

## 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 10
- I have a documented disability  
– complete page 3 and 4 and declaration on page 10
- I am currently receiving a Disability Support Pension (Centrelink/Veterans' Affairs)  
– complete page 3 and 4 and declaration on page 10
- 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 10
- I am currently receiving a government Benefit or Allowance (other than Disability Support Pension)  
– complete page 6 and 7 and declaration on page 10
- 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 10
- 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 10
- 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 10
- I or my household is living in, or on the waitlist for NSW social housing  
– complete page 8 and 9 and declaration on page 10
- I am a holder of a Humanitarian Visa  
– complete page 8 and 9 and declaration on page 10
- Other circumstances apply  
– complete page 8 and 9 and declaration on page 10

**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 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](http://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. 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
- 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](http://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.**

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. (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 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 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 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:        /    /

## 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
  - 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).

## 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)  
Widow Allowance  
Partner Allowance

**Widow & Partner Allowance Note:** The Partner Allowance and Widow Allowance will transition in 2022 as recipients reach Age Pension age.

**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 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
- Documentary evidence from the Department of Veterans' Affairs stating their pension/benefit status; 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
- 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, clearly showing the CRN of the benefit recipient
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**NOTE:** 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: 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 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 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 (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 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 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 the declaration on the last page of 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
- 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)
  - 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 is required:
    - A letter of recommendation 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, 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** \_\_\_\_\_