

UNSW Policy	
Document Number	2009/2
Responsible Officer	Head of School
Contact Officer	Heads of Campus geraldine.duncan@unsw.edu.au p.vine@unsw.edu.au l.forster@unsw.edu.au a.mccoll@unsw.edu.au g.gould@unsw.edu.au Finance Manager john.abbott@unsw.edu.au
Authorisation	Head of School
Effective Date	January 2010
Modifications	
Superseded Documents	Student Rural Allowance Policy 2010
Review Commencement Date	October 2011
File Number	2009/2
Associated Documents	

1. Preamble

This policy is designed to meet the needs of students relocating from UNSW Kensington campus to a rural campus at the Rural Clinical School. It aims to establish an efficient, effective and accountable framework which corresponds to and affirms the aims of the Department of Health and Ageing rural health initiative.

The rules to govern the process detailed below must be followed.

2. Scope

This policy applies to the payment for medical students who are relocating to a RCS campus. Overseas full fee paying students are not eligible.

3. Policy Statement

Students allocated to a UNSW Rural Clinical School are attached to one of the four major campuses located in:

*Albury Wodonga
Coffs Harbour
Port Macquarie
Wagga Wagga*

The definition of a Rural Clinical School (RCS) student is one who stays for a minimum of four (4) consecutive teaching periods. However, the ELECTIVE Term is not considered as a teaching period when applying the definition of 4 consecutive teaching periods if it is completed at a non RCS campus.

4. Implementation of the Rural Re-location allowance

Eligible students allocated to the UNSW Rural Clinical School from Sydney for a minimum of one year (4 Teaching Period's) of their clinical training are to receive a Student Rural Allowance. This allowance is to assist students with the costs involved in relocating to any one of the aforementioned campuses from Kensington.

All eligible students who commence as long-term students (spending 4 Teaching Periods or longer) with the RCS from 2010 will be paid a one off payment of \$1,000. The RCS requirement is that each student stays for a minimum of four (4) consecutive teaching periods.

PRINT Term..... is only eligible for payment if completed at RCS Campus hospital.

ELECTIVE Term....if not completed at RCS Campus is not considered when applying the 4 consecutive teaching periods.

ELECTIVE TERM..... to be eligible for the allowance students must complete 8 weeks (the full TP) at a RCS campus.

5. Payment Schedule

The Student Rural Allowance will be paid after the confirmation of the students' allocation to the respective campuses, and their eligibility under the Commonwealth guidelines. Each student allocated to a major rural campus is to provide their name and banking details to the Finance Manager of the Rural Clinical School so that the allowance can be paid. The payment of this allowance for students commencing with the School in 2010 will be available as soon as details are able to be processed through the UNSW Finance system and every endeavor will be made to have monies paid as close to commencement as possible.

6. Policy Statement

Roles and Responsibilities

The RCS acknowledges that relocating to a regional location to continue medical education has cost implications for students. To this end a relocation allowance is provided to help offset some of the costs associated with this move. However, this allowance is designed to offset some costs only and cannot supplement all charges incurred in the relocation process.

7. Legal & Policy Framework

In determining the student rural allowance policy, the following rules are relevant:

7.1 Implementation and scheduling of payments will be at the discretion of the School, the approving authorities being the Head of School, Heads of Campus, and Finance Manager.

7.2 Any student unable to complete their specified time or who withdraws at short notice may be required to repay some or all of this allowance. Any repayment of funds will be dealt with on a case by case basis.

7.3 This student entitlement will be subject to the funding conditions set out by the Department of Health and Ageing and will be subject to a review at the end of each calendar year.

8. Implementation

The Head of School has the overall responsibility for the implementation of this policy.

8.1 Support and Advice

Contact Head of Campus in each campus, senior administration officers or Finance Manager

9. Procedures

As per these guidelines.

10. Communication Strategy

This policy will be communicated:

- 1. An email to all appropriate staff and students*
- 2. A copy held in administrative area of each campus*
- 3. The user sign off that policy has been read and will be complied with. A record will be maintained of receipt of email which will be an acknowledgement that policy document has been received and read. This will serve as compliance.*
- 4. Policy information can be discussed with Heads of Campus or Operations or Finance Managers.*