UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

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UTS CRICOS provider code: 00099F
Insearch CRICOS provider code: 00859D

Insearch Limited is a controlled entity of the University of Technology Sydney (UTS), a registered private higher education provider of pathways to UTS.

Step-by-step instructions to access eStudent:

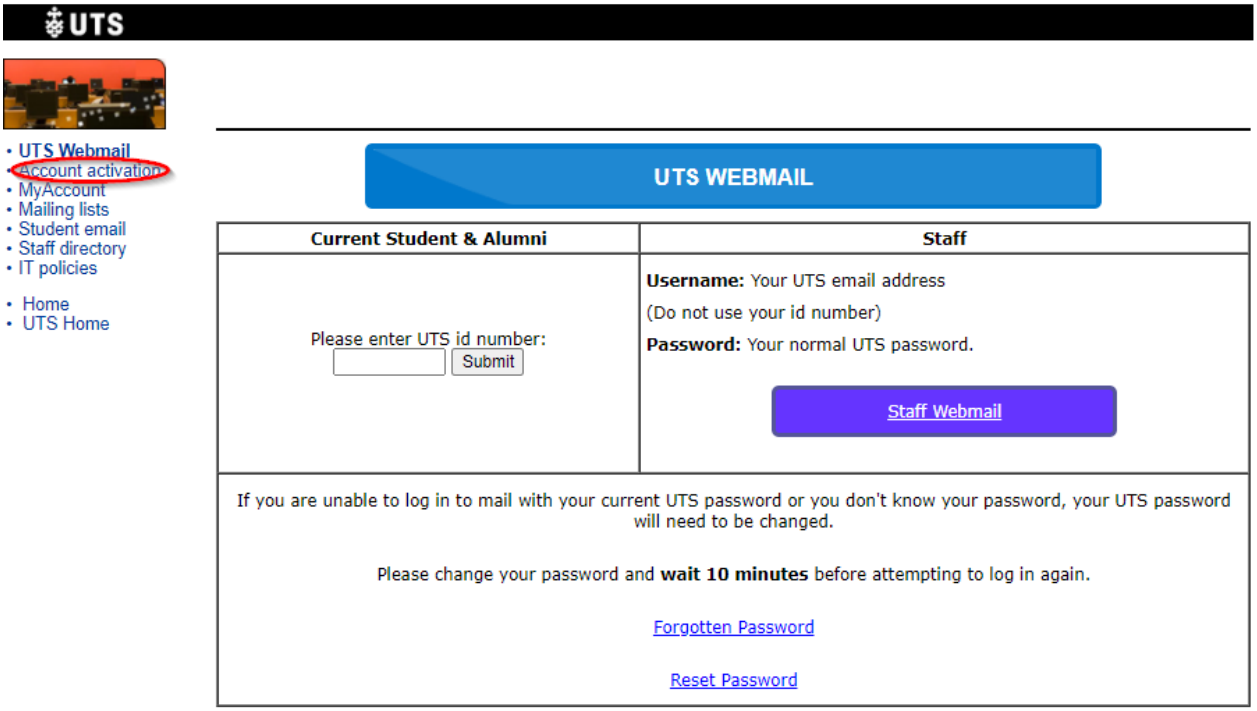
a) Activate your UTS email account

b) Submit electronic Commonwealth Assistance Form (eCAF) if you are eligible for FEE-HELP and wish to use the FEE-HELP loan scheme

a) Activate your UTS email account

Before you can log into eStudent to submit your eCAF, you need to activate your UTS email account. Follow the below steps. Please note, you can only activate your UTS email once.

