



Scholarship Information Guide 2025

Animal Care & Veterinary Nursing

info@aaci.edu.au

www.aaci.edu.au



Nationally Accredited
Registered Training Organisation (RTO NO: 45823)
Australian Skills Quality Authority



**Unlimited
Access**

**Interactive &
100% online**

Great Choice

**Exceptional
value**

Self paced

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Australian Animal Care Institute Pty Ltd

RTO No: 45823

This document is the AACI Scholarship Information Guide (ASIG).

It is designed to provide students with a comprehensive understanding of the details contained in AACI policies and procedures, course guides and student support services prior to a student enrolling.

All AACI Students enrol as Distance Learning students. Students have private and secure access to our extensive Online Learning Center.

Please ensure you read and understand our Scholarship Information Guide prior to completing and submitting your application.

<http://www.aaci.edu.au/scholarship-information>

How Do I Apply? It's Simple.

Please complete the Scholarship Application Form and email completed form to scholarships@aaci.edu.au including your full contact details, type of scholarship and why you think you should be awarded a Scholarship.



To discuss the course that is right for you, call
03 5261 9214



To find out more information email
info@aac.edu.au



To read pre enrolment pack visit our website prior to enrolling
www.aaci.edu.au

660 Great Ocean Road
Bellbrae Victoria 3228 Australia

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1 Introduction

Thank you for taking this opportunity to learn more about AACI Scholarships.

AACI is a specialist Animal Care and Veterinary Nursing Nationally accredited training provider in Australia.

Our specialist training divisions are:

- Animal Care Institute that delivers animal care courses and programs
- Veterinary Nursing Institute that delivers veterinary nursing course
- Professional Educational Development division that delivers continuing professional education (CPE), development programs and short non-accredited courses.

Our Scholarship Information Guide applies to all AACI courses and programs. This document contains details of terms and conditions that apply to AACI Scholarships to our courses and student resources.

Any questions or issues relating to information contained in this Scholarship Information Guide should be addressed directly to the AACI RTO Manager by emailing info@aaci.edu.au



Other than for the purposes of and subject to the conditions prescribed under the Copyright Act of Australia, no part of this document may, in any form or, by any means (electronic, mechanical, photocopying, recording or otherwise), be reproduced, stored in a retrieval system or transmitted without prior written permission.

You are deemed to be legally bound by the terms and conditions contained in this document and our Scholarship Information Guide, that governs the use of the AACI Website, Learner Resources and support services upon execution and submission of your application.

2 Welcome to AACI

Welcome to AACI, Australian Animal Care Institute ABN 88 652 496 109 .

AACI provides an integrated flexible learning model for Animal Care and Veterinary Nursing education.

AACI is committed to the high-quality standards of teaching, learning and creative endeavours. Our training delivers real-life skills, knowledge and skills required in the Animal Care workplace develop graduates employers want.

Our course and programs are focused for individuals wanting to pursue professional career in the Animal Care and Veterinary Nursing industry. They are designed to deliver specific learning outcomes that empower graduate to analyze real-life work practices.



3 Why Work in the Animal Care Industry?

The Australian Animal Care industry provides a wide range of exciting career opportunities. Australia has one of the highest rates of pet ownership in the world, with over 60% of Australian households owning a pet. There are 9 million pets in nearly 6 million households in Australia. Owners spend more than 3.4 billion on an ever-increasing range of Animal Care products and services.

AACI, Australian Animal Care Institute Pty Ltd, is a nationally Registered Training Organisation with ASQA, specializing in Animal Care and Veterinary Nursing.

4 AACI Courses

AACI only offers qualifications from the Animal Care and Management Training Package. Our qualifications are Nationally Recognised by the Australian Federal Government and can be used in any State or Territory within Australia that include

- ACM10121 Certificate I in Animal Care Pathways
- ACM20121 Certificate II in Animal Care
- ACM40418 Certificate IV in Veterinary Nursing

5 FLEXIBLE LEARNER RESOURCES

Students have private and secure access to our comprehensive range of Learner Resources via our Online Learning Centre platform which allows a student to access their learner resources from up to 5 different digital devices including a smart phone, iPad, laptop and desktop. This flexibility allows students to read, research, study, learn and undertake assessments at their convenience. Digital full colour Learner Resources are supplied free of charge to every student.

