# Scholarship appeal process

## Background

WA Health, through the Chief Nursing and Midwifery Office (CNM Office), offers financial assistance via initial registration and postgraduate scholarships. The provision and allocation of financial assistance is based on accountable and transparent processes as disclosed on the Chief Nursing and Midwifery Office website. Scholarship applications are assessed on the information provided in the applicant’s online application.

Scholarships are awarded, based on current and projected workforce requirements and areas of high clinical need. Priority is given to WA Health employees.

Unsuccessful applicants are able to appeal the decision. The appeal application ***must*** be received by CNM Office within 30 days from the date of issue, as disclosed on the applicant’s letter of outcome.

## Process

The process for an appeal is defined below:

1. The applicant must request in writing, an application for appeal regarding the decision of a scholarship using the appropriate Scholarship Appeal Application Form.
2. The appeal must be lodged with the CNM Office via email by the applicant within 30 days from the date issued on the letter of outcome. Only appeal applications received by email will be accepted.
3. The appeal application will be reviewed by the Appeal Review Panel, which will assess the application/s against the scholarship criteria and eligibility.
4. The Appeal Review Panel will present their findings to the Chief Nurse and Midwifery Officer for a final decision
5. The Chief Nurse and Midwifery Officer’s decision is final. The CNM Office will not enter into any oral or written correspondence about the decision.
6. Notification of the outcome of the appeal will be issued within 14 working days of the NMO receiving the application. A letter of outcome of the appeal will be posted to the applicant.

**Documentation**

For the appeal application to be considered, you must complete the Scholarship Appeal Application Form. The Scholarship Appeal Application Form can be downloaded from the Chief [Nursing and Midwifery Office website](http://ww2.health.wa.gov.au/Careers/Occupations/Nursing-and-midwifery/Scholarships-and-financial-assistance/Scholarships/Important-information-for-scholarships). Only scholarship applications submitted online are eligible to apply for an appeal application.

The documents required are:

* Scholarship Appeal Application Form
* Any additional supporting documents to support you appeal application.

Failure to provide a completed Scholarship Appeal Application Form will result in your application for appeal not being assessed by the Appeal Review Panel. All appeal applications must be sent to the CNM Office via email nmo.scholarships@health.wa.gov.au with a subject heading titled “Scholarship Appeal Application”. Only emailed appeal application will be accepted.

## Contact us

For all scholarships and / or appeal queries, please contact Rebekah Totino, Program Officer, Chief Nursing and Midwifery Office directly on (08) 6373 2272 or email nmo.scholarships@health.wa.gov.au.