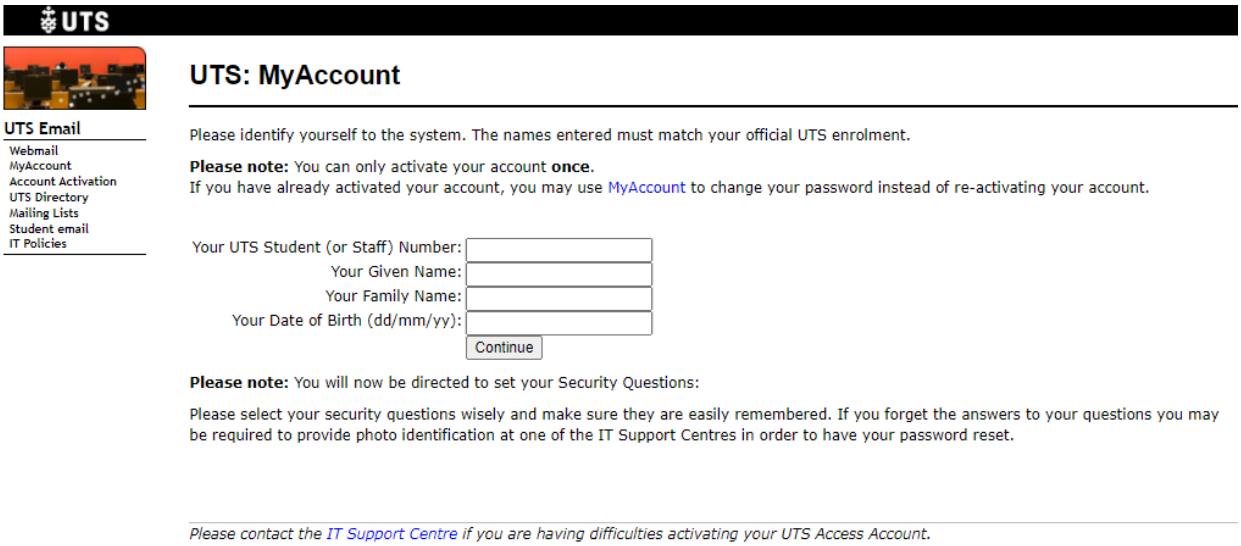
1. **Click** **www.uts.edu.au/email** then click "Account Activation" on the left menu.



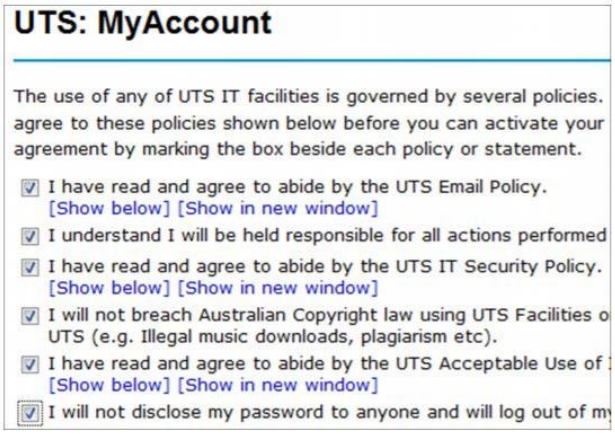
2. **Enter your**

   - **Student Number (found in your offer letter)**
   - **Given Name (First Name)**
   - **Surname (Last Name)**
   - **Date of Birth (dd/mm/yy)**

   Click **Continue**



3. **Read the UTS IT Security Policies and tick all the boxes**



4. **Select three secret questions and enter the answers**
   Click **Set Security Questions** to continue

5. **Enter your password in both boxes then click Set Password to finish.**

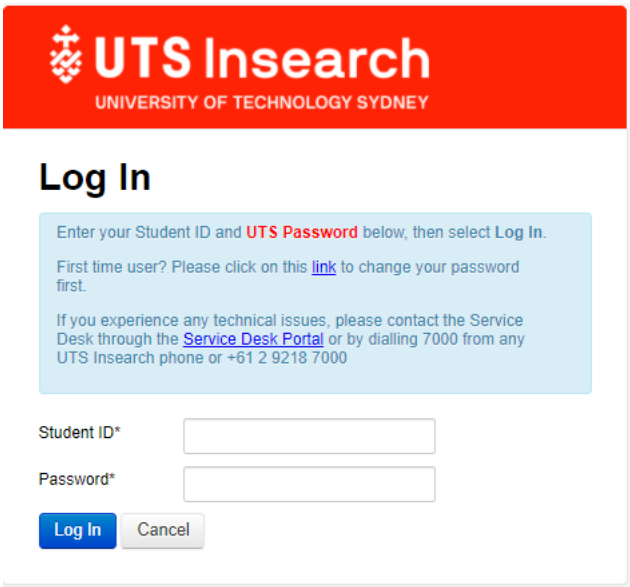
Your UTS email account is now activated. Now continue to **b) Submit eCAF**

b) Submit electronic Commonwealth Assistance Form (eCAF)