6 DISTANCE DELIVERY MODE

All AACI courses are designed to be delivered to students via distance learning. This delivery mode provides flexibility, greater access and convenience to students. So regardless of your physical location, work or life commitments just because you cannot attend a classroom AACI has the solution. Our distance course delivery allows students to continue to complete the course in the event of further COVID19 restrictions.

7 WORK PLACEMENT

Only the ACM40418 Certificate IV in Veterinary Nursing course requires students to complete at least 240 hours of work placement on a paid or volunteer basis¹ in a Veterinary Clinic or Veterinary Hospital. The ACM10121 Certificate I in Animal Care Pathways and ACM20121 Certificate II in Animal Care do not require a minimum number of work placement hours successfully complete your course. Rather they need to access and perform demonstration assessments in an animal shelter, boarding facility, or other approved animal care facility. This is necessary to develop the necessary practical skills required to successfully complete your chosen course.

¹ Workplace Practical Insurance Cover is required for students undertaking practical training in Australia for a period of 12 months. For overseas based students all workplace insurance must be arranged and paid for by the student with their local insurer. If an AACI Student is enrolled as a Scholarship Student or has accepted a payment plan then the Student is required to pay for their own Work Placement Insurance Cover and not AACI.



8 AACI Scholarships

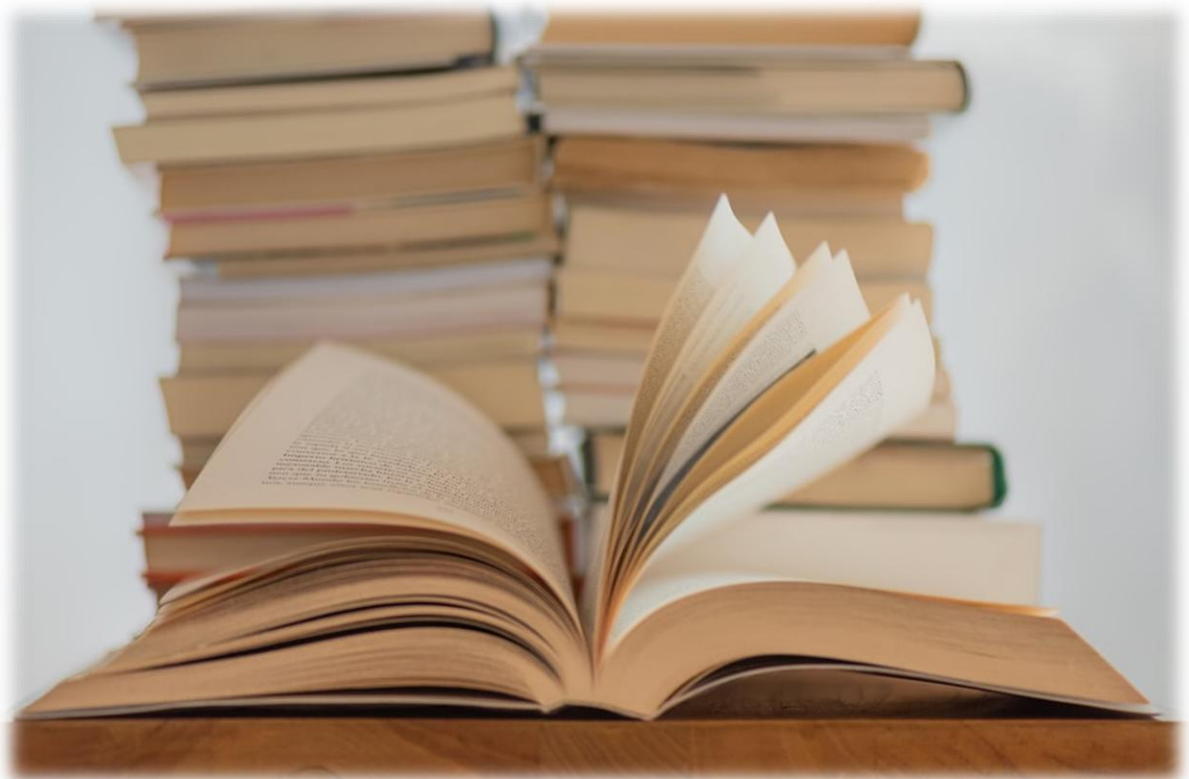
AACI awards scholarships worth over \$80,000 each financial year to qualifying applicants.

AACI scholarships are available on a partial course fee basis or a full course fee basis. Applicants are required to submit a detail application based on a number of criteria including life experiences, previous work and academic details.

