From the commencement of the 2013 academic year Western Sydney University will charge a levy to students when the School is required to arrange for make-up/deferred placements. Clinical practice is a mandatory requirement of undergraduate courses, and it is expected that on entering the program students arrange personal commitments to enable them to attend placement, e.g. child care and paid work.

However, for various reasons students fail to attend the clinical placement arranged by the School of Nursing & Midwifery a consequence, the School is required to arrange a make-up/deferred placement. While some students do have an approved Special Consideration excusing them from the clinical placement, some students fail to attend their allocated clinical placement for other reasons. Failure to attend results in the loss of places as the current NSW Ministry of Health placement system (ClinConnect) precludes substitution with another student. This is costly to the University and is also not supported by health care facilities as they are to maximise capacity in line with Health Workforce Australia directives.

**EXAMPLES OF CIRCUMSTANCES IN WHICH STUDENTS MAY BE CHARGED THE LEVY INCLUDE:**
- Failure of the student to comply with each of the verifications required by the NSW Ministry of Health.
- Personal request to defer a placement more than once in the course.
- Refusal to attend an allocated placement.
- Failing to provide a minimum of 16 working days’ notice prior to the commencement of the clinical placement to the School that the student will not be attending the allocated placement.
- Refusal of access by the placement facility as a result of an act or omission by the student where more than one day of the placement is missed. Examples include but are not limited to failure to produce required documentation, failure to comply with University or facility policies, failure to produce appropriate identification, failure to produce satisfactory evidence of immunisation.

- More than one approved Special Consideration per unit placement. If a student has to make-up at least one week due to absence that is supported by a special consideration, and then is also absent in the make-up placement, the student may be charged a penalty for any additional week/s of placement needed to complete the clinical hours for the unit, unless there is clear evidence of exceptional circumstances.

**STUDENTS WILL NOT BE CHARGED A LEVY IF:**
- The School defers the student due to circumstances outside the clinical placement team’s control, (e.g., cancellation of placements by hospitals/facilities).
- The student requests a placement at a later date with plenty of advanced notice

**PAYMENT CHARGE:**
The cost for 2016 will be $250.00 per week.

**SUPPORT TO STUDENTS:**
- **Financial:** See Student Welfare Services [www.westernsydney.edu.au/currentstudents/services_and_facilities/student_welfare_services](http://www.westernsydney.edu.au/currentstudents/services_and_facilities/student_welfare_services)
- **Personal:** See Student Counselling Services [www.westernsydney.edu.au/currentstudents/services_and_facilities/counselling_services](http://www.westernsydney.edu.au/currentstudents/services_and_facilities/counselling_services)
- **Clinical Team:** Swap boards and Transport forums are available on the Clinical vUWS site.

**NOTE:**
- ‘Deferred’ placements are where the allocated placement is delayed to a later date in the calendar year.
- Make-up is a clinical placement that has been allocated due to absences greater than one day in a unit’s total scheduled placement hours.