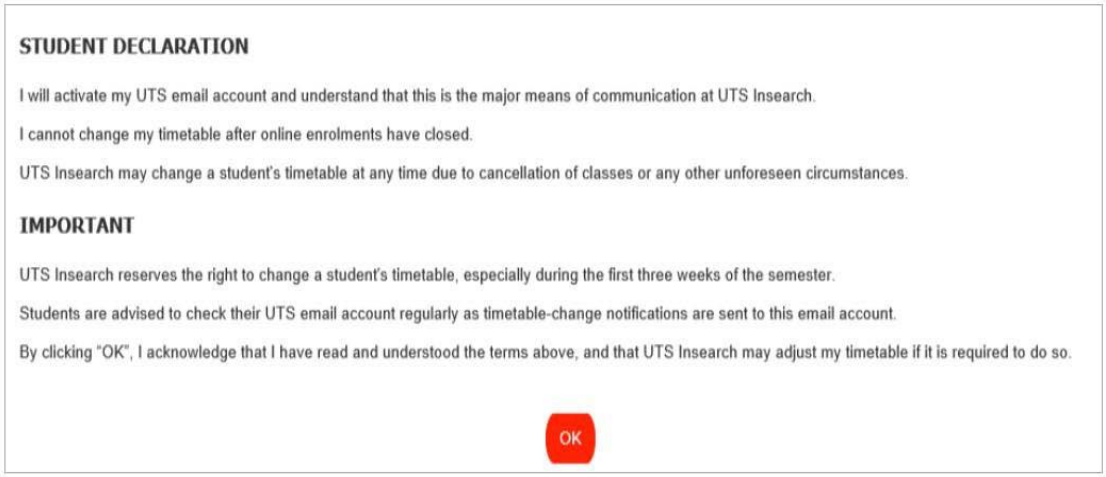
Only submit an eCAF if you are eligible to apply for FEE-HELP and wish to use the FEE-HELP loan scheme.

1. **Log into the eStudent portal by clicking:** https://estudent.insearch.edu.au

   Enter your UTS Insearch Student ID and the new password you created.



2. **You will need to make a declaration by clicking OK on the Student Declaration**



STUDENT DECLARATION

I will activate my UTS email account and understand that this is the major means of communication at UTS Insearch.

I cannot change my timetable after online enrolments have closed.

UTS Insearch may change a student's timetable at any time due to cancellation of classes or any other unforeseen circumstances.

IMPORTANT

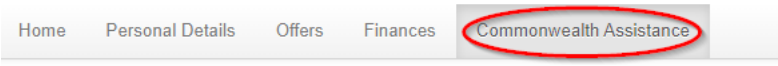
UTS Insearch reserves the right to change a student's timetable, especially during the first three weeks of the semester.

Students are advised to check their UTS email account regularly as timetable-change notifications are sent to this email account.

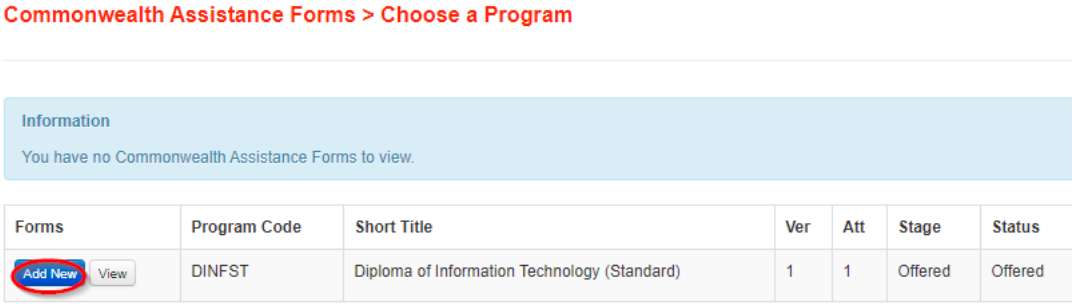
By clicking "OK", I acknowledge that I have read and understood the terms above, and that UTS Insearch may adjust my timetable if it is required to do so.

