

## 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](http://www.austrainacademy.com.au/info/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 11
- I have a documented disability  
– complete page 3 and 4 and declaration on page 11
- I am currently receiving a Disability Support Pension (Centrelink/Veterans' Affairs)  
– complete page 3 and 4 and declaration on page 11
- 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 11
- I am enrolling in a NSW Fee Free full or part qualification and meet the Eligibility Criteria  
– complete page 3 and 4 and declaration on page 11
- I am currently receiving a government Benefit or Allowance (other than Disability Support Pension)  
– complete page 6 and 7 and declaration on page 11
- 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 6 and 7 and declaration on page 11
- I am eligible for a concession fee (complete page 6 and provide evidence Pg 7) and am aged between 15 and 30 years old at the start of training  
– complete page 8, and 9 and declaration on page 11
- 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 8 and 9 and declaration on page 11
- I am a holder of a Humanitarian Visa or a partner of a holder of a Humanitarian Visa  
– complete page 8 and 9 and declaration on page 11
- Other circumstances apply  
– complete page 8, 9 and 10 and declaration on page 11

**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; or if a disability or concession status is acquired during training 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 the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. This list is available at the Commonwealth Attorney General's Department website at: <https://www.ag.gov.au/legal-system/statutory-declarations/about-commonwealth-statutory-declarations/who-can-witness-commonwealth-statutory-declaration>**

**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. 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. You will then be provided a Notification of Enrolment. If your fees change due to your disability / concession status; a new Notification of Enrolment will be provided and any refunds applicable will be processed.**

**Eligibility criteria to enrol in a Smart & Skilled course:**

- 15 years old or older
- no longer at school or equivalent (home schooled students are eligible)
- 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](https://smartandskilled.nsw.gov.au/are-you-eligible) for further information.

The following web pages may also be of use:

- <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost>
- <https://smartandskilled.nsw.gov.au/for-students/students-with-additional-needs>
- <https://smartandskilled.nsw.gov.au/for-students/scholarships/fee-free-scholarships>

## 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 may declare these circumstances after enrolment / course commencement if not declared at the time of enrolment; or if a disability or concession status is acquired during training and your fees may be adjusted accordingly. 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.**

Note: An Australian Aboriginal and Torres Strait Islander student can prove their status and eligibility for a fee exemption through descent, self-identification and community identification.

**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 / I am currently receiving a Commonwealth Disability Support Pension.**

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 / have a documented disability, you are requested to indicate your disability, impairment or long-term condition on your enrolment form. (See Page 5 Disability Supplement for assistance with answering this question.) 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 a dependent child, spouse or partner of a recipient of the Commonwealth Disability Support Pension.**

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:        /    /

**D. I am eligible for the NSW Fee Free Initiative.**

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

### Eligibility Criteria:

Students that meet Smart and Skilled eligibility criteria as per page 2 of this form.

Note: Not all Qualifications / Training Programs are funded under this initiative. See <https://skills.education.nsw.gov.au/nsw-fee-free> for a list of qualifications and part qualifications in this initiative. Austrain Academy does not deliver all the qualifications on the list. You will be advised prior to enrolment if you are eligible for a Fee Exemption under this initiative.

This waiver will not be applied to a student that is entitled to a fee exemption or fee-free scholarship.

## 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 Education or their representatives.
- For students seeking an exemption on the basis of disability:
  - A letter from Services Australia (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
  - A completed NSW School Leaver Individual Transition Plan that clearly identifies the student's disability; 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 that demonstrates a clear additional need 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).
- For students seeking enrolment into a NSW Fee Free funded training program:
  - Date of birth - USI Data (checks date of birth) & Year 10 completion or equivalent (if under 17).
  - Evidence that student has met school leaving age requirement in the form of student declaration / signature at enrolment OR a Home Schooling Certificate of Registration issued by NESA.
  - Living or Working in NSW - any Commonwealth, NSW Government or Local Council document providing evidence of living location or employer issued document confirming employment in NSW.
  - Citizenship - Australian/ New Zealand Birth Certificate, or Passport, or Green Medicare Card or Certificate of Australian Citizenship OR
  - Permanent Australian Resident - Certificate of Evidence of Resident Status (CERS) or VEVO Satus Check or Green Medicare Card OR
  - Humanitarian visa holder and Partner visa holder - relevant visa documentation or Immicard

## Disability Supplement

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**Introduction - The purpose of the Disability supplement is to provide additional information to assist with answering the disability question (Q6) in the Austrain Academy Enrolment Form.**

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**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

**'11 — Hearing/deaf'**

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

**'12 — Physical'**

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

**'13 — Intellectual'**

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**'14 — Learning'**

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

**'15 — Mental illness'**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**'16 — Acquired brain impairment'**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

**'17 — Vision'**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**'18 — Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**'19 — Other'**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

## CONCESSION FEE

**Note: Please also complete page 8 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 welfare 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), 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
- JobSeeker Payment
- Youth Allowance
- Carer Payment (See note below)
- Special Benefit
- Veterans' Affairs Pensions
- Veterans' Children Education Scheme
- Farm Household Allowance
- Family Tax Benefit Part A (maximum rate)

**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 Services Australia (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 and the allowance or benefit category; 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
- A Department of Veterans' Affairs (DVA) veteran Gold Card, Pensioner Concession Card or a DVA statement (eg. From My Service) that the student has been assessed under the Military Rehabilitation and Compensation Act 2004 at 50 or more impairment points; OR
- Austudy or JobSeeker Payment 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
- Documentary evidence that Centrelink / Department of Veteran Affairs accepts you as the dependent child, spouse or partner of a beneficiary receiving an eligible benefit or allowance.
- A DVA card in your own name, Pensioner Concession Card or document confirming the dependent status (e.g. from My Service).
- A statutory declaration can be used where evidence from Centrelink or the DVA cannot be provided.

