

Goulburn Ovens Institute of TAFE Procedure no. PRSA-182	Title: VET Student Loans Student Entry Procedure Executive approved: 15/03/2016 Innovation, Learning and Quality Committee approved: 5/04/2016 <i>Reviewed: 9/01/2017, 18/01/2017, 10/07/2017, 8/12/2017, 18/06/2018, 25/06/2018, 15/08/2018, 23/08/2018 re CFO</i> Responsible Officer: Registrar Authorising Officer: Chief Financial Officer Review: Annual (15th August 2019)
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VET Student Loans Student Entry Procedure

1. PURPOSE

- To provide clear information to applicants about conditions regarding access to a VET Student Loans for approved Diploma and above courses.
- Eligible students will be entitled for loans up to a capped amount, if GOTAFE charges above this cap, students will be expected to pay for the difference according to GOTAFE's billing terms.
- To explain the Pre- Training Review process to the applicant to ensure their chosen course is both suitable and appropriate for them at this time.
- To explain the application and assessment process to the applicant against their eligibility to apply for a VET Student Loans ensuring the requirements of the Commonwealth Government are met.

2. SCOPE

This Process applies to all applicants for Diploma and Advanced Diploma courses, where applicants may apply to access Commonwealth Government VET Student Loans Scheme funding.

3. DEFINITIONS

CSPA	Core Skills Profile for Adults
Senior Secondary Certificate	Year 12 completion certificate or equivalent
Census Date	VCAL – Foundation, Intermediate and Senior The census date is the last day you can submit your form to access a VET STUDENT LOANS loan, or withdraw your enrolment without incurring the cost or debt for that unit.
eCAF	Electronic Commonwealth Assistance Form
TFN	Tax File Number
VSL	VET Student Loans

4. PROCEDURE

Step	Responsibility	Required documentation
1. All Students will be interviewed. During the interview information will be gathered about your past work, study, reasons for seeking entry into the course and your future aspirations. Each department will notify you of specific requirements for this interview.	GOTAFE Staff – relevant course	For all courses, please bring: - Senior Secondary certificate - Original certificates and transcripts from previous courses
2. All applicants will undertake a Pre Training review. This will include an assessment of their individual Language, Literacy and Numeracy (LLN) skills via the Core Skills Profile for Adults (CSPA) assessment. Applicants will be advised of the time and location or will be emailed a log on for applicants unable to attend a campus.	GOTAFE staff – relevant course	Pre-Training Review FLS-07 CSPA Tool
Note: Applicants who do not have a Senior Secondary Certificate or a Certificate IV or higher qualification (where the language of instruction is English) must achieve level 3 in numeracy and reading in the CSPA test to be eligible for a VET Student Loan.		

