

APPLICATION FOR FEE EXEMPTION/CONCESSION / FEE FREE SCHOLARSHIP

(Smart and Skilled students only)

Last Name _____ First Name _____

Course Code _____ Course Name _____

The information you provide in this form will be dealt with sensitively and will be subject to the Austrain Academy Privacy Policy which is available at <http://www.austrainacademy.com.au/info/privacy-policy> or by contacting us on 1300 20 40 20. Please tick ALL of the following circumstances below that apply to you (there may be more than one) and complete the appropriate pages and submit this form with the required evidence. Please ensure you read page 2 of this form.

- I am an Australian Aboriginal and / or Torres Strait Islander
– complete page 3 and declaration on page 9
- I have a documented disability
– complete page 3 and 4 and declaration on page 9
- I am currently receiving a Disability Support Pension (Centrelink/Veterans' Affairs)
– complete page 3 and 4 and declaration on page 9
- I am a dependent child, spouse or partner of a recipient of the Disability Support Pension
– complete page 3 and 4 and declaration on page 9
- I am currently receiving a government Benefit or Allowance (other than Disability Support Pension)
– complete page 5 and 6 and declaration on page 9
- I am currently a dependent child, spouse or partner of a recipient of an eligible Benefit or Allowance (other than Disability Support Pension)
– complete page 5 and 6 and declaration on page 9
- I am eligible for a concession fee (complete page 5 and provide evidence Pg 6) and am aged between 15 and 30 years old at the start of training
– complete page 7 and 8 and declaration on page 9
- I am aged 15-17 years old and currently in out-of-home care or aged 18-30 years old and previously have been in out-of-home care
– complete page 7 and 8 and declaration on page 9
- I or my household is living in, or on the waitlist for NSW social housing
– complete page 7 and 8 and declaration on page 9
- I am a holder of a Humanitarian Visa
– complete page 7 and 8 and declaration on page 9
- Other circumstances apply
– complete page 7 and 8 and declaration on page 9

For 2017:

Concession Fee \$240

Exemption Fee \$0

Fee Free Scholarship \$0

Please Note - All fees are set by the NSW Government and calculated using the Provider Calculator. The circumstances documented by you in this form must be applicable to you on the enrolment date or by course commencement and continually since then. You may declare these circumstances after enrolment / course commencement if not declared at the time of enrolment and your fees may be adjusted accordingly. You must provide evidence as specified in this form for sighting/recording by Austrain Academy. (Where the evidence provided by you is a copy of the original, the copy must be certified by a person on the following list:

www.aq.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx

These fee subsidies are applicable only to eligible participants for enrolment in courses where the NSW government subsidised Smart and Skilled fee applies. (Fee for Service students are not eligible). Completion of this form does not guarantee eligibility for these fee subsidies. Fees are determined at the time of enrolment, and if your circumstances change after enrolment this will not change your fee. Your fee will be confirmed when your enrolment information is processed in the Smart & Skilled system and you are provided a Smart & Skilled Eligibility Enquiry Report. You must then advise Austrain Academy if you wish to proceed with your enrolment.

Eligibility criteria to enrol in a Smart & Skilled course:

- 15 years old or older
- no longer at school or equivalent
- living or working in NSW
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

See smartandskilled.nsw.gov.au/are-you-eligible for further information.

The following web pages & fact sheets may also be of use:

- <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost/concessions-exemptions>
- <https://smartandskilled.nsw.gov.au/for-students/students-with-additional-needs>
- Fee-Free Scholarships - **for students** (pdf 510 KB)
- Fee-Free Scholarships - **what is concession eligible** (pdf 419 KB)
- Fee-Free Scholarships - **social housing residents** (pdf 418 KB)
- Fee-Free Scholarships - **out-of-home care** (pdf 432 KB)
- Fee-Free Scholarships - **people who are experiencing or have experienced domestic and family violence** (pdf 456 KB)

FEE EXEMPTION

To be eligible for an exemption from the Smart and Skilled fee you must meet one of the eligibility criteria listed below on this form. You must be receiving the relevant entitlement on the enrolment date. No other grounds will be recognised. Students who qualify for a Fee Exemption will be exempt from any fees for any Smart and Skilled enrolments for which they are eligible.