OK

3. **Click the "Commonwealth Assistance" tab on the tool bar**

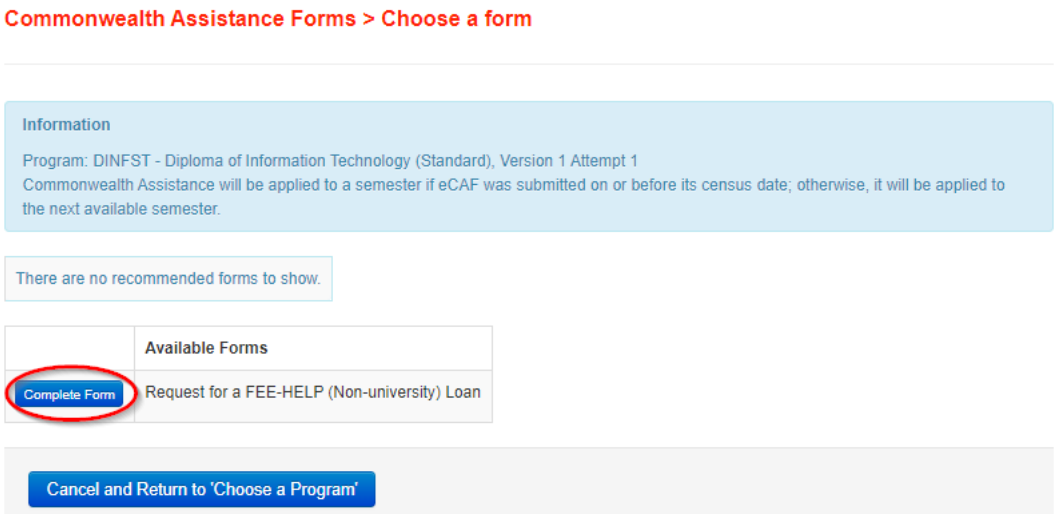


4. **Your course details will appear on the following screen. Click 'Add New'.**



5. **Select Complete Form**

Request for a FEE-HELP (Non-University) Loan form is the only form available. This is your eCAF.



6. **The following screen will appear:**

Warning

Please note that you must answer 'Yes' to the **Will you be studying at least part of your course of study in Australia?** or **Will you be resident in Australia for the duration of your unit(s) of study?** questions below in order to submit this form. If you answer 'No' to these questions, you are not eligible for a FEE-HELP (Non-university) loan and will be unable to submit this form. For more information, please visit Study Assist.

Request for a FEE-HELP loan
Non-university higher education providers

1. Read the *FEE-HELP Information* booklet.
2. Complete each section and question that is relevant to you.
3. Sections C and D are to get a FEE-HELP loan.
4. Tick the declaration at item 15.
5. Submit the completed form.
6. Print a copy for your records.

WHAT IS A FEE-HELP LOAN?

FEE-HELP is an Australian Government (Government) loan scheme to help eligible fee-paying students pay their tuition fees. A 25% loan fee will be applied to your FEE-HELP loan if it relates to an undergraduate course, and that this loan fee will be included as part of your accumulated HELP debt.

This is the form you must use if you are studying through a non-university higher education provider and want to apply for a FEE-HELP loan. 'Non-university' refers to all higher education providers not listed as Table A or B in the *Higher Education Support Act 2003* (the Act).

HOW TO COMPLETE THIS FORM

1. You MUST read the *FEE-HELP Information* booklet before completing this form. This booklet contains detailed information about:
   - who can get a FEE-HELP loan and how it works,
   - the terms and conditions of the loan, and
   - an explanation of the words and terms used in this form.
2. To complete this form read the **Notes** at the end of the form.
3. Complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly.
4. Submit the completed form on or before the census date for your unit(s) of study.
5. Please print a copy of this form for your records.

