

1800 111 700

contact@austcollege.edu.au

(02) 4225 1400

Locked Bag 8804

Unit 8, 36-42 Auburn Street, Wollongong NSW 2500



**Australian
College**

of Commerce & Management

Financial Hardship Request

To request that fees be waived (where permitted by any government funded training program) students must complete the following details and where requested, provide subsequent documentation to substantiate the information they provide.

The information must be provided in the form of a Statutory Declaration as follows. Students should note that legal penalties apply for providing false information in a Statutory Declaration

If you are unable to find a **Justice of the Peace** to verify your signature in the Statutory Declaration; sign it where indicated and submit it anyway. If a waiver is approved, you will be required to get the Statutory Declaration re-signed and witnessed.

STATUTORY DECLARATION

(1) Here insert name,
address and occupation
of person making the
declaration.

I, (1) (Name)
(Address)
.....
(Occupation)

Do solemnly and sincerely declare

A. My total income after tax is \$ per week

B. My living expenses include:

Item	Details	Total per week
Loans		\$
Rent / Board		
Mobile Phone Plan		
Food		
Transport Costs		
Other:		
	TOTAL EXPENSES PER WEEK:	\$

C. I am unable to afford to pay my course training fees as my living expenses are equal to or greater than my income.

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959* as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person
making the declaration.

(3)
Declared at (place)
On (date) / /

Before me (in the presence of)

(4) Signature of person
before whom the
declaration is
made.

(4)

(5) Here insert title of
person before
whom the
declaration is
made.

(5)

Signature Not Witnessed by Justice of the Peace

You are to sign here if you are unable to have your signature above witnessed by a Justice of the Peace at this time.

I declare that the above information is true and where requested I can provide evidence of this information.

Signed

Printed Name

Date / /

NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the Statutory Declarations Act 1959 as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

NOTE 2.-A statutory declaration may be made before a Magistrate, a Justice of the Peace, a Commissioner for Affidavits, a Commissioner for Declarations, a Notary Public, **a person before whom a statutory declaration may be made under the law of the State in which the declaration is made**, an Australian Consular Officer or an Australian Diplomatic Officer as defined by section two of the Consular Fees Act 1995, a chiropractor, a dentist, a legal practitioner, a medical practitioner, a nurse, a patent attorney, a pharmacist, a veterinary surgeon, an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public, a bailiff, a bank officer with five or more years of continuous service, a building society officer with five or more years of continuous service, the chief executive officer of a Commonwealth court, a civil marriage celebrant, the clerk of a court, a credit union officer with five or more years of continuous service, the holder of a statutory office, the Judge of a court, the Master of a court, a member of the Australian Defence Force who is an officer or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years continuous service or a warrant officer within the meaning of the Act, a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants, a member of the Institute of Corporate Managers, Secretaries and Administrators, a member of the Institution of Engineers, Australia other than at the grade of student, a member of the Parliament of the Commonwealth, the Parliament of a State, a Territory legislature or a local government authority of a State or Territory, a minister of religion registered under Division 1 of Part IV of the Marriage Act 1961, a permanent employee of the Commonwealth or of a Commonwealth authority or a State or Territory or of a State or Territory authority or a local government authority with five or more years continuous service, a permanent employee of the Australian Postal Corporation with five or more years continuous service who is employed in an office supplying postal services to the public, a police officer, the Registrar or Deputy Registrar of a court, a Senior Executive Service officer of the Commonwealth or of a State or Territory or of a Commonwealth, State or Territory authority, a Sheriff, a Sheriff's officer, or a teacher employed on a full-time basis at a school or tertiary education institution.

College Use Only	
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Procedures to assess Financial Hardship

1. Verify the funded program this student is enrolled in allows Fee Waiver and the approvals necessary
2. Calculate net income
3. Determine if stated expenses and income are within normal ranges or if evidence should be requested
4. Assess financial position
5. Recommend approval or alternative payment plan to manager
6. Refer student for financial counselling or budgeting assistance
7. Send Budgeting Book and set follow up
8. Update contact notes
9. Send approved form to Administration to process (incl AVETMISS data) and save in Student Folder

Approval:

Recommendation and Reason:

Recommended by:	
Approved / declined by:	