

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.utscollege.edu.au/

Enter your UTS College Student ID and the password you created. Click Log In.

UTS UNIVERSITY OF TECHNOLOGY SYDNEY
Log In
Enter your Student ID and UTS Password below, then select Log In . You can find the steps to set up your UTS email, <u>here</u> . Ensure you complete the steps before seeking technical support from the Service Desk through the <u>Service Desk Portal</u> , or by dialing 7000 from any UTS College phone, or <u>+61 2 9218 7000</u>
Student ID*
Log In Cancel

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 College.
I cannot change my timetable after online enrolments have closed.
UTS College may change a student's timetable at any time due to cancellation of classes or any other unforeseen circumstances.
IMPORTANT
UTS College 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 College may adjust my timetable if it is required to do so.
ок

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



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

Commonwealth Assistance Forms > Submitted Forms



5. The following screen will appear:

Commonwealth Assistance Form > Request for FEE-HELP (Non-table) Loan

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-table) loan and will be unable to submit this form. For more information, please visit Study Assist.

Request for a FEE-HELP loan

*Non-table higher education providers

- 1 Read the FEE-HELP Information booklet.
- 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.

Your FEE-HELP loan is subject to the combined Higher Education Loan Program (HELP) loan limit and the renewable HELP balance. Visit www.studyassist.gov.au for more information so you understand how they affect you.

WHAT IS A FEE-HELP LOAN?

FEE-HELP is an Australian Government (Government) loan scheme to help eligible full fee-paying students pay their tuition fees. A 20% loan fee will be applied to your FEE-HELP loan if it relates to an undergraduate course, and this loan fee will be included in your HELP debt.

"This is the form you must use if you are studying through higher education providers not listed as Table A or B in the *Higher Education Support Act 2003 (HESA)*.

HOW TO COMPLETE THIS FORM

- You MUST read the FEE-HELP Information booklet before completing this eCAF. 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 on this eCAF.
- 2. Ensure you have read the Notes at the end of the form.
- Complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly.
- 4. Submit this eCAF on or before the census date for your unit(s) of study.
- 5. Please print a copy of this form for your records.

- 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 HELP balance and you must advise UTS College if you do
 not have enough HELP balance to cover your tuition fees. You can check your HELP balance on
 the myHELPBalance portal.
- UTS College may set an earlier administrative date for the submission of this form you should check with them.
- Check all information carefully. Some of the information on this form is supplied by UTS College. You should thoroughly check these details and if any of the information on this form is incorrect, do not submit. Please notify UTS College of any incorrect information.

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

6. Complete Section A

- Your names are pre-populated. They must match the names used when you apply for a Tax File Number (TFN), and the ones to create a Unique Student Identifier (USI). Only edit if incorrect.
- Enter your date of birth and gender. It must match the date of birth you provided when you first applied to UTS College.
- Your address 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:			
First name(s):			
Middle name(s):			
2. Date of birth:	(dd/mm/yyyy)		
3. Gender: 🗸 🗸			
4. Residential address:			
No reading transmit			
Suburb:	State: Postcode:		
Carbona	×		

7. Section B will be pre-populated and cannot be edited unless this is the first time you provide your USI to us. *Enter your Unique Student Identifier (USI) in ALL CAPITAL letters.

SECTION B. PROVIDER
5. Name of provider: UTS College Limited
Campus: UTS College
6. Student identification number:
Unique Student Identifier (USI) (Mandatory) :
To be eligible for a FEE-HELP loan, you MUST supply your verifiable USI in this section. The Department and your education provider are authorised under the <i>Student Identifiers Act 2014</i> , to collect and retain your USI for the purposes of administering your Commonwealth supported place and loans under the <i>Higher Education Support Act 2003 (HESA)</i> , including to report details of your FEE-HELP loan to the Australian Taxation Office (ATO) and to connect you to your loan information. <i>HESA</i> , the <i>Privacy Act 1988</i> and the <i>Student Identifiers Act 2014</i> protect your USI information.
Declining to quote your USI is not an offence. However, by not doing so, you will be unable to get a FEE-HELP loan for the amount of your tuition fees which remain unpaid on the census date.
Note: From 2023 all students must have a USI to graduate and receive their award, unless an exemption applies. If you started your higher education or VET study with Commonwealth assistance after 2021, or you studied at any time in 2023, you should already have a valid USI. Check if you have a USI, or create your USI easily here: https://portal.usi.gov.au/student
You should only have one USI, as you keep the same USI for life. Please ensure your account details on the USI Registry system are up to date and correctly match the details (first, middle and last names, date of birth) with the detail provided here in your eCAF. If these details do not match, verification will fail and your education provider will contact you to resolve the issue, and you will need to resubmit this form. You can check your details by logging into your USI account here: https://portal.usi.gov.au/student

7. Name of cours	e: Diploma of Business (Standard)
	(e.g. Master of Business Administration)
Course Code:	DBUSST
8. Basis for asse	essment of student's academic suitability
 Australian Senio or authority 	or Secondary Certificate of Education (year 12 Certificate) or ATAR score awarded by an agency
 Australian Quali 	fications Framework (AQF) Certificate IV or higher qualification
 Special Tertiary 	Admissions Test (STAT)
 Professional/par 	raprofessional qualifications or employment experience
Audition/Portfol	io/Interview
Other	
Other basis for	assessment of student's academic suitability:
High School Grad	es