I seek a full exemption from the Smart and Skilled fee. (Please tick box A, B, C or D below). I declare:

A. I am an Australian Aboriginal and/or Torres Strait Islander.

Definition of Australian Aboriginal or Torres Strait Islander: A person of Australian Aboriginal and/or Torres Strait Islander descent, who identifies as an Australian Aboriginal and/or Torres Strait Islander, and is accepted as such by the community with which he or she is associated. I am able to provide documentary evidence of community identification if required.

Note: If you are applying for a fee exemption on the basis that you are Aboriginal and/or Torres Strait Islander you must indicate this on your enrolment form. By signing this exemption application form you consent to AUSTRAIN ACADEMY:

- recording you as being an Aboriginal and /or Torres Strait Islander participant (and if appropriate, changing any personal information you have previously provided)

B. I have a documented disability.

Appropriate evidence to support your application under this entitlement is listed on the reverse of this page.

Note: If you are applying for a fee exemption because you have a documented disability, you are requested to indicate your disability, impairment or long-term condition on your enrolment form. By signing this exemption application form you consent to AUSTRAIN ACADEMY:

- recording you as being a participant with a disability, impairment or long-term condition (and if appropriate, changing any personal information you have previously provided)
- using this information for reporting purposes or to provide appropriate training and assessment adjustment.

C. I am currently receiving a Disability Support Pension (Centrelink/Veterans' Affairs).

Appropriate evidence to support your application under this entitlement is listed on the reverse of this page.

Note: If you are applying for a fee exemption because you are receiving the Disability Support Pension (Centrelink/Veterans' Affairs) you are requested to indicate your disability, impairment or long-term condition on your enrolment form. By signing this exemption application form you consent to AUSTRAIN ACADEMY:

- recording you as being a participant with a disability, impairment or long-term condition (and if appropriate, changing any personal information you have previously provided)
- using this information for reporting purposes or to provide appropriate training and assessment adjustment.

D. I am a dependent child, spouse or partner of a recipient of the Disability Support Pension (Centrelink/Veterans' Affairs).

Please indicate dependency status:

- Dependent **Child** of a Disability Support Pension Beneficiary
 Dependant **Spouse** or **Partner** of a Disability Support Pension Beneficiary

Note: Evidence that the Entitlement provider recognises the child/spouse/partner as a dependant must be sighted.

CRN / DVA / Entitlement reference number(s) if applicable: _____

Valid to: / /

LIST OF APPROPRIATE EVIDENCE TO SUPPORT YOUR EXEMPTION APPLICATION

- Ticking box A to declare you are Aboriginal or Torres Strait Islander and signing this form. Students will need to provide documentary evidence of community identification if required by the Department of Industry or their representatives.
- For students seeking an exemption on the basis of disability:
 - A letter from the Department of Human Services (Centrelink) or the Department of Veterans' Affairs confirming receipt of the Disability Support Pension and clearly showing the Customer Reference Number (CRN) number; or
 - Your current Disability Pensioner Concession Card that shows the CRN; or
 - A current Centrelink income statement for the Disability Support Pension clearly showing the CRN; or
 - Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
 - Evidence that the benefit provider accepts you as the dependent child, spouse or partner of a beneficiary of the Disability Support Pension (the evidence should clearly show the CRN of the Disability Pension Recipient); or
 - Documentary evidence of training support needs due to disability in the form of a letter / statement from a medical practitioner; or an appropriate government agency eg. Veterans Affairs, a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, a Job Capacity Assessor; or a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).

Note 1: A Department of Human Services (Centrelink) Health Care Card is not acceptable proof of current beneficiary status.

Note 2: Entitlement - in the context of this form means a Department of Human Services (Centrelink) or Department of Veterans' Affairs benefit, pension, payment or allowance.

Note 3: Exemption from the Smart & Skilled fee is determined at time of enrolment. If your circumstances change after enrolment, this will not change your fees for your course enrolment.

CONCESSION FEE

Note: Please also complete page 6 if you are eligible for concession and wish to apply for a Fee Free Scholarship.

Concession fees are available for courses from Foundation Skills to Certificate IV. Students who qualify for concession fees are those in receipt of a specified Australian Government benefit or allowance at the time of their enrolment and eligible dependants of welfare benefit recipients. To be eligible for the Concession fee (up to \$240 per course enrolment for 2017), you must meet one of the criteria in Part A or B below on this form and be receiving the entitlement on the enrolment date.

