during non-work periods.

Private, community and aged care sector recipients are encouraged to seek advice on travel insurance coverage from their employer.

## Claimable Items

The following items are approved within Scholarship funding:

- > air travel, including airport taxes,
- > accommodation, including room fees,
- > ground travel, including public transport by train, tram and bus and private transport including hire car, taxis and ride share; and
- > living expenses, including meals, beverages (excluding alcohol) and incidentals

## Non-Claimable Items

The following lists examples of items (but not limited to) that are outside the scope of the Scholarship funding and some may also incur FBT:

- > personal care items / expenses
- > local private telephone calls
- > laundry
- > alcohol and entertainment
- > purchase of personal travel insurance/policy
- > travel entry requirements and / or visas
- > passport
- > textbooks
- > clothing
- > travel costs on non-business (private/free) travel days
- > salary
- > mobile phone costs
- > purchase of a computer, laptop, mobile phone, or tablet
- > immunisations
- > research proposals
- > any expenditure associated with conference or congress attendance
- > any expenditure associated with participation in formal courses
- > any other expenditure that is not directly related to the study tour
- > gifts to host/s totalling \$300 or more may be subject to FBT and are not claimable within the context of the Scholarship.

This is not an exhaustive list, and a determination will be made on items which may not be claimable on a case-by-case basis.

## Professional Indemnity Insurance

Undertaking any form of practice or direct care during the study tour period is not permitted. Professional indemnity insurance is provided to public sector nurses and midwives as part of their credentialed employment contract with SA Health. However, this cover does not apply overseas or interstate or to services provided outside of their contracted employment.

Private, community and aged care sector recipients should make themselves aware of what cover is provided by their local organisations' policies and directions regarding indemnity insurance coverage.

## Travel Documents

### Visa/Passports:

It is the responsibility of the recipient to ensure they are in possession of a valid passport and arrange any visas or other travel documentation required for entry into the destination country / countries and re-entry into Australia.

Passports must be valid for at least a further six (6) months after the return date of travel.



### Further information:

- > [Department of Foreign Affairs and Trade](#) (DFAT) maintain travel advisories for most overseas destinations. Information for specific countries can be obtained from the DFAT [smart traveller](#) website.
- > Recipients are encouraged to register with DFAT's Smart Traveller website and subscribe to their travel advisory email updates.

### Private Travel

Private travel associated with the study tour is not encouraged by the Nursing and Midwifery Office. Dual purpose travel may result in FBT shortfall therefore, applicants should investigate the potential FBT implications of undertaking private travel.

For public sector recipients who plan to travel with a partner or relative please refer to the [SA Health Travel and FBT Policy Directive](#) documents listed below.

### WorkCover

SA Health employees injured whilst on duty overseas may be eligible for WorkCover (where the injury sustained is not covered by travel insurance). Applications must clearly specify the dates where the employee is on duty, and SA Health employees must keep a record of any variations to these arrangements. SA Health employees may apply to be considered on duty even when they are on leave, or travel is funded wholly by sources outside of SA Health.

Note, the final decision about compensability for injuries sustained overseas must be made in accordance with the relevant legislation.

Private, community, and aged care sector recipients must determine their local policy and procedures regarding this matter prior to leaving.

### Salary Sacrifice and FBT Liability

SA Health employees should refer to the [SA Health Employee Reimbursements and Payments Policy Directive](#) which outlines the FBT capped exemption, fringe benefits and FBT shortfalls. SA Health employees may wish to contact their salary sacrifice provider to discuss their circumstances. [Shared Services SA Taxation Services](#) may also be able to assist with enquiries that relate to FBT and Goods and Services Tax (GST). They can be contacted via email [TaxHelpdesk@sa.gov.au](mailto:TaxHelpdesk@sa.gov.au). Scholarship recipients must seek their own personal Income Tax advice in relation to potential personal income tax implications.

Where, as a result of Scholarship expenditure, FBT applies and the capped FBT exemption has been exceeded, the Scholarship recipient will be responsible to pay the FBT as per the [South Australian Government Salary Sacrifice Arrangements](#) ('SAGSSA').

Private, community and aged care sectors Scholarship applicants and recipients are encouraged to seek their own personal financial advice to understand potential implications of receiving the scholarship.

### Payment of Funds

Upon receipt of all completed documentation outlined above, the Nursing and Midwifery Office will give final authorisation to proceed with an upfront advance payment of funds into the Scholarship recipient's nominated bank account.