<p>3. Qualified teachers of the course will review the information gathered and make a professional judgement regarding student academic suitability and the appropriateness of the course. They will also consider whether any adjustments are needed to assist your learning.</p>	<p>GOTAFE Trainer and Assessor– relevant course</p>	
<p>4. Applicants will be informed of the outcome of this Pre Training Review prior to enrolment in the course</p> <p>The results will be expressed under two criteria:</p> <p>(1) Your suitability to commence the course including academic suitability</p> <p>(2) Your eligibility to apply for a VET Student Loan.</p> <p>The GOTAFE teacher will present the results to you and discuss your options.</p>	<p>GOTAFE Trainer and Assessor – relevant course</p>	
<p>Note: VET Student Loans eligibility: Applicants are eligible to apply for VET Student Loan if applicant has:</p> <ul style="list-style-type: none"> a) A Senior Secondary certificate, or b) Achieve Exit level 3 in CSPA assessment for Numeracy and Reading, and c) GOTAFE assesses you are academically suited for the course, or d) Acquired a certificate at AQF Level 4 (Certificate IV), and e) The course for the qualification was delivered in English, and f) Meets citizenship requirements <ul style="list-style-type: none"> a. An Australian citizen or b. Hold a permanent humanitarian visa and usually reside in Australia or c. A New Zealand Special Category Visa (SCV) Holder who meets the long –term residency requirements g) Has a FEE_HELP student balance that is greater than zero h) In addition GOTAFE must reasonably believe you show competence in completing the course <p>Refer: Appendix 1 – Excerpt from VET Student Loan Manual for Providers</p> <p>If a student has failed to achieve the required standard of language, literacy and numeracy (LLN) it is recommended that there be at least 3 months between assessments to allow progress to be made and improvement to be able to be demonstrated or based on a trainer and assessors assessment of readiness.</p>		
<p>5. Students who through this Pre Training Review are:</p> <p>(1) assessed as academically suited to commence the approved course, and are</p> <p>(2) eligible to apply for a VET Student Loan, may continue and enrol into the course</p>	<p>GOTAFE staff</p>	<p>GOTAFE enrolment pack</p>
<p>6. You will be given an enrolment pack to complete which will include:</p> <p>(1) Indicative Statement of the Fees for the course.</p> <p>(2) GOTAFE enrolment form</p>	<p>Student</p>	<p>Indicative Fee Statement FSA-97 GOTAFE enrolment pack VET Student Loan Fact Sheet</p>
<p>7. Once enrolled there is a 2 day “Cooling Off” period, where you may seek information and external advice regarding a VET Student loan.</p>	<p>Student</p>	<p>http://studyassist.gov.au/sites/StudyAssist/</p>
<p>8. After the 2 day “Cooling Off” period and prior to the census date for the course you will need to notify your trainer or the enrolment centre in writing that you wish to access a VET Student Loan.</p>	<p>Student</p>	<p>Email or hardcopy letter</p>
<p>9. Students who are under 18 years of age require their form to be co-signed by a parent or guardian. However 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 <i>Social Security Act 1991</i>.</p>	<p>Student</p>	<p>Centrelink Income Statement</p>
<p>10. Enrolment information (including nearest applicable census date) will be provided to the Department of Education and Training by the GOTAFE via the eCAF system notifying them of your request to access a VET Student Loan.</p>	<p>GOTAFE Student Administration</p>	<p>Enrolment Form Student Study Plan</p>

<p>11. Students will receive an email from the Department of Education and Training asking them to login into the eCAF system to verify their details, complete any additional mandatory information required by the Department of Education and Training and submit the finalised electronic Commonwealth Assistance Form.</p> <p>Note: You will need to have a valid TFN by the census date. If you do not have a TFN, you can obtain a <i>Certificate of application for a TFN</i>. Required before you submit your eCAF.</p> <ul style="list-style-type: none"> • Have a Unique Student Identifier or be otherwise exempt 	<p>Student</p>	<p><i>Certificate of application for a TFN</i></p>
<p>Note: The system will email you a copy of your completed form. You must give this form to your nearest GOTAFE Reception centre or trainer</p>		<p>Request for a VET Student Loan eCAF Form</p>
<p>Important information for the Student: If you as the student do not complete the Request for a VET Student Loan eCAF Form or other permitted form, by the required date for you course, you will have to wait until the next study period (e.g. semester or trimester) to request a VET Student Loan for future study. Retrospective access to the VET Student Loans in not allowed under any circumstances</p>		
<p>12. GOTAFE will provide you with a VET Student loan fee notice no less than 14 days prior Census dates which will detail the tuition fees to be incurred.</p>	<p>GOTAFE Student Administration</p>	<p>VET FEE HELP/VET Student Loan Fee Notice</p>
<p>13. GOTAFE will provide you with a Commonwealth Assistance Notice within 28 days of each census date which will detail the HELP debt you have incurred.</p>	<p>GOTAFE Student Administration</p>	<p>Commonwealth Assistance Notice</p>
<p>14. Students will be required to indicate that they are continuing to be genuine students only after at least four months have elapsed since their eCAF application was submitted.</p>	<p>Student</p>	
<p>Note: Example A student doing a 12-month diploma, full time, would therefore be required to indicate progress twice or a student doing a diploma over multiple years would be required to indicate progression multiple times.</p>		<p>VET Student Loan eCAF system.</p>

5. DOCUMENTATION

[Pre-training review and student support procedure PRLS-162](#)

[Pre-training review form FLS-07](#)

[Indicative course statement of fees FSA-97](#)

GOTAFE enrolment pack

APPENDIX 1 – Excerpt from VET Student Loan Manual for Providers (attached)

APPENDIX 2 – VSL Citizenship Document Requirements (attached)

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Procedure Under Review

APPENDIX 1 – Excerpt from VET Student Loan Manual for Providers

Australian citizenship

An Australian Passport is suitable evidence of Australian citizenship. If the applicant does not have an Australian Passport, the evidence required to demonstrate that an applicant is an Australian citizen may differ depending on whether the applicant was:

- born in Australia before 20 August 1986
- born in Australia on or after 20 August 1986
- born overseas.