No other grounds will be recognised.

I seek application for the Concession fee. (Please tick box A or B below).

A. I am currently receiving the following Benefit or Allowance

Appropriate evidence to support your application is listed over page.

- Age Pension
- Parenting Payment (Single)
- Austudy
- Sickness Allowance
- Carer Payment (See note below)
- Special Benefit
- Veterans' Affairs Pensions
- Veterans' Children Education Scheme
- Farm Household Allowance
- Widow Allowance
- Family Tax Benefit Part A (maximum rate)
- Widow B Pension
- Wife Pension
- Newstart Allowance
- Youth Allowance

Newstart Allowance Note: A NSW Apprentice or New Entrant Trainee on a Newstart Allowance (or a dependant of a person receiving this allowance) is not eligible for a concession fee.

Carer Payment Note: The Carer Payment is a specific benefit paid by the Commonwealth, this category does not include the Carer Allowance or Carer Adjustment Payment.

B. I am currently a dependent child, spouse or partner of a recipient of an eligible Entitlement

Please indicate the dependency status:

- Dependent **Child** of a Beneficiary
- Dependant **Spouse** or **Partner** of a Beneficiary

Note: Evidence that Centrelink accepts the child / spouse / partner as a dependant must be sighted and clearly show the CRN of the benefit recipient.

LIST OF APPROPRIATE EVIDENCE TO SUPPORT YOUR CONCESSION APPLICATION

- A letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN); OR
- Your current Concession Card that shows the CRN; OR
- A current Centrelink Income Statement that clearly shows the benefit or allowance category and the CRN; OR
- Any other evidence that clearly shows the CRN and the benefit or allowance category; OR
- Documentary evidence from the Department of Veterans' Affairs stating their pension/benefit status; OR
- Austudy or Newstart Allowance applicants – approval letter from Centrelink that shows the CRN and indicates the commencement date of their benefit is within two weeks of the date of their enrolment or the first class attendance or participation in training Evidence that Centrelink accepts you as the dependent child, spouse or partner of a beneficiary receiving an eligible benefit or allowance, clearly showing the CRN of the benefit recipient; OR
- Any other evidence that clearly shows the CRN and the benefit or allowance category; OR
- Documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status

NOTE 1: A Department of Human Services (Centrelink) Health Care Card is not acceptable proof of current beneficiary status.

NOTE 2: Entitlement - in the context of this form means a Centrelink or Department of Veterans' Affairs benefit, pension, payment or allowance.

FEE FREE SCHOLARSHIP / FEE WAIVER

Note: Students who meet the Smart and Skilled Fee-Free Scholarship or Fee Waiver criteria are eligible for a government subsidy which covers their Smart and Skilled course fee up to and including Certificate IV. This includes young people (aged 15-30 inclusive) who are eligible for a concession fee OR meet the out-of-home care criteria, OR hold a Humanitarian Visa, OR be able to disclose at enrolment that you meet the domestic and family violence criteria on Page 8. Eligible students are entitled to one Fee-Free Scholarship per financial year, and a maximum of two Fee-Free Scholarships over four financial years (ending 30 June 2019).

There is a limit of 50,000 Fee Free Scholarships per financial year. This limit does not apply to students who meet the Fee-Free Scholarship eligibility criteria and are living in, or on the waitlist for NSW social housing, or students who meet the out-of-home care criteria.

I seek application for the Smart and Skilled Fee-Free Scholarship and declare (please tick applicable boxes):

- I am eligible for a concession fee and I aged between 15 and 30 years old (inclusive) at the start of training (you must complete the Concession Fee section (page 5 & 6) and supply appropriate evidence
- I am aged 15-17 years old and currently in out-of-home care or aged 18-30 years old and previously have been in out-of-home care. (See Note below for definition).
- I am an asylum seeker / refugee and hold a Humanitarian Visa (See following page for categories of Visa that are eligible).
- I am experiencing or have experienced domestic and family violence, or I am a dependent of such person (there is no upper age limit applicable for this category).(You may already be eligible to not pay a fee if you meet one of the fee exemption criteria or any of the other Fee -Free Scholarship criteria. In this case there will be no need to declare your experience of domestic and family violence when enrolling).