Please note that the payment of Scholarship funds and acquittal process must occur within a six (6) month period. If the period exceeds six (6) months, it is considered a Loan Fringe Benefit which has taxation implications. It is important that recipients declare and return any unused or unacquitted funds during the acquittal process.

For example – If the recipient undertakes the study tour in February, the study tour report and acquittal is to be submitted in March. The transfer of funds will have occurred in October of the preceding year. The funds will have been received no earlier than six (6) months before the projected date of submission for the acquittal of the tour funds. Funds that have been transferred on 1 October in readiness for travel in February will require an acquittal to be completed by 30 March including the repayment of unspent funds.

Scholarship recipients are strongly encouraged to seek independent financial advice on how receipt of scholarship funding can impact on their personal circumstances and how they can ensure compliance with all relevant taxation requirements.

### During the Study Tour: Travel Records/Record Keeping

Maintaining a record of the events as they happen during the study tour will make it easier to construct the Study Tour Report and Action Plan. Recipients may wish to consider using the study tour report template and/or journaling and using the following key points whilst on tour to capture key learnings of the day:

Who you saw, what organisations you visited	What you did at the site, what you learnt, observations undertaken	Key outcomes	How could the learnings be put into practice in your organisation?
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### Post Study Tour: Study Tour Report/ Outcomes

**Within 30 days from the last day** of the approved study tour, Scholarship recipients are required to:

1. Submit the Study Tour Report and Action Plan, approved (signed) by the CEO or EDON/M (or equivalent for private, community and aged care sectors) and supported by your direct line manager / supervisor, to the Nursing and Midwifery Office.
2. The report must be written to academic standard, including reputable references, using the Harvard referencing system and should not infer any personal judgement or political opinion.
3. The report will be published on the Nursing and Midwifery Office website and will be publicly available. The report may also be shared directly with the Minister for Health and the SA Premier.
4. Final Travel Diary (Form 2), reflecting any deviation (unplanned changes/alterations) made during the trip from the proposed itinerary submitted prior to departure. The Final Travel Diary must be endorsed and certified as a true record of the actual travel undertaken. Photocopies will not be accepted.

5. Expenses acquittal, comprising spreadsheet and expenditure receipts. Itemised electronic copies of receipts must be submitted to the Nursing and Midwifery Office, with originals kept for personal records. If there is any difference between the submitted receipts and stated acquittal amounts(s) reasons why this has occurred must be documented. Where expenses are being claimed that are not verified with invoices and/or receipts they are not considered acquitted. Where funds are not acquitted to the value of the payment, repayment of the difference will be required.

## Presenting Study Tour Outcomes

Recipients are required to share their learnings as set out in the on completion of the study tour section of the Scholarship application process.

## Useful Links

Please refer to the following documents during your scholarship application process, when preparing to undertake the study tour, and on your return from the study tour.

- > [Employee Reimbursements and Payments Policy](#)
- > [Fringe Benefits Tax Public Hospital Exemption and Salary Sacrifice Policy Directive](#)
- > [Professional Development and Fringe Benefits Tax Policy Directive](#)
- > [Overseas Travel Policy Directive](#)
- > [Travel and FBT Policy Directive](#)
- > [Tax Fact Sheet 1 - Scholarships & Education Reimbursements](#)
- > [Tax Fact Sheet 7 - Salary Sacrifice for Public Hospitals and Public Ambulance Services and the capped FBT Exemption](#)
- > [Tax Fact Sheet 19 - Documentary Evidence](#)
- > [Code of Ethics for the South Australian Public Sector](#)
- > [Commissioner for Public Sector Employment Guideline: Gifts and Benefits](#)
- > [Management of Work-Related Injury/Illness \(WHSIM\) Policy Directive](#)

For further details on the 2026 Premier's Nursing and Midwifery Scholarship please visit the Nursing and Midwifery Office website: [www.sahealth.sa.gov.au/nursingandmidwifery](http://www.sahealth.sa.gov.au/nursingandmidwifery) or email the Nursing and Midwifery Office - Program Coordinator [Health.NursingandMidwiferyOfficeScholarships@sa.gov.au](mailto:Health.NursingandMidwiferyOfficeScholarships@sa.gov.au)

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## For more information

**Nursing and Midwifery Office**  
Clinical Collaborative | Clinical System Support & Improvement  
SA Health  
Hindmarsh Square, Adelaide  
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