Applicants are encouraged to apply under one of the following Scholarship criteria areas that include:

- Merit Scholarship
- Sporting Achievement Scholarship
- Indigenous Scholarship
- Leadership Scholarship
- Regional Scholarships
- Equity and Merit Scholarships
- Women Scholarships
- Hardship Scholarships

Please visit our website (www.aaci.edu.au/scholarships) for further details about applying for one of our Scholarships and read the terms and conditions.



9 AACI Full Scholarship

AACI full fee course scholarships are available to assist and reward students based on their previous academic achievement:

Value	\$3,500 to \$7,500
Number	25 per annum
Basis	Academic Achievement
Eligibility	Over 18 years of age
Nationality	Australian Citizen, Australian Permanent Resident
Applicable Courses	ACM40418 Certificate IV in Veterinary Nursing
Applications Open	All Year Round
Applications close	Upon annual quota being reached
Currently available	Yes



10 AACI Part Scholarship

AACI Part Scholarships are available to assist and reward students based on the following basis set out below:

Value	\$250 to \$1,500 a course
Number	25 per annum
Basis	Merit Men, Sporting achievement, Indigenous, Leadership, Regional, Equity, Merit Women, Hardship, and Academic Achievement
Eligibility	Australian Citizen, Australian Permanent Resident
Courses	ACM10121 Certificate I in Animal Care Pathways ACM20121 Certificate II in Animal Care ACM40418 Certificate IV in Veterinary Nursing
Applications Open	All Year Round
Applications close	Upon annual quota being reached
Currently available	Yes



11 Terms and Conditions

All scholarships, bursaries and awards will be referred to as 'scholarships' herein.

Students must meet all conditions as outlined in the agreement. You must read these Terms and Conditions in their entirety before you accept your scholarship offer.

When you accept your scholarship you are agreeing to and accepting the Terms and Conditions and agree to the requirements and conditions of your scholarship.

Students in receipt of a course based scholarship may also be required to sign an individual scholarship agreement.



12 AACI CEO

The AACI CEO is responsible for:

- making all scholarship offers
- processing any scholarship payments
- maintaining all records relating to scholarships
- reviewing the ongoing academic progress and eligibility of scholarship holders.
- Information about scholarships is available on the website (www.aaci.edu.au/scholarships)

13 Scholarship Holder Obligations

All correspondence during the application process will be sent to the email address submitted in your scholarship application. All students must update their address details or other material changes in their circumstances.

All students are issued with an email account. This is the key way that AACI staff will communicate with you. It is essential that you check your email account regularly.



14 Accepting your Scholarship

You will receive a Scholarship Offer Pack containing a:

- Letter of Offer
- Acceptance/Decline form
- Bank details form
- Further pre-enrolment information

Your scholarship offer letter outlines how to accept, reject or your selected scholarships.

If you do not respond to your scholarship offer within 7 business days, your scholarship offer shall automatically lapse or be withdrawn and your scholarship may be allocated to another eligible applicant.

To accept your scholarship email your Acceptance to the RTO Manager (scholarships@aaci.edu.au) by the date specified in your letter of offer.

All scholarships are awarded on the basis that you will commence study in the course within 7 days of confirmation of your acceptance of the scholarship offer.

All scholarships are awarded on the basis that you will maintain the average expected weekly study commitment and submit assessments on a timely basis.



15 Scholarship Payments

The value of your scholarship is outlined in your offer letter. The total scholarship value is based on the minimum number of units required to complete your course at the time you are awarded your first scholarship payment.

You will not be paid for units that are studied at another RTO education institution or that do not form part of your course. Any credit transfers or advanced standing shall reduce the overall value of your scholarship. Your scholarship will be terminated once you have been allocated the total scholarship value.

If your course fees are more than the scholarship payment value then you shall be required to pay the difference at the start of the course or program.

Students that accept the AACI Scholarship offer that subsequently request a withdrawal from the qualification are required to pay a Withdrawal Fee of \$599 and complete the Student Initiated Withdrawal Form and return AACI prior to the issue of any Statement of Attainment.

16 Specific Eligibility Criteria

AACI Scholarships are awarded based on established eligibility criteria.

You must meet the eligibility requirements to receive your scholarship. The eligibility requirements for each scholarship are outlined on the website:
www.aaci.edu.au/scholarships.

You will be re-assessed for eligibility prior to each payment. If you do not meet the eligibility criteria or scholarship conditions at this time, your scholarship may be terminated.

Students in receipt of a scholarship may be required to provide a report to AACI.