Note: Out-of-Home Care Definition: refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. There are two main types of out-of-home care:

- o **Statutory Care - where the children's court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services.**
- o **Supported Care - where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.**

Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services.

Additionally ; I declare the following is true:

- I meet at least one of the criteria above and I am living in NSW social housing
- I meet at least one of the criteria above and I am on the waitlist for NSW social housing

Note: For the purposes of Smart and Skilled Fee-Free Scholarships, NSW Social Housing is defined as: public housing (owned and managed by the NSW Government or managed by a community housing provider); community housing (owned and/or managed by community housing providers); Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers); crisis accommodation/ supported accommodation(Specialist Homelessness Services); private rental assistance funded by Family and Community Services (for example: rental bond loans, tenancy guarantees, and private rental subsidy).

LIST OF APPROPRIATE EVIDENCE TO SUPPORT YOUR APPLICATION

- For students who are social housing residents or on the register:
 - Ticking the appropriate box on the previous page and signing this form
- For students aged 15-30 years currently or previously in out-of-home care, the following evidence is acceptable:
 - Ticking the appropriate box on the previous page and signing this form
 - The following evidence may be required at the discretion of Austrain Academy or the request of the Department:
 - A copy of the current/expired Children’s Court Care Order, OR
 - A copy of the “Confirmation of Placement’ letter, OR
 - A letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that you are or were previously in statutory or supported care, OR
 - A copy of the ‘leaving care’ letter from the Minister for Family and Community Services
 - Any other evidence which clearly shows that you are/were in out-of-home care
- For students who hold a Humanitarian Visa, you must meet the Smart & Skilled eligibility criteria and provide a copy of one of the following Visas: (Please note that these visa categories are correct as at 23 November 2016. Visas are subject to change at any time by the Australian Department of Immigration and Border Protection.)
 - Emergency rescue visa
 - Global special humanitarian programme visa
 - In-country special humanitarian programme visa
 - Protection visa
 - Refugee visa
 - Safe Haven Enterprise visa
 - Temporary Protection visa
 - Woman at Risk visa
 - Bridging Visa A, B, C, D, E*
 - *If you are a bridging visa holder, you must provide a document from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa.
 - Temporary Humanitarian Concern visa
or Temporary Humanitarian Stay visa.
 - Immicard (Where appropriate)
- For students experiencing or have experienced domestic and family violence, or a dependent of such person:
 - Ticking the appropriate box on the previous page and signing this form
 - The following evidence may be required at the discretion of Austrain Academy or the request of the Department:
 - A letter of recommendation may be required from a domestic and family violence service, refuge or other support agency.

Anyone experiencing domestic and family violence is urged to contact the Domestic Violence Line on 1800 656 463 or Men’s Referral Service on 1300 766 491.

The Domestic Violence Line is available 24 hours, seven days a week and provides telephone counselling, information and referrals to other services.

APPLICANT'S DECLARATION

I acknowledge that providing false or inaccurate information at the time of enrolment amounts to a breach of discipline. I warrant that the information provided in this form is accurate and that should any such statements and/or representations prove later to be false, any decision made as a result may be reversed and I will be required to pay appropriate fees without delay or may be excluded from the program.

Signature of Applicant

Date

PARTICIPANT PRIVACY

Information collected by Austrain Academy during a participant's enrolment and attendance will be used for the purposes of general participant administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Participant information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Department of Industry, the Department of Immigration and Citizenship, the Australian Skills Quality Authority, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this participant enrolment form is not required by law, it is a requirement of Austrain Academy and your enrolment will not be accepted if it is not provided.

Further information is available in Austrain Academy's Handbook and Privacy Policy available on our website www.austrainacademy.com.au or contact Austrain Academy administration P 1300204020.

You may correct your personal details by contacting Austrain Academy administration.

OFFICE USE ONLY

Copy of evidence sighted

Copy of evidence on file

NOTE: Where the above evidence supplied by the student, is a copy of the original, the copy must be certified by a person on the list available at the Commonwealth attorney General's Department website at: <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

Exemption/Concession approved:

Approved

Not Approved

If not approved provide reason:

 Student Informed of Decision

Signature of Manager: _____ **Date** _____