REMEMBER

- You will get a FEE-HELP loan for a unit of study only if you remain eligible and have enough available HELP balance to cover your tuition fees. It is your responsibility to know your available HELP balance and you must advise your provider if you do not have enough available HELP balance to cover your tuition fees. Your provider may set an earlier **administrative date** for the submission of this form - you should check with them.
- This electronic Commonwealth Assistance Form (eCAF) is the **only valid** electronic version of this form. PDF printouts are **not valid** and you will **not** be eligible for a FEE-HELP loan if you submit a PDF printout of this form. Government-issued paper versions of the form are available from your provider.

You MUST read the ***FEE-HELP Information*** booklet before completing this form.

7. **Complete Section A**
   - Your name is pre-populated. Please only edit if incorrect.

     It must match the name you used when first applying to UTS Insearch **AND** the one you used to apply for a Tax File Number (TFN).
   - Enter your date of birth and gender.

     It must match the date of birth you provided when you first applied to UTS Insearch.
   - Your address will be pre-populated and cannot be changed.

8. **Section B will be pre-populated and cannot be edited**

IMPORTANT INFORMATION

The department has endeavoured to ensure that the information in this publication is consistent with HESA and guidelines made under HESA. However, if there is any inconsistency between this form and HESA or guidelines, HESA will take precedence.

SECTION A. STUDENT DETAILS

1. Last name: vpyhdd

First name(s): uwjvao

2. Date of birth: (dd/mm/yyyy)

3. Gender:

4. Residential address:

emipfvkngqdttswizsf aczfxrdnzbypcmhztjir uwfvbrybmphpwtecchgn

Suburb: oyfsumtsjiaqs

State: NSW

Postcode: 2000

SECTION B. PROVIDER

5. Name of provider: Insearch Limited

Campus: Insearch

6. Student identification number: [redacted]

7. Name of course: Diploma of Information Technology (Standard)

(eg. Master of Business Administration)

Course Code: DINFST

8. Basis for assessment of student's academic suitability

- Australian Senior Secondary Certificate of Education (year 12 Certificate) or ATAR score awarded by an agency or authority
- Australian Qualifications Framework (AQF) Certificate IV or higher qualification
- Special Tertiary Admissions Test (STAT)
- Professional/paraprofessional qualifications or employment experience
- Audition/Portfolio/Interview
- Other

Other basis for assessment of student's academic suitability:

High School Grades

9. **Complete Sections C and D** to provide your Tax File Number (TFN) or upload a copy of your TFN Application Summary and Australia Post receipt.

SECTION C. CITIZENSHIP/VISA STATUS

To be eligible for a FEE-HELP loan, you MUST meet the relevant requirements at item 9, 10, 11 or 12 in this section. Please tick the box(es) that apply to you.

9. I am an Australian Citizen — Yes ○

Will you be studying at least one unit of study of your course in Australia? — Yes ○ No ○ (if 'Yes', go to section D.)

If 'No', you are not eligible for a FEE-HELP loan.
DO NOT COMPLETE THIS FORM.

10. I am a holder of a permanent humanitarian visa (If you need help confirming your visa subclass visit Visa Entitlement Verification Online (VEVO) or contact your provider). — Yes ○

Will you be studying at least one unit of study of your course in Australia? — Yes ○ No ○ (if 'Yes', go to section D.)

If 'No', you are not eligible for a FEE-HELP loan. **DO NOT COMPLETE THIS FORM.**

Read Note 1 about residency requirements.

11. I am a New Zealand (NZ) citizen and hold a Special Category Visa (SCV), and I meet ALL of the below criteria: — Yes ○

- I first began to be usually resident in Australia at least 10 years before the test day* and at that time I was a dependent child** and
- I have been in Australia for at least:
  - A total of 8 out of 10 years immediately before the test day; and
  - A total of 18 months out of the two years immediately before the test day.