8. Complete Sections C to declare your citizenship/visa status

	HELP loan. DO NOT COMPLETE THIS
HELP loan?	If 'No', you are not eligible for a FEE-
Will you be resident in Australia for the duration of your unit(s) of study for which you are applying for a FEE-	Yes No (if 'Yes', go to section D.)
• is the holder of a subclass 155 or subclass 157 Resident R	teturn visa.
• was previously a permanent humanitarian visa holder; an	d
 not a permanent humanitarian visa holder: and 	
An eligible former permanent humanitarian visa holder means	s a person who is:
*For eligible former permanent humanitarian visa holders, ple citizenship type.	ease select permanent visa holder as the
College).	
Entitlement Verification Online (VEVO) or contact UTS	
(If you need help confirming your visa subclass visit Visa	
10. I am a permanent humanitarian visa holder or eligible former permanent humanitarian visa holder*	Yes
	DO NOT COMPLETE THIS FORM.
	HELP IOAN.
	If 'No', you are not eligible for a FEE-
course in Australia?	0
Will you be studying at least one unit of study of your	Yes No (if 'Yes', go to section D.)
9. I am an Australian Citizen	Yes 🔿
this section. Please tick the box(es) that apply to you.	
To be eligible for a FEE-HELP loan, you MUST meet the releva	nt requirements at item 9, 10, 11 or 12 i

11. I am a New Zealand (NZ) citizen and hold a Special Category Visa (SCV), or a New Zealand citizen who is a permanent visa holder and formerly held a Special Category Visa (SCV), and I meet ALL of the below criteria:(If you need help confirming the student's Special Category Visa status visit the Visa Entitlement Verification Online (VEVO) site.)	Yes 🔿
 I first began to be usually resident in Australia at least 10 time I was a dependent child**, and have not ceased bein time; and I have been in Australia for at least: 	years before the test day* and at that ng usually resident in Australia since that
 A total of 8 out of 10 years immediately before the ter A total of 18 months out of the two years immediately 	st day; and v 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 Ioan. DO NOT COMPLETE THIS FORM.
I have Documentary Evidence that I began residing i years immediately before the test day. (you will need to census date).	in Australia as a minor at least 10 supply this to UTS College on or before the
12. I am a permanent non-humanitarian visa holder / permanent resident (If you need help confirming your visa subclass visit Visa Entitlement Verification Online (VEVO) or contact UTS College).	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.

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

Read Note 2 about TFN	3.
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 lo a TFN in this section.	ban, you MUST supply your valid TFN or your Certificate of Application for
The department and UTS Colle for the purposes under <i>HESA</i> , ATO. To be eligible for a FEE-H be verified with the ATO. If, by match your personal data held for a FEE-HELP loan.	ge are authorised under the <i>HESA</i> to collect, use or disclose your TFN only including for the purpose of reporting details of your FEE-HELP loan to the ELP loan, your TFN and personal information provided in this eCAF need to the unit's census date, the information supplied in your eCAF does not by the ATO, your application will not be finalised and you will be ineligible
Declining to quote your TFN or not doing so, you will be unab unpaid on the census date.	your Certificate of Application for a TFN is not an offence. However, by le to get a FEE-HELP loan for the amount of your tuition fees which remain
You need a TFN if you want to debt are made through the Au on this eCAF you are requestir unpaid at the census date for will be paid to UTS College on **Note: TFNs are usually prov make sure you have your TFN Australia Post. You can find ho	use a FEE-HELP loan to pay for your study as repayments on your HELP stralian tax system using your TFN to identify you. By providing your TFN ig the Commonwealth loan you the amount of tuition fees that remain the unit(s) of study in your course. You will not receive the money, but it your behalf. Privacy and taxation laws protect your TFN information. ided within 28 days of application. It is essential that you apply early to on or before the census date. The fastest way to apply for a TFN is with w to apply at www.ato.gov.au/Individuals/Tax-file-number/.
13. Your Tax File Number	(It will have 9 digits e.g. 123456789)
OR	
Certificate of application before the census date. You m proof that you have applied fo receiving it).	for a TFN attached (You will need to supply this to UTS College on or ust submit a photo or scanned copy of your certificate with your form as r a TFN. You must advise UTS College of your TFN within 21 days of
Go to section E.	

TAY FUE NUMBER (TEN)

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

SECTION E. DECLARATION

For this *Request for a FEE-HELP loan Non-table 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 eCAF, you are declaring that you agree to the following statements:

Read Note 3 about repaying HELP debt.

□ I am requesting that:

- The FEE-HELP loan assistance from the Commonwealth to be paid to my course provider on my behalf.
- The Commonwealth 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:

- I have an obligation to repay through the ATO the amount that the Commonwealth 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 if I live overseas.
- My debt to the Commonwealth will remain if I withdraw or cancel my enrolment in my unit of study or course after the census date but my HELP balance may be re-credited by my provider in special circumstances. I can visit www.studyassist.gov.au for more information.
- My FEE-HELP loan will form part of my HELP debt which will be indexed on 1 June each year based on the Consumer Price Index in line with HESA, which I also agree to repay to the Commonwealth through the ATO.
- Indexation is added to HELP debts, which means the amount I repay in total is likely to be more than the original amount of the loan.
- The information on this eCAF is complete and correct and I can produce documents to verify this if required.
- I have sufficient HELP balance to cover my tuition fees or have advised my provider of how much FEE-HELP I wish to access.
- 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:

- I am requesting a loan from the Australian Government that I am legally required to repay.
- By submitting this eCAF, I am providing a digital signature.
- I must either make a full upfront payment or provide my TFN (or the certificate from the ATO) to my
 provider on or before the census date otherwise my enrolment in the unit(s) of study may be
 cancelled.
- It is my responsibility to be aware of my available HELP balance and to advise my provider(s) if I am
 approaching my HELP loan limit and may not have enough HELP balance to cover my tuition fees