Applicants born in Australia before 20 August 1986

If applicants do not have an Australian Passport, they will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM).

An exception to this is where the applicant's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In these circumstances, the applicant will need to provide a citizenship certificate as evidence that they are an Australian citizen.

If the applicant does not have a citizenship certificate they will need to lodge [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with DIBP.

Applicant was born in Australia on or after 20 August 1986 and one of their parents was an Australian citizen at the time of their birth

If applicants do not have an Australian Passport, and where one (or both) of the applicant's parents was an Australian citizen at the time of their birth, the applicant should provide their full birth certificate issued by an Australian RBDM **and one** of the following documents to show that one of their parents was an Australian citizen at the time of their birth:

- their parent's Australian citizenship certificate or
- if their parent was born in Australia before 20 August 1986, their parent's full birth certificate issued by an Australian RBDM or
- if their parent was born in Australia on or after 20 August 1986, their parent's full birth certificate issued by an Australian RBDM and their grandparent's Australian birth certificate issued by an Australian RBDM.

If the applicant cannot provide this they should apply for their own evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with DIBP.

Applicant was born in Australia on or after 20 August 1986 and one of their parents was a permanent resident of Australia at the time of their birth

If applicants do not have an Australian passport, and where one (or both) of the applicant's parents was a permanent resident of Australia at the time of their birth, they will need to provide **both** of the following documents to prove their Australian citizenship:

- their full birth certificate issued by an Australian RBDM
- their Australian citizenship certificate.

They 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 DIBP.

The following documents are not acceptable as proof of a parent's permanent residency for VET Student Loan applications:

- parent's foreign passport with a visa label
- Visa Entitlement Verification Online (VEVO) printout
- visa grant notification letter
- Certificate of Evidence of Resident Status (CERS)
- Certificate of Status for New Zealand Citizens in Australia (CSNZCA)
- ImmiCard

- Freedom of Information (FOI) letter from the Department of Immigration and Border Protection.

These documents only provide proof of a person's visa status on the day they are issued / printed and are not sufficient proof of a parent's resident status at the time the applicant was born.

Applicants born overseas and acquired Australian citizenship by application

As a guide, please refer to the relevant category below.

Applicants will need to provide one of the following documents as evidence of their Australian citizenship:

- an Australian passport
- an Australian citizenship certificate
- a Citizenship by Descent extract
- an Adoption in accordance with the Hague Convention on Intercountry Adoption or bilateral arrangement extract

If an applicant does not have one of the above citizenship documents they will need to apply for a replacement certificate by lodging [Form 119 Application for evidence of Australian citizenship](#) with certified copies of the required documents and the application fee with the Department of Immigration and Border Protection (DIBP).

Applicant or their parent was born in Papua New Guinea prior to 16 Sep 1975

Papua New Guinea became a sovereign nation on 16 Sep 1975 (PNG Independence Day). Assessing Australian citizenship status of people born in PNG prior to 16 Sep 1975 can be complex. DIBP is aware that in the past this cohort of people has been incorrectly issued with an Australian passport based on an incorrect assessment of their citizenship status. As such, the citizenship status of some applicants born in PNG prior to 16 Sep 1975 must be checked and verified with DIBP.

The applicant should be referred to DIBP to obtain evidence of Australian citizenship by lodging [Form 119 Application for evidence of Australian citizenship](#) if:

- evidence of citizenship was issued before 1 Jan 2009 and the applicant was born in PNG prior to 16 Sep 1975; or
- citizenship was acquired by descent before 1 Jan 2009 where the parent(s) was born in PNG before 16 Sep 1975.

A citizenship certificate can be accepted as evidence that the applicant is an Australian citizen if the evidence of citizenship was issued on or after 1 Jan 2009 regardless of the acquisition date or date of birth.