Will you be studying at least one unit of study of your course in Australia? — Yes ○ No ○ (if 'Yes', go to section D.)

If 'No', You are not eligible for a FEE-HELP loan. **DO NOT COMPLETE THIS FORM.**

☐ ***I have Documentary Evidence that I began residing in Australia as a minor at least 10 years immediately before the test day.*** (you will need to supply this to your provider on or before the census date).

12. I am a holder of a permanent non-humanitarian visa (If you need help confirming your visa subclass visit Visa Entitlement Verification Online (VEVO) or contact your provider). — Yes ○

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 a FEE-HELP loan? — Yes ○ No ○ (if 'Yes', go to section D.)

If 'No', You are not eligible for a FEE-HELP loan. **DO NOT COMPLETE THIS FORM.**

SECTION D. TAX FILE NUMBER (TFN)

Read Note 2 about TFNs.

ONLY complete this section if you answered 'yes' at item 9, 10, 11 or 12 in section C.

To be eligible for a FEE-HELP loan, you MUST supply your valid TFN or your *Certificate of application for a TFN* in this section. Your provider is authorised under HESA to collect and retain your TFN only for the purpose of reporting details of your FEE-HELP loan to the Australian Taxation Office (ATO).

Declining to quote your TFN or provide your certificate is not an offence. However you will not be able to get a FEE-HELP loan for the amount of your tuition fees that remain unpaid on the census date.

To be eligible for a FEE-HELP loan, your TFN and personal information provided in this form needs to be verified with the ATO. If, by the unit's census date, your information is not assessed as correct, your application will not be finalised and you will be ineligible for a FEE-HELP loan.

13. Your Tax File Number _____ (It will have 9 digits e.g. 123 456 789)

OR

☐ ***Certificate of application for a TFN attached*** (You must submit your certificate with your form as proof that you have applied for a TFN. You must advise your provider of your TFN within 21 days of receiving it).

Go to section E.

10. Complete Section E by ticking the boxes to confirm your declaration.

SECTION E. DECLARATION

For this *Request for a FEE-HELP loan Non-university higher education providers form* to be valid, you MUST tick all the boxes in this section and tick the declaration at item 15.

14. By submitting this form, you are declaring that you agree to the following statements:

Read Note 3 about repaying HELP debt.

☐ **I am requesting that:**

- the Government lends me the amount of tuition fees for unit(s) of study in my course that remain unpaid at the census date. I will not receive the money but it will be paid to my provider on my behalf.

☐ **I am declaring that:**

- the information on this form is complete and correct and I can produce documents to verify this if required.
- I have read and understood the **Notes** at the end of this form.
- I have read the *FEE-HELP Information* booklet and I am aware of my obligations under the FEE-HELP loan scheme.

