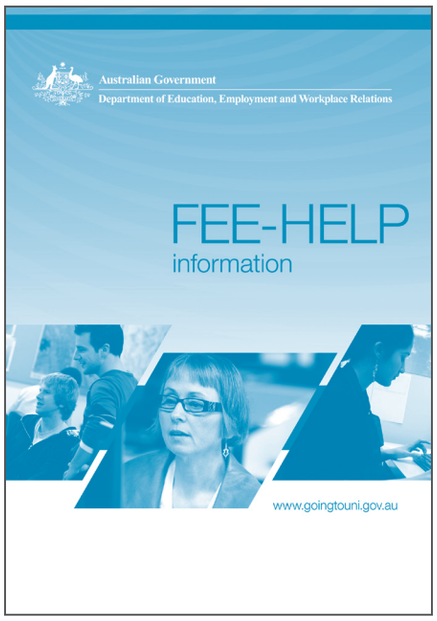
Australian Government

Department of Education, Employment and Workplace Relations

1292(A)

Request for FEE-HELP assistance



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

You must:

- complete this form if you are requesting FEE-HELP assistance for some or all of your tuition fees for your units 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 you complete each question correctly; and
- return the completed form to the student administration at your higher education provider **on or before the census date for the first unit(s) of study for which you are requesting FEE-HELP assistance**. You will be given a copy of this form for your records. Note that your provider may set an **earlier date** for the submission of this form – check with your provider.

IMPORTANT: this form is valid for your whole course of study unless you cancel your request for FEE-HELP assistance in writing to your provider. However, you will be entitled to FEE-HELP assistance for a particular unit of study only if you remain eligible and have sufficient FEE-HELP balance. It is your responsibility to be aware of your FEE-HELP balance and you must advise your higher education provider if you do not have sufficient FEE-HELP balance to cover your tuition fees.

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Request for FEE-HELP assistance

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

1 Family name:

Given names:

2 Date of birth:

/ /

3 Gender:

☐ Female ☐ Male

4 Name of higher education provider:

Campus:

5 Student identification number:

6 Name of course of study: (e.g. Master of Business Administration)

Provider use – course of study code:

7 What is your citizenship status?
(please tick the box(es) that apply to you)

I am an Australian citizen ☐ ▶ Go to question 8

I am a New Zealand citizen (who is not also the holder of a permanent visa) ☐ ▼

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

I am the holder of a permanent visa ☐ ▼

Is your course a bridging course for overseas-trained professionals, and will you be resident in Australia for the duration of the unit(s) of study for which you are applying for FEE-HELP assistance?

Yes ☐ ▶ Go to question 8

No ☐ ▼

Is your visa a permanent humanitarian visa, and will you be resident in Australia for the duration of the unit(s) of study for which you are applying for FEE-HELP assistance?

Yes ☐ ▶ Go to question 8

No ☐ ▼

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

TAX OFFICE COPY

www.goingtouni.gov.au

8 Tax file number (TFN):

: :

Your 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 FEE-HELP assistance for the amount of your tuition fees that remain unpaid on the census date unless you give your 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 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 have not received your TFN within 10 days before the census date, you should provide this certificate to your provider as proof that you have applied, and then quote your TFN once you receive a *Tax file number advice* from the ATO.

Your provider is authorised to retain your TFN information only for the purpose of reporting details of your 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 **9**

9 Your obligations:

☐ I have read the *FEE-HELP information* booklet and I am aware of my obligations if I receive FEE-HELP assistance.

☐ I understand that my debt with the Commonwealth will remain if I withdraw or cancel my enrolment after the census date but that it may be removed by my higher education provider in special circumstances.

☐ I understand that it is my responsibility to be aware of my FEE-HELP balance and to advise my higher education provider(s) if I am approaching the FEE-HELP limit and may not have enough FEE-HELP balance to cover my tuition fees.

Go to item **10**

10 By signing this form, you:

- **declare that:**
  - the information that you have provided 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 the tuition fees for units in your course of study outstanding at the census date and to use the amount so lent to pay the fees outstanding to your provider on your behalf.
- **understand that:**
  - a 25% loan fee will be applied to the amount of FEE-HELP assistance if it relates to an undergraduate course of study, and that this loan fee will be included in your FEE-HELP debt.
  - you will repay to the ATO the amount that the Commonwealth has loaned to you (plus the loan fee if applicable). 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.
  - you will not be able to obtain FEE-HELP assistance if you do not provide your TFN, or a *Certificate of application for a TFN* from the ATO, to your provider on or before the census date.
  - you will no longer be able to obtain FEE-HELP assistance when the total amount of 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 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 FEE-HELP assistance changes you must notify your higher education 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.
  - **giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.**

Go to item **11**

11

Signature

Date / /

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Department of Education, Employment and Workplace Relations

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Campus:

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Provider use – course of study code:

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(please tick the box(es) that apply to you)

I am an Australian citizen ☐ ▶ Go to question 8

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Yes ☐ ▶ Go to question 8

No ☐ ▼

Is your visa a permanent humanitarian visa, and will you be resident in Australia for the duration of the unit(s) of study for which you are applying for FEE-HELP assistance?

Yes ☐ ▶ Go to question 8

No ☐ ▼

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STUDENT COPY

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