

DIPLOMA / ADVANCED DIPLOMA ENROLMENT FURTHER INFORMATION

Information contained in this document is provided to assist students with enrolling into a Diploma or Advanced Diploma course and should be read in conjunction with Wodonga TAFE Fees, Charges and Refunds brochure and information provided on the Vet Student Loans page on the Department of Education, Skills and Employment website www.dese.gov.au/vet-student-loans and www.studyassist.gov.au.

Methods of Fee Payment

- Cheque / Money order
- EFTPOS / Credit card – Visa or MasterCard only
- VET Student Loan (For eligible students)
- Payment Plans (For in-eligible students / amount above VSL gap) *conditions apply*.
- Payment by third party (ie: Employer)

VET Student Loans (VSL)

VET Student Loans is an Australian Government loan scheme, effective 1 January 2017, which is available to you if you are studying a VET Student Loan supported Diploma or Advanced Diploma course regardless of whether you are paying fees at the Victorian Government-subsidised rate or at the fee-for-service rate. (Note: For full-fee-paying students a 20% loan fee applies).

It is important to note that a VET Student Loan is capped at a certain amount depending on the course that you are undertaking. Where Wodonga TAFE course fees are higher than this cap you will need to arrange payment of the gap between the VET Student Loan capped amount and the course fees. **VET Student Loans are available for the Tuition component of your course fees only, any other fees ie: Material Fees will need to be paid by the student.**

Eligibility Requirements for Vet Student Loans

A student **must be:**

- An Australian citizen; or
- hold a permanent humanitarian visa and usually reside in Australia; or
- be a qualifying New Zealand Special Category Visa (SCV) holder – long-term residency requirements apply.

Wodonga TAFE is required to collect and verify student's information.

Evidence required to demonstrate Australian Citizenship will differ depending on:

If the applicant was:

- born overseas
- born in Australia **before** 20 August 1986
- born in Australia **after** 20 August 1986

Documentation required for verification:

Applicants born **OVERSEAS** (one of the following):

- An Australian Citizenship certificate
- A Citizenship by Descent extract
- An Australian Passport
- An adoption in accordance with the Hague Convention on Inter-country Adoption or bilateral arrangement extract

Applicants born in Australia **BEFORE** 20 August 1986: (One of the following)

- Applicants will need to provide their full birth certificate issued by the Australian Registry of Births, Deaths and Marriages (RBDM)
- An Australian Passport

Applicants born in Australia on or **AFTER** 20 August 1986:

- Applicants may provide an Australian passport or:

Where at least one of their parents was an Australian Citizen at the time of their birth Applicants will need to provide:

- their full birth certificate issued by the Australian Registry of Births, Deaths and Marriages (RBDM) that indicates that at least one parent was born in Australia and the parent was born before
- If their parent was born in Australia on or after 20 August 1986
- their parents full birth certificate issued by an Australian RBDM or their parent's Australian Citizenship certificate

If neither parent was an Australian Citizen however one parent was a permanent resident of Australia at the time of the Applicants birth the Applicant will need to provide:

- their full birth certificate issued by the Australian Registry of Births, Deaths and Marriages (RBDM) and
- their Australian citizenship certificate

Please note: Students can apply for an Australian citizenship certificate by lodging Form 119 *Application for evidence of Australian citizenship* with certified copies of the required documents and the application fee with Department of Immigration and Border Protection (DIBP)

Permanent humanitarian visa holder

- Must be a resident in Australia for the duration of their course
- Provide Visa details
- Wodonga TAFE will confirm the student's visa class via Department of Immigration and Border Protection website at www.border.gov.au/vevo

New Zealand Citizens

- Must hold a Special Category Visa (SCV)
- has usually been resident in Australia for at least 10 years; and
- was a dependent child aged under 18 years of age when he or she first was usually resident in Australia and
- has been in Australia for periods totaling 8 years during the previous 10 years and
- has been in Australian for periods totaling 18 months during the previous 2 years

Evidence of proof of Residency may include but is not limited to, the following:

- Australian academic transcripts dated when the applicant was a minor
- School reports or certificates
- Australian proof of age card from when the applicant was a minor
- Australian student ID card or concession card
- Stamped Passport
- Payslips or payment summaries from when the applicant was a minor
- Completed Certificate of application for a Tax File Number form

Academic Suitability for Vet Student Loans

Students must have been assessed as academically suited to undertake the eligible course; Wodonga TAFE needs to confirm academic suitability by either evidence of:

1. Senior secondary school completion (Year 12)
2. ACSF Exit level 3 (ACER test, LLN test)
3. Completed a Certificate 4 or above (course must have been delivered in English)

Note: Wodonga TAFE is required to keep evidence of this for a period of no less than 5 years.

Students under the age of 18

If you are under 18 years of age, you will be required to have a parental consent form signed by a responsible parent. <https://docs.education.gov.au/node/44141> this is not necessary if you have been assessed by Centrelink as meeting the requirements for receiving the independent rate of Youth Allowance under part 2.11 of the Social Security Act 1991. You will need to provide evidence of this assessment to Wodonga TAFE in the form of your Centrelink Income Statement, which you can request by logging into MyGov and selecting your Centrelink online account. For more information, visit www.humanservices.gov.au/customer/enablers/request-document-using-your-centrelink-online-account.

Courses and Loan Caps

All eligible VET Student Loan courses will have a loan limit cap; this cap is for the course regardless of how many training providers you may undertake the course with.

If course costs are above the loan cap, students will be required to pay the difference.

Applying for VET Student Loans

Students will need to complete an online application to access VET Student Loans through the Commonwealth direct.

Wodonga TAFE will provide student details to the Department of Education (via government eCAF system) and students will receive an email from Department of Education advising steps required to complete the process.

Students will need to provide authorisation via Wodonga TAFE's 2017 VET Student Loan form to initiate the process on their behalf.

Continued engagement and participation in your course

A student engagement and progression requirement applies to your continued access to a VET Student Loan. An invitation email with login details to the eCAF system will be sent to you requesting that you indicate your study intent and complete a short survey. Depending on the duration of your course and the length of time you take to complete the course, you may be required to complete this form more than once. If you do not complete the form and survey, you may be ineligible to continue accessing VET Student Loans to pay for the remainder of your course tuition fees. **Please note:** If you have withdrawn from your course you will still be required to complete progression details advising of withdrawal.

VET Student Loan / VET Fee-Help Fee Notice and Commonwealth Assistance Notices

Students will be provided with invoice notice 14 days prior to census date and then a Commonwealth Assistance Notice after census date.

What is a Census Date?

The census day is the most important date for you to know about in terms of your loan.

The census day is the last day you can:

- complete the eCAF to access a VET Student Loan, or
- withdraw your enrolment without incurring the cost or debt for that course.

Every part of a course (unit / subject) has its own census day, so that you incur debts as you progress through your course, not for the whole course at the beginning. Students will be enrolled in multiple census dates over the period of your course with a minimum of 3 census dates per full course enrolment.

Wodonga TAFE 2017 Census Dates are available on the Wodonga TAFE website www.wodongatafe.edu.au

To seek further information on fees relating to Diploma or Advanced Diploma courses, call 02 6055 6601 or email fees@wodongatafe.edu.au