If you discontinue your course, your scholarship will be terminated. Upon any return to AACI, you are required to reapply for a scholarship and there is no guarantee that you will be reoffered the same scholarship.

17 Retaining your Scholarship

To retain your scholarship, you must:

- maintain your residency status and advise AACI CEO within 14 days if you change your residency status
- provide confirmation of your circumstances during the term of the scholarship as requested
- maintain your enrolment in an approved course at AACI
- adhere to AACI's academic and administrative policies; and
- meet any additional criteria as outlined in your offer letter and listed under individual scholarship entries on the AACI scholarships website.

Students that accept the AACI Scholarship offer that subsequently request a withdrawal from the qualification are required to pay a Withdrawal Fee of \$599 and complete the Student Initiated Withdrawal Form and return AACI prior to the issue of any Statement of Attainment.

18 Scholarship Student Performance

Students who are in receipt of a scholarship (full or partial) for one year may have their scholarship terminated if they fail to meet the required study load or assessment submission.

If your performance falls below the required standard the procedures detailed below will be followed.



19 Underperforming Scholarship Students procedure

The procedure for academic progress for scholarship students will be undertaken each semester, as follows after the release of results.

1. Unless students were granted special consideration or if other extenuating circumstances apply and are recognised by AACI; and you obtained approval from the CEO, no action will be taken and you will receive your scholarship payments as normal, otherwise
2. You will be notified in writing via email by the CEO that your performance is under review and that you are on probation.
3. If you meet the required minimum study load and assessment submission requirement the probation status will terminate.
4. Students on probation that do not meet the required minimum study requirements following being placed on probation your scholarship will be suspended and shall not receive course fee waivers during this period.
5. If you meet the required minimum while you are suspended, your scholarship will be reinstated. There shall be no retrospective scholarship fee waivers for the period of suspension.
6. If you do not meet the required minimum while you are suspended, your scholarship will be terminated, and no further course fee waivers will be made.



20 Taxation issues

As an enrolled student your scholarship payment will not be taxed. If you are enrolled part-time your scholarship payment may be taxed. You will also need to declare your scholarship as assessable income in your tax return regardless of whether it is paid directly to you or to your tuition fees.

Call Centrelink for further information or visit (www.facsia.gov.au/guides_acts/ssg/ssguide). You should keep your offer letter as your scholarship details will be required by Centrelink.

21 Scholarship termination

The AACI CEO may terminate your scholarship if you have:

- discontinued from your course or have an 'inactive' enrolment,
- failed to meet the eligibility criteria and conditions of your scholarship,
- failed to maintain satisfactory academic progress,
- been suspended or excluded for misconduct under AACI policy.

If terminated you will not receive any further scholarship payments.

You may be required to repay some or all of your scholarship. You are required to repay your scholarship within 2 weeks of receiving the payment if:

- the payment is made to you in error or you have been overpaid
- you do not meet the conditions of the scholarship or you are not entitled for the scholarship due to the provision of false or misleading information.
- you have been made a scholarship offer in error.

22 Grievances and Appeals

You may lodge complaints about academic and or administrative matters under the AACI Grievance Policy and Procedure available via the website (www.aaci.edu.au)

All Initial Inquiries should be directed to the AACI CEO by email info@aaci.edu.au

Complaint: If the initial inquiry does not resolve your issue you can send a written complaint by email to: info@aaci.edu.au

23 Privacy

The information you provide to AACI within your application for a scholarship is collected for the primary purpose of assessing your eligibility to receive a scholarship.

In the event that you are successful, offering you a scholarship and administering that scholarship result in private information being exchanged. The other purposes of collection include dealing with administrative matters relating to your application, administration of the program, corresponding with you, statistical analysis and to comply with legislative reporting requirements. The information may also be disclosed to relevant government authorities and governance bodies.

You have a right to access personal information that AACI holds about you, subject to any exceptions in relevant legislation.

If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the AACI CEO RTO Manager by email. info@aaci.edu.au

24 Further Information

For Online enquiries and FAQs regarding AACI website Scholarship section or please email scholarships@aaci.edu.au



Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Review Date: 1 January 2026

Version	Date	Details
1.0	4 August 2021	First Lodged with ASQA
2.0	22 January 2022	Updated and Re-Lodged with ASQA
3.0	1 June 2022	Updated and released
4.0	1 Sept 2022	Updated footer and released
5.0	1 January 2024	Updated dates and administration issues
6.0	1 January 2025	Minor changes

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