



VET STUDENT LOAN APPLICATION ASSESSMENT

Student ID		Campus	
First Name		Last Name	
Email Address			
Course Code		Course Name	
Citizenship (tick one)	<input type="checkbox"/> Australian Citizen		
	<input type="checkbox"/> New Zealand Citizen who holds a special category Visa and meets the long-term residency requirements		
	<input type="checkbox"/> Permanent Humanitarian Visa holder usually resident in Australia		
	<input type="checkbox"/> Under 18	<input type="checkbox"/> Independent Minor	
Academic Eligibility (tick one)	<input type="checkbox"/> Australian Year 12 Certificate of Secondary Education		
	<input type="checkbox"/> AQF Certificate IV (or higher) qualification		
	<input type="checkbox"/> Completed an approved language, literacy and numeracy test and achieved ACSF Level 3 or higher		
Tax File Number (tick one)	<input type="checkbox"/> I have a Tax File Number (to be entered into the eCAF online form)		
	<input type="checkbox"/> I have a certificate of application for a TFN and the TFN will be provided to the college on receipt from the ATO		
CHESSN	<input type="checkbox"/> I give permission for the college to request a Commonwealth Higher Education Student Support Number (CHESSN) on my behalf		
Student Agreement <i>[Rules s 98]</i>	I understand that:		
	<input type="checkbox"/> It is a loan provided by the Commonwealth. The loan may not cover the full amount of my course fees due to the Commonwealth set course loan caps. These additional amounts should be paid as the fees become due. <i>[Rules s98(2)d, e]</i>		
	<input type="checkbox"/> The loan may, until the debt is repaid, reduce my take home salary/wage and borrowing capacity. <i>[Rules s98(2)e]</i>		
	<input type="checkbox"/> I cannot exceed the FEE-HELP lifetime borrowing limit. <i>[VET Student Loans Rules 2016 (the Rules)].</i>		
	<input type="checkbox"/> I can seek independent financial advice before applying for a loan. <i>[Rules s98(2)e]</i>		
	<input type="checkbox"/> I must be enrolled at least two business days before the Census date. Loan applications must be made before the first Census date for the course for all units to be included in the loan. <i>[Rules s10(2)]</i>		
	<input type="checkbox"/> Loan applications cannot be made online until two business days 'cooling off' period has passed after <u>confirmation</u> of enrolment. <i>[Rules s10(1)]</i>		
	<input type="checkbox"/> If I do not provide all necessary documentation and complete the online application (eCAF) before my first Census date, I will not be eligible for a loan. I will be required to pay all my course fees direct to the college.		
	<input type="checkbox"/> The Census date is the last date I can formally withdraw from any unit to not incur a debt. <i>[Rules s98(2)i, iii]</i>		
	<input type="checkbox"/> My course fees will be reasonably apportioned across a specific number of fee periods and that each period will have at least one census day. <i>[Rules s98(2)k]</i>		
	<input type="checkbox"/> I must complete the Commonwealth progression requirements when requested at least twice in a year. <i>[Rules s5(2)]</i>		
	<input type="checkbox"/> I will be required to start repaying my VET Student Loan debt through the taxation system once my income reaches the threshold even if I do not complete my course. <i>[Higher Education Support Act 2003, section 154-20, 25, 30]</i>		
<input type="checkbox"/> Information concerning the VET Student Loans process can be found on the college website. <i>[Rules s79, 101]</i>			
<input type="checkbox"/> I must notify the college of any change in my personal contact details. <i>[Rules s98(2) n]</i>			
<input type="checkbox"/> The college may disclose my loan information to the Commonwealth as per legislative requirements. <i>[Rules s94(2)]</i>			
Student Signature			Date

OFFICE USE ONLY – VERIFICATION OF DOCUMENTS

1. Citizenship Eligibility Evidence [Rules s85 (2) a, b, c] refer to the VET Student Loan Provider Manual for further clarification.

<input type="checkbox"/> Australian Citizenship - born <u>before 20 August 1986</u> with: <input type="checkbox"/> Current Australian Passport or <input type="checkbox"/> Australian Birth Certificate or <input type="checkbox"/> Citizenship Certificate OR	<input type="checkbox"/> Change of Name
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<input type="checkbox"/> Australian Citizenship - born <u>on or after 20 August 1986</u> with at least one parent an Australian citizen with: <input type="checkbox"/> Current Australian Passport or <input type="checkbox"/> Australian Birth Certificate showing one parent born in Australia before 1986 or <input type="checkbox"/> Citizenship Certificate), OR	<input type="checkbox"/> Change of Name
<input type="checkbox"/> Australian Citizenship - born overseas with <input type="checkbox"/> Current Australian Passport or <input type="checkbox"/> Citizenship / Citizenship by Descent Certificate OR	<input type="checkbox"/> Change of Name
<input type="checkbox"/> Permanent Humanitarian Visa	<input type="checkbox"/> Change of Name

2. NZ SCV 444 Eligibility Proof - IF applicable

Current NZ passport AND one of the following		<input type="checkbox"/>
<input type="checkbox"/> Form 1359 – Request for International Movement records (from Department of Home Affairs) - Demonstrating the four residential requirements listed in the next column OR <input type="checkbox"/> the following items listed below or similar, demonstrating the four residential requirements listed in the next column	1. Entered Australia as a dependent Minor under 18 AND	<input type="checkbox"/>
	2. Resident in Australia at least 10 years before enrolment date AND	<input type="checkbox"/>
	3. Resident in Australia for a total of 8 years during the previous 10 years AND	<input type="checkbox"/>
	4. Resident in Australia for a total of 18 months during the previous two years before enrolment	<input type="checkbox"/>
a - Enrolment papers from when the applicant was a minor		<input type="checkbox"/>
b - School reports or certificates		<input type="checkbox"/>
c - Australian proof of age card from when the applicant was a minor		<input type="checkbox"/>
d - Australian student ID cards or concession cards		<input type="checkbox"/>
e - Pay slips or payment summaries from when the applicant was a minor		<input type="checkbox"/>
d - Completed Certificate of application for a Tax File Number form, Tax File Number advice or notification of assessment of income tax dated from when the applicant was a minor.		<input type="checkbox"/>
e - Australian academic transcripts (including VET transcripts) dated when the applicant was a minor		<input type="checkbox"/>

3. Academic Eligibility Evidence [Rules s80 (2)]

Senior Secondary Education Certificate (Year 12) (Certificate must be issued by State or Territory Governing body) OR	<input type="checkbox"/>
AQF Certificate IV or higher qualification (where the language of instruction was English) OR	<input type="checkbox"/>
Literacy and Numeracy assessment results at ACSF Level 3 or above	<input type="checkbox"/>

4. Evidence Required for Under 18 students or Students without a Tax File Number

Certificate of application for a TFN [Rules s85 (2) d]	Not Applicable <input type="checkbox"/>	<input type="checkbox"/>
TFN received (eCAF to be updated with TFN by student)	Not Applicable <input type="checkbox"/>	<input type="checkbox"/>
Independent Minor Status statement from Centrelink	Not Applicable <input type="checkbox"/>	<input type="checkbox"/>
VET Student Loans Parental consent - student under 18 years	Not Applicable <input type="checkbox"/>	<input type="checkbox"/>

5. Loan Application Processing

CHESSN			
Enrolment date:		First Census date:	
eCAF generated date:		eCAF received date:	
Loan processed on CI – GAF created date:			
Comments			
Officer	Staff ID	Name	

NOTE: Reference to the VET Student Loans Rules 2016 is shown as: [Rules s40].