

By completing and submitting this form you are requesting a VET Student Loan. Please refer to <https://www.sunitafe.edu.au/apply/vet-fee-help-vet-student-loans/eligibility/> for details on VET Student Loan eligibility.

Please complete the form in **BLOCK LETTERS**.

| SECTION A: PERSONAL DETAILS |                         |
|-----------------------------|-------------------------|
| Student ID                  | <input type="text"/>    |
| Family Name                 | <input type="text"/>    |
| Course Code                 | <input type="text"/>    |
| Course Title                | <input type="text"/>    |
| Course Loan Cap             | \$ <input type="text"/> |
| Given Name(s)               | <input type="text"/>    |
| Campus                      | <input type="text"/>    |
| Course Cost Estimate        | \$ <input type="text"/> |

| SECTION B: VET STUDENT LOAN DETAILS  |   |
|--|---|
| 1. Are you one of the following?   | <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Humanitarian Visa Holder <input type="checkbox"/> None, you are not eligible<br>Proof of the above must be provided to the Customer Service team as part of this application.   |
| 2. Are you over the age of 18 years?   | <input type="checkbox"/> Yes <input type="checkbox"/> No, a VET Student Loans Parental Consent form must be completed and submitted with this application.  |
| 3. Do you already have a government loan?                                      | <input type="checkbox"/> No<br><input type="checkbox"/> Yes, you will not be eligible to defer any tuition that exceeds the cap limit of the course or your lifetime limit.<br>The lifetime limit can be found in the VET Student Loans Information booklet and <a href="https://www.dese.gov.au/vet-student-loans/vet-information-students/information-vet-student-loans-students">https://www.dese.gov.au/vet-student-loans/vet-information-students/information-vet-student-loans-students</a>   |
| 4. Do you have a valid tax file number (TFN)?                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, you are not eligible   |
| 5. Have been assessed as academically suited to undertake the approved course? | <input type="checkbox"/> Satisfied specific course requirements; <i>AND</i><br><input type="checkbox"/> Gained at least an Exit Level 3 in both the Reading and Numeracy Assessment in the online ACER; <i>or</i><br><input type="checkbox"/> Providing evidence of your Australian Year 12 Certificate; <i>or</i><br><input type="checkbox"/> Providing evidence your successful completion of an Australian Qualifications Framework Certificate IV or high qualification (where the language of instruction is English).<br><input type="checkbox"/> None of the above, you are not eligible |

| SECTION C: STUDENT DECLARATION   |   |
|--|---|
| <ul style="list-style-type: none"> <li>I declare that the information provided is true and correct at time of completion.</li> <li>I would like to use a VET Student Loan for my tuition fees for the course detailed up to the course cap loan amount.</li> <li>I have read and understand the information provided in the VET Student Loans booklet found at: <a href="http://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet">www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet</a></li> <li>I understand my obligations and will complete the online eCAF and progression forms and understand that failing to do this will result in the requirement to pay all fees upfront prior to the census date.</li> <li>I have read and understand the VET Student Loan Information, Privacy Statement, Privacy Information and Census Dates and Withdrawal information contained on this form along with the course and VET Student Loans information found at <a href="http://www.sunitafe.edu.au">www.sunitafe.edu.au</a></li> </ul> |   |
| Applicant Signature:   | <input type="text"/>  |
| Date:  | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

**VET STUDENT LOAN INFORMATION:** A VET Student Loan is a loan from the Commonwealth government and will remain a personal debt until it is repaid to the Commonwealth government. A VET Student Loan may reduce a student's after-tax wage/salary and may reduce a student's borrowing capacity. Students taking out a VET Student Loan may wish to seek independent financial advice before applying for a loan. The criteria to be an eligible student and the application process for a VET Student Loan can be found at [www.sunitafe.edu.au](http://www.sunitafe.edu.au)

**CENSUS DATES AND WITHDRAWAL:** A census date is the last date that a student can complete their eCAF to apply for a VET Student. It is also the last date by which students can withdraw from the course or unit without incurring tuition fees for the course or unit. SuniTAFE publishes census dates on our website. Each course unit has its own census date and tuition fees will be reasonably apportioned across a specific number of sequential fee periods; each fee period will contain at least one census date. Students are required to confirm continued engagement and participation in their course to continue to use a VET Student Loan for the payment of tuition fees by completing the progression form via the eCAF system. Students may become ineligible to continue accessing a VET Student Loan where the progression form is not completed. Information regarding how students can withdrawal from a course or unit before census dates and information about refunds can be found at [www.sunitafe.edu.au](http://www.sunitafe.edu.au)

**PRIVACY STATEMENT:** SuniTAFE values the privacy of students and is committed to handling personal information in accordance with the *Privacy Act 1988*. The information collected on this form is for the purpose of assessing a student's eligibility for Commonwealth assistance under the *Higher Education Support Act 2003* and processing the application. SuniTAFE will disclose this information to Commonwealth and Department of Education and Training (DET) to comply with government and other reporting obligations required as part of this application. DET will store the information securely in the Higher Education Information Management System and may disclose the information to the Australian Taxation Office. SuniTAFE and DET will not otherwise disclose the information without a student's consent unless required or authorised by law. By completing and submitting this application you agree to SuniTAFE collecting, using and disclosing personal information as described above and in accordance with our Information Privacy Policy.

**PRIVACY INFORMATION:** A student's personal information will be used and collected as set out within our **Information Privacy Policy** found at [www.sunitafe.edu.au](http://www.sunitafe.edu.au)

### OFFICE USE ONLY – TO BE COMPLETED BY THE ASSESSING ENROLMENT ADVISOR

#### STUDENT ELIGIBILITY ASSESSMENT:

- The student has provided original or certified evidence to meet the citizenship requirements and all copies of documents under **ONE** of the below are attached:
- Australian Passport
  - Full birth certificate (where the applicant was born **before** 20 August 1986)
  - Full birth certificate (where the applicant was born **on or after** 20 August 1986); and at least one parent was born in Australia before 20 August 1986.
  - Full birth certificate (where the applicant was born **on or after** 20 August 1986); and at least one parent's Australian Citizenship certificate or extract dated prior to the applicant's date of birth.
  - Australian Citizenship certificate or extract of citizenship certificate
  - Australian Citizenship by descent extract
  - New Zealand Citizen that holds a Special Category Visa (SCV) and current international movement records showing that the applicant began living in Australia as a child at least 10 years prior to applying for the loan.
  - Permanent Humanitarian Visa verified via VEVO
- The student is over 18 **OR** is under 18 and has provided a **VET Student Loans Parental Consent form or other evidence** and it is attached.
- The student **has not** exceeded the cap limit of the course or HELP lifetime loan limit.
- The student has been assessed as academically suited to undertake the course and the following is **attached**:
- Pre-Training Review and ACER gaining at least Exit Level 3 in the Reading and Numeracy Assessment
  - Pre-Training Review and copy of Australian Year 12 Certificate
  - Pre-Training Review and copy of AQF Certificate IV or higher qualification
- The student has a Tax File Number.

#### ADMINISTRATIVE REQUIREMENTS:

- \_\_\_/\_\_\_/\_\_\_ is the date student enrolled into this course and is after the date this form has been completed by the applicant
- \_\_\_/\_\_\_/\_\_\_ is the census date first census date for this course
- \_\_\_/\_\_\_/\_\_\_ is the date the student enrolled in the course/unit and it is at least 16 days before the first census date
- \_\_\_/\_\_\_/\_\_\_ is the date the student was sent the eCAF is at least two business days after enrolling and at least 14 days prior to census date

Staff Name:

Signature:

Date:

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