Applicants need to take DIBP's application processing times into account before applying for a VET Student Loan.

Becoming an Australian citizen

If a student gains Australian citizenship part way through their course, the student may be eligible for a VET student loan for those parts of a course, yet to be completed, including for parts of a course, which the student is currently enrolled in, for which the census dates have not passed.

A person gains Australian citizenship only after making the pledge of commitment and being issued with Evidence of Australian Citizenship from the [Department of Immigration and Border Protection](#). For further information regarding Australian citizenship, contact the Department of Immigration and Border Protection. Please refer to '[Determining citizenship and visa status](#)' below.

Permanent humanitarian visa holders

To confirm if the visa class held by a person applying for a VET student loan is a permanent humanitarian visa contact, the Department of Immigration and Border Protection website at www.border.gov.au/vevo. In determining whether a permanent humanitarian visa holder will be resident in Australia for the duration of their course, the provider must disregard any periods spent outside of Australia if the holder:

- cannot be reasonably regarded as indicating an intention to reside outside of Australia for the duration of the course or
- is required to leave Australia to complete the requirements of that course.

Qualifying New Zealand citizens

A New Zealand citizen is eligible if they hold a Special Category Visa and:

- 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 totalling 8 years during the previous 10 years and
- has been in Australia for periods totalling 18 months during the previous 2 years [\[Act s 11\]](#).

Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category Visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely.

Providers can also find information about HELP eligibility criteria for New Zealand Special Category Visa Holders at www.education.gov.au/faqs-new-zealand-special-category-visa-holders.

Other permanent residents/permanent visa holders are NOT eligible for a VET student loan.

Procedure Under Review

APPENDIX 2: VSL Citizenship Document Requirements

	Born in Australian before 20 th August 1986	Born in Australian on or after 20 th August 1986 and ONE or both parents Australian Citizen born before 20 August 1986	Born in Australian on or after 20 th August 1986 and ONE or Both parents Australian Citizen born on or after 20 August 1986	Permanent Humanitarian Visa Holder	Parent/s permanent resident and student born on or after 20 August 1986	Student born overseas only required to supply one of the following	Becoming an Australian Citizen during study
Students Australian Passport	If student have an Australian Passport, no other evidence is required	If student have an Australian Passport, no other evidence is required	If student have an Australian Passport, no other evidence is required		If student have an Australian Passport, no other evidence is required	✓	
Students Full Australian Birth Certificate (not extract)	✓	✓ plus one other document ticked below	✓ plus the two document ticked below		✓ and		
Students Citizenship by Descent extract						✓	
Students Australian Citizenship Certificate					✓	✓	✓
Students adoption papers extract						✓	
Students Visa Status				✓			
Parent Australian Citizenship Certificate		✓					
Parent Full Australian Birth Certificate		✓	✓				
Grandparents Australian Birth Certificate			✓				

NOTE: If students cannot provide any of the above forms of evidence, refer to student to Department Immigration Border Protection to complete an application for their own citizenship <https://www.homeaffairs.gov.au/Forms/Documents/119.pdf>

* Students born in Australian before 20/8/1986 and their parents were in Australia as Diplomats or Consular officers at the time of the students birth, will need to provide a citizenship certificate as evidence.

*If parent was born in Australian on or after 20th August 1986 we will require parents full birth certificate AND a grandparents Australian birth certificate

Papua New Guinea	Born prior to 16/9/1975	Citizen Cert Issued before 1/1/2009	Citizen Cert issued after 1/1/2009		
Must be checked and verified with DIBP (Form 119 Application)	✓	✓			
Australian Citizenship Certificate			✓		

Qualifying New Zealand Citizens who hold a Special Category Visa	Must be a resident in Australia for at least 10 years		Was a dependent child under 18		Has been in Australia for a total of 8yrs in last 10yrs		Has been in Australia a total of 18 months in last 2yrs	
	Yes	No	Yes	No	Yes	No	Yes	No
Must be YES for all 4 questions								
<i>Evidence required:</i>								
Stamped Passport	✓				✓		✓	
Enrolment papers from School when a minor			✓					
Australian Proof of Age when a minor			✓					
Payslips or payment summaries when a minor	✓							
Tax file number advise dated when minor	✓							

Procedure Under Review