

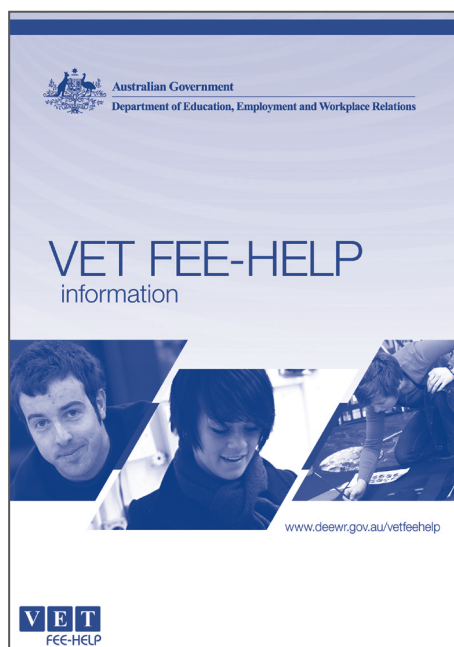


Australian Government

Department of Education, Employment  
and Workplace Relations

1296(A)

# Request for VET FEE-HELP assistance



Before completing this form, you must read the *VET FEE-HELP Information* booklet, available each year from your VET provider.

You must:

- complete this form if you are requesting VET FEE-HELP assistance for all or part of your VET tuition fees for your VET course(s) of study;
- ensure that you **complete each question** that is relevant to you, including ticking the relevant boxes. Your form **will not be valid** unless each question is completed correctly; and
- return the completed form to your student administration area at your VET provider **on or before the census date** for the first VET unit(s) of study for which you wish to obtain VET FEE-HELP assistance. You will be provided with a copy of this form for your records. Note that your VET provider may set an **earlier date** for the submission of the form—check with your VET provider.
- **IMPORTANT:** this form is valid for your whole VET course of study unless you cancel your request for VET FEE-HELP in writing to your provider. However, you will only be entitled to VET FEE-HELP for a particular VET unit of study if you remain eligible and have sufficient FEE-HELP balance. You must advise your VET provider if you do not have sufficient FEE-HELP balance to cover your VET tuition fees.



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When completing this form, please use a black or blue ballpoint pen and write neatly in BLOCK LETTERS.  
You MUST read the *VET FEE-HELP Information* booklet before completing this form.

**1. Family Name:**

**Given names:**

**2. Date of birth:**

**3. Gender:**

Female  Male

**4. Name of VET provider:**

**Campus/delivery location postcode:**

**5. Student identification number:**

**6. Name of VET course of study:**

(eg. Diploma of Business Administration)

Provider use—  
VET course of study code:

**7. What is your citizenship status?**

(please tick the box that relates to you)

I am an Australian citizen

Yes  **▶ Go to question 8**

No



I am the holder of a permanent humanitarian visa and I will be a resident in Australia for the duration of the VET unit(s) of study for which I am applying for VET FEE-HELP assistance.

Yes  **▶ Go to question 8**

No



You are not eligible for VET FEE-HELP assistance.  
**Do not complete this form.**

**8. What is your student status? (please tick the box that relates to you)**

I am a full fee-paying student

Yes  **▶ Go to question 9**

**OR**

I am a subsidised student in a Reform State or Territory

Yes  **▶ Go to question 9**

**9. Do you have, or have you had, a VET FEE-HELP and/or a FEE-HELP debt?**

(please tick the box that relates to you)

Yes  **▶ Go to item 10**

No  **▶ Go to item 11**

**10. This section only applies if you have, or had, a VET FEE-HELP and/or a FEE-HELP debt. By signing this form you declare that you agree to ALL of the statements below.**

- I understand, over my lifetime, the amount of VET FEE-HELP assistance **AND** FEE-HELP assistance that I access must not exceed the **FEE-HELP limit**.
- I understand it is my responsibility to declare to each VET provider, higher education provider and Open Universities Australia if I am enrolled with more than one VET provider, higher education provider, or with Open Universities Australia.
- I understand it is my responsibility to inform all my VET providers, higher education providers and Open Universities Australia (if I am enrolled with more than one) that I am approaching my FEE-HELP limit. I will notify each provider of how much VET FEE-HELP assistance and/or FEE-HELP assistance I wish to access for each VET unit of study.

**Go to item 11**

**11. Tax file number (TFN):**

Your VET provider is authorised under the *Higher Education Support Act 2003* to collect your TFN. It is not an offence not to provide your TFN. However, you will not be able to obtain VET FEE-HELP assistance for the amount of your VET tuition fees that remain unpaid on the census date unless you give your VET provider, on or before the census date, either your TFN or a *Certificate of application for a TFN* from the Australian Taxation Office (ATO), stating that you have applied for a TFN.

Note: as TFNs are usually provided within 28 days of application, it is essential that you apply early to ensure you have your TFN on or before the census date. If you are applying for a TFN for the purpose of obtaining VET FEE-HELP assistance and it is within one month before the relevant census date, you should request the ATO to issue you a *Certificate of application for a TFN*. If you haven't received your TFN within 10 days before the census date, you should provide this certificate to your VET provider as proof that you have applied, and then quote your TFN once you receive a *Tax file number advice from the ATO*.

Your VET provider is authorised to retain your TFN information only for the purpose of reporting details of your VET FEE-HELP assistance to the ATO. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken.

Go to item 12

## 12. By signing this form, you:

### • declare that:

- you have read the *VET FEE-HELP Information* booklet and are aware of your obligations if you receive VET FEE-HELP assistance; and
- the information on this form is complete and correct and you can produce documents to verify this if required.

### • request that:

- the Commonwealth lend you the amount of those VET tuition fees outstanding at the census date and to use the amount so lent to pay the fees outstanding to your VET provider on your behalf.

### • understand that:

- If you are a full fee-paying student, a loan fee of 20% will be applied to the amount of VET FEE-HELP assistance provided. If you are a subsidised student in a Reform State or Territory, a lesser loan fee may apply. The loan fee will be included in your VET FEE-HELP debt. You should contact your VET provider for more information
- you will repay to the ATO the amount that the Commonwealth has loaned to you (plus the loan fee). These repayments will be made in accordance with Chapter 4 of the *Higher Education Support Act 2003*, when your income reaches a certain level, even if you have not completed your studies;
- your debt with the Commonwealth will remain if you withdraw or cancel your enrolment after the census date but that your debt may be removed by your VET provider in special circumstances;
- you will not be able to obtain VET FEE-HELP assistance for VET unit(s) of study if you do not provide your TFN, or a *Certificate of application for a TFN* from the ATO, to your VET provider on or before the census date;
- you will no longer be able to obtain VET FEE-HELP assistance when the total amount of VET FEE-HELP and FEE-HELP assistance you have obtained reaches the FEE-HELP limit as set out in the *Higher Education Support Act 2003*;

- you are able to cancel this request, in writing, at any time, with your VET provider, and that it will no longer apply from that time;
- your personal information will be stored by the Department of Education, Employment and Workplace Relations in order to administer your Commonwealth assistance;
- if your eligibility for VET FEE-HELP changes you must notify your VET provider;
- the authority to collect the information on this form is contained in the *Higher Education Support Act 2003*;
- the information is collected for program administration purposes;
- the information may be shared for these purposes between the ATO and the Department of Education, Employment and Workplace Relations;
- the information may not otherwise be disclosed without your consent unless authorised or required by law; and
- **giving false or misleading information is a serious offence under the Criminal Code.**

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## 13 Declaration

Signature

Date



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Provider use—  
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No



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Yes  ► Go to question 8

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**Do not complete this form.**

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