

VET FEE-HELP Admin Requirements

Applying for a government loan under VET FEE-HELP means that there are a number of things that you need to do before your application can progress. Regardless of what provider you use – you must now complete these important activities.

ID Requirements

WHY

To apply for VET FEE-HELP you need to be:

- An Australian citizen
- A New Zealand SCV holder who meets the residency requirements
- A humanitarian visa holder who is living in Australia for the duration of the course

DO

Provide a certified:

- Australian citizens need to provide an Australian Passport, Citizen Certificate or a FULL Birth Certificate
- Visa holders need to provide a copy of their visa and where necessary sign a declaration regarding their residency status

HOW

- Scan or take a photo of your ID (in colour)
- Get it certified by a Justice of the Peace or at an Australian Post Office
- Upload it to Webclass under 'Submit Assessment & ID'

Unique Student Identifier

WHY

A USI will allow you to keep track of all the courses you do by storing them in one central location.

You need to provide your USI so that we can issue your qualification and add your results to the USI database

DO

- Provide your
- Unique Student Identifier

HOW

Enter the details in Webclass under the 'Contact Details' section

Need to apply?

- Apply at www.usi.gov.au
- Enter your details
- Enable College access by entering 1441 under 'Manage Permissions'

Year 12 or Equivalent

WHY

To be eligible for VET FEE-HELP you need to have completed Year 12.

If you did not complete Year 12 you will be asked to complete an online quiz.

DO

Provide your:

- Year 12 Completion Certificate OR
- Complete an online quiz

HOW

Upload your result in Webclass under the 'Year 12 Completion Certificate' section

OR

Complete the 'CSPA' quiz as you progress through the enrolment process

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Tax File Number

WHY

A Tax File Number is needed because the loan repayments (once you reach the repayment threshold) are made through the Australian Taxation System.

Remember – We guarantee the security of your Tax File Number

DO

Provide your:

- Tax File Number , or
- Certificate of application for a TFN

Remember: You need to provide these details prior to the census date, so apply EARLY

HOW

Enter the details when you apply for the Government Loan.

Need to apply?

- Apply at www.ato.gov.au
- Complete the form
- Visit an Australia Post Office

Initial Skills Assessment

WHY

To confirm that you meet the entry requirements and that you have chosen the best course for you.

In other words, we want to make sure you are 'set up for success'

DO

Complete the Initial Skills Assessment

HOW

- Download from Webclass
- Upload when complete
- Wait for your student adviser to call

If you have any questions, or you are having trouble with completing any of the above, please contact the College..

info@austcollege.edu.au

1800 111 700

www.austcollege.edu.au



The
**Australian
College**
of Commerce & Management

RTO Code 1441