☐ **I understand that:**

- from 2020, there is a combined HELP loan limit in place. I can visit www.studyassist.gov.au for more information.
- over my lifetime, the amount of FEE-HELP (and HECS-HELP/ VET Student Loans/VET FEE-HELP) that I access must not exceed the combined HELP loan limit as set out in HESA.
- it is my responsibility to be aware of my available HELP balance. If I am approaching my combined HELP loan limit, and may not have enough HELP balance to cover my tuition fees, it is my responsibility to advise my provider(s). In this situation, I must tell my provider(s) how much FEE-HELP I wish to access for my unit(s) of study.
- it is my responsibility to keep track of my entitlements to ensure I do not go over the combined HELP loan limit.
- when I first enrol with a provider, I will be given a tracking number, called a Commonwealth Higher Education Student Support Number (CHESSN). I must make a note of my CHESSN and keep it in a safe place. My CHESSN is important because I will use it to track all my HELP entitlements through the MyHELPBalance portal (www.myHELPbalance.gov.au). It is important that I only have one CHESSN across the life of my studies, even if I study with multiple providers. If I have already had one CHESSN, and am undertaking further studies with a new provider, I must tell my new provider of my CHESSN. I will visit the MyHELPBalance portal regularly during my studies to ensure my records are accurate and that my records include all units of study I have undertaken. I can visit www.studyassist.gov.au for more information.
- if I undertake 8 or more units as part of a bachelor or above level qualification, or 4 or more units as part of a sub-bachelor qualification, I must pass at least 50% of these units to remain eligible for a FEE-HELP loan for this course at my provider. If I do not maintain this pass rate, I will need to pay my tuition fees upfront to continue in this course unless I am able to demonstrate to my provider that special circumstances apply.
- a 25% loan fee will be applied to the FEE-HELP loan if it relates to an undergraduate course, and this loan fee will be included as part of my HELP debt.
- I understand the Government may place the following limits on my provider regarding: the amount of students who can get a FEE-HELP loan, the actual loan amount available, and whether FEE-HELP loans will only be available for certain course modes of delivery. I understand I will not be eligible for FEE-HELP, if by giving FEE-HELP to me, my provider would exceed any limits placed on it by the Government.
- I have an obligation to repay to the ATO the amount that the Government has loaned me, plus the loan fee if applicable, regardless of whether I complete my studies or not, and regardless of where I live, including overseas.
- my debt to the Government will remain if I withdraw or cancel my enrolment from my course after the census date but my debt may be removed by my provider in special circumstances. My HELP balance will then be re-credited. I can visit www.studyassist.gov.au for more information.
- my HELP debt will be indexed annually in line with HESA, which I also agree to repay to the ATO.
- I am able to cancel this request, in writing, at any time, with my provider, and it will no longer apply from that time. However, I must do this on or before the census date, otherwise I will have a debt to the Government that I am legally required to repay.
- if my eligibility for a FEE-HELP loan changes, I must notify my provider.

Read Note 4 about personal information.

- by submitting this form, I am consenting to the collection, use and disclosure of my personal information as outlined in **Note 4**.
- giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Go to item 15.

15. Declaration:

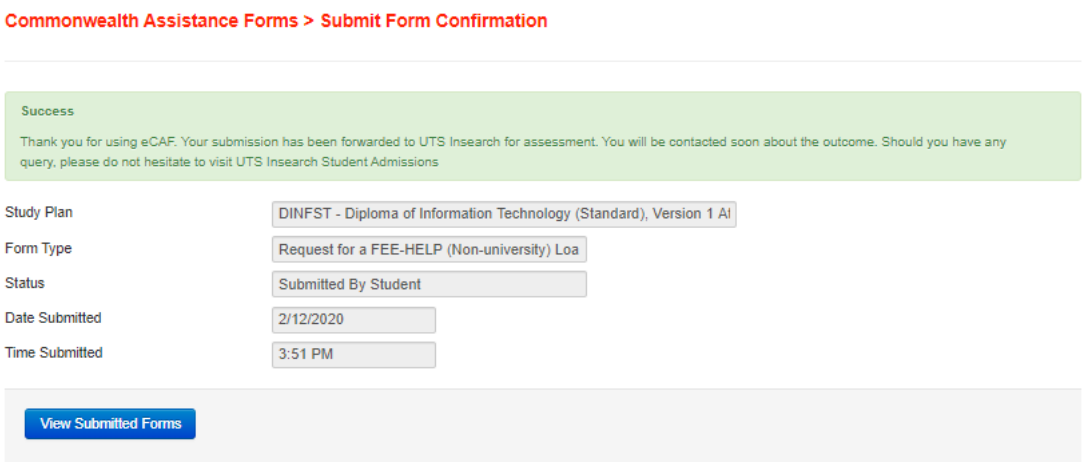
☐ **I Agree**

The fine print: important information you need to know about completing this form and your FEE-HELP Loan.

11. Read the Notes for important information you need to know about completing this form and your FEE-HELP Loan.

12. Click the 'Submit' button.

A Submit Form Confirmation screen will appear. After submitting your eCAF, you can view and print a copy for your records.



After you have submitted your eCAF on eStudent, UTS Insearch will:

1. Assess your FEE-HELP application.
2. Confirm you have adequate FEE-HELP balance to cover the cost of the course you have accepted.
3. Issue you with Orientation and Academic Preparation Week information.