



# Request for FEE-HELP assistance



Before completing this form, you must read the *FEE-HELP information* booklet, available each year from your higher education provider.

You must:

- complete this form if you are requesting FEE-HELP assistance for some or all of your tuition fees for your unit(s) of study. This includes students who incurred a Postgraduate Education Loan Scheme (PELS) debt for their course of study, which began prior to 1 January 2005, and who now wish to seek FEE-HELP assistance for the course;
- ensure that you **complete each question** that is relevant to you, including ticking the relevant boxes. Your form **will not be valid** unless each question is completed correctly; and
- return the completed form to the student administration at your higher education provider **on or before the census date** for your unit(s) of study. You will be provided with a copy of this form for your records.



# Request for FEE-HELP assistance

When completing this form, please use a black or blue ballpoint pen and write neatly in BLOCK LETTERS.  
You MUST read the *FEE-HELP Information* booklet before completing this form.

**1 Surname:**

**Given names:**

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**2 Date of birth:**  
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**3 Gender:**  
 Female  Male

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**4 Name of higher education provider:**

**Campus:**

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**5 Student identification number:**

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**6 Name of course of study:** (eg. Master of Business Administration)

Provider use – course of study code:

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**7 Are you a pre-2005 PELS student?**  
 (please tick the box that relates to you)  
 The FEE-HELP booklet will help you determine if you are a pre-2005 PELS student. **Your provider will be able to confirm your status.**

Yes, I am a pre-2005 PELS student and I have incurred a PELS debt prior to 1 January 2005  **Go to question 8**

No, I am not a pre-2005 PELS student  **Go to question 9**

**8 Only complete if you are a pre-2005 PELS student:**

- I began a course of study prior to 1 January 2005 and obtained a Postgraduate Education Loan Scheme (PELS) loan for part or all of my tuition fees for that course.
- I am an Australian citizen or the holder of a permanent visa eligible for FEE-HELP assistance. (For information on the eligibility requirements for holders of permanent visas, refer to the *FEE-HELP Information* booklet.)
- I wish to obtain FEE-HELP assistance for the remainder of my course and I understand that the loan will be subject to the FEE-HELP provisions in the *Higher Education Support Act 2003* (for information about these provisions refer also to the *FEE-HELP Information* booklet).

**I have read each of the statements above, agree to them and/or declare that they are true**

Write yes or no **Go to question 10**

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**9 What is your citizenship status?**  
 (please tick the box(es) that relate to you)

I am an **Australian citizen**  **Go to question 10**

I am a **New Zealand citizen** (who is not also the holder of a permanent visa)

You are not eligible for FEE-HELP assistance.  
**Do not complete this form.**

I am the **holder of a permanent visa**

Is your course a bridging course for overseas trained professionals, and will you be resident in Australia for the duration of the unit(s) of study for which you are applying for FEE-HELP?

Yes  **Go to question 10**

No

Is your visa a permanent humanitarian visa, and will you be resident in Australia for the duration of the unit(s) of study for which you are applying for FEE-HELP?

Yes  **Go to question 10**

No

You are not eligible for FEE-HELP assistance.  
**Do not complete this form.**

**10 Tax File Number (TFN):**

Your provider is authorised under the *Higher Education Support Act 2003* to collect your TFN. It is not an offence not to provide your TFN. However, you will not be able to obtain FEE-HELP assistance for the amount of your tuition fees that remain unpaid on the census date unless you give your provider, on or before the census date, either your TFN or a *Certificate of application for a TFN* from the Australian Taxation Office (the 'Tax Office'), stating that you have applied for a TFN.

Note: as TFNs are usually provided within 28 days of application, it is essential that you apply early to ensure you have your TFN on or before the census date. If you are applying for a TFN for the purpose of obtaining a FEE-HELP assistance and it is within one month before the relevant census date, you should request the Tax Office to issue you a Certificate of application for a TFN. If you haven't received your TFN within 10 days before the census date, you should provide this certificate to your provider as proof that you have applied, and then quote your TFN once you receive a Tax File Number Advice from the Tax Office.

Your provider is authorised to retain your TFN information only for the purpose of reporting details of your FEE-HELP assistance to the Tax Office. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken.

**Go to question 11**

**11 Declaration – all students must complete this section:**

- I have read the *FEE-HELP Information* booklet and I am aware of my obligations if I receive FEE-HELP assistance.
- The information on this form is complete and correct and I can produce documents to verify it if required.
- I request the Commonwealth to lend me the amount of those tuition fees outstanding at the census date and to use the amount so lent to pay the fees outstanding to my provider on my behalf.
- I understand that a 20% loan fee will be applied to the amount of FEE-HELP assistance if it relates to an undergraduate course of study, and that this loan fee will be included in my FEE-HELP debt.
- I understand that I will repay to the Tax Office the amount that the Commonwealth has loaned to me (plus the loan fee if applicable). These repayments will be made in accordance with Chapter 4 of the *Higher Education Support Act 2003*, when my income reaches a certain level, even if I have not completed my studies.
- I understand that my debt with the Commonwealth will remain if I withdraw or cancel my enrolment after the census date but that my debt may be removed by my provider in special circumstances.
- I understand that I will not be able to obtain FEE-HELP assistance if I do not provide my TFN or a *Certificate of application for a TFN* from the Tax Office to my provider on or before the census date.
- I understand that I will no longer be able to obtain FEE-HELP assistance when the total amount of FEE-HELP assistance I have obtained reaches the FEE-HELP limit as set out in the *Higher Education Support Act 2003*.
- I understand that I am able to cancel this request, in writing, at any time, with my provider, and that it will no longer apply from that time.
- I understand that my personal information will be stored by the Department of Education, Science and Training in order to administer my Commonwealth assistance.
- I understand that if my eligibility for FEE-HELP changes I must notify my higher education provider.
- I understand that the:
  - authority to collect the information on this form is contained in the *Higher Education Support Act 2003*;
  - information is collected for programme administration purposes;
  - information may be shared for these purposes between the Tax Office and the Department of Education, Science and Training; and
  - information may not otherwise be disclosed without my consent unless authorised or required by law.
- I understand that giving false or misleading information is a serious offence under the Criminal Code.**

**I have read each of the statements above, agree to them and/or declare that they are true**

Write yes or no

Signature

Date  /  /