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

- Age Pension
- Austudy
- Carer Payment (see comment below)
- Family Tax Benefit Part A (maximum rate)
- Farm Household Allowance
- Parenting Payment (Single)
- JobSeeker Payment
- Veterans' Affairs Pensions
- Special Benefit
- Veterans' Children Education Scheme
- Youth Allowance

### Comments:

- A NSW Apprentice on a JobSeeker Payment or a NSW Apprentice who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- A NSW New Entrant Trainee on a JobSeeker Payment or a NSW New Entrant who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government; this category does not include the Carer Allowance or Carer Adjustment Payment.

## **FEE FREE SCHOLARSHIP / FEE WAIVER**

**Note: A student eligible for this fee category will be exempt from fees for Smart and Skilled enrolments up to and including a Certificate IV for which they are eligible. This includes young people (aged 15-30 inclusive) who are eligible for a concession fee OR meet the out-of-home care criteria, OR students who are refugees / asylum seekers OR be able to disclose at enrolment that you meet the domestic and family violence criteria on Page 9. Eligible students are entitled to one Fee-Free Scholarship per financial year, and a maximum of two Fee-Free Scholarships over four financial years .**

**There is a limit of 50,000 Fee Free Scholarships per financial year. This limit does not apply to a student who meets the out-of-home care criteria for a fee-free scholarship.**

**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 am aged between 15 and 30 years old (inclusive) at the start of training (you must complete the Concession Fee section (page 6 & 7) 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 or a Partner of the relevant visa holder (See the following page for categories of Visa that are eligible).
- I am aged over 15 years old and am experiencing or have experienced domestic and family violence, or I am a dependent of such a 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 Families, Communities and Disability Services**
- o **Supported Care - where the Secretary of the Department of Communities and Justice forms the opinion that the child or young person needs care and protection.**
- o **Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services.**

## LIST OF APPROPRIATE EVIDENCE TO SUPPORT YOUR APPLICATION

- 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
  
- Refugees and asylum seekers who hold one of the below visas are eligible for Smart & Skilled. Provide a copy of one of the following Visas: (Please note - Visas are subject to change at any time by the Australian Department of Immigration and Border Protection.)
  - Emergency rescue visa (Subclass 203)
  - Global special humanitarian programme visa (Subclass 202)
  - In-country special humanitarian programme visa (Subclass 201)
  - Protection visa (Subclass 866)
  - Refugee visa (Subclass 200)
  - Safe Haven Enterprise visa (Subclass 790)
  - Temporary Protection visa (Subclass 785)
  - Woman at Risk visa (Subclass 204)
  - 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 (Subclass 786)  
or Temporary Humanitarian Stay visa (Subclass 449)
  - Partner (Provisional and Migrant) visa (subclass 309  
100)^ Partner visa (subclass 820 801)^
    - ^ Must also provide evidence that their sponsor holds or held one of the humanitarian visas outlined above.
  
- For students experiencing or have experienced domestic and/or family violence, or a dependent of such person:
  - Ticking the appropriate box on the previous page and signing this form
  - One (1) document from the options below:
    - A letter/declaration from one of the following categories of domestic and family violence support services or registered professionals, confirming that the student has experienced a domestic and / or family violence incident in the past five (5) years:
      - Organisations who deliver specialist homeless services (i.e. refuges and crisis accommodation), or
      - Legal Aid NSW through their Women’s Domestic Violence Court Advocacy Services, or
      - Organisations who provide Integrated Domestic Family Violence Services, or Staying Home Leaving Violence Services, or
      - Domestic Violence NSW, or
      - Any other organisation that provides support services for domestic and family violence (for example a non-government organisation or charity that is self funded), or

- A registered health practitioner, including in Aboriginal and Torres Straight Islander health, dental, medical, nursing/midwifery, pharmacy, physiotherapy, psychology, or
  - A registered social worker
- Students can self-declare that they meet the domestic and family violence definition at enrolment without providing evidence. However, evidence must be provided within 12 months or before the completion of training, whichever is sooner. You will be required to pay the student fee if evidence is not provided.

The NSW Department of Communities and Justice website provides guidance about domestic and family violence or abuse: <https://dcj.nsw.gov.au/children-and-families/family-domestic-and-sexual-violence.html>

### APPLICANT'S DECLARATION

I acknowledge that providing false, misleading 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 Services Australia (Centrelink), the Department of Veterans' Affairs, the Department of Education, 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).

Further information is available in Austrain Academy's Handbook and Privacy Policy available on our website [www.austrainacademy.com.au](http://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 by \_\_\_\_\_ on \_\_\_\_\_
- 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** \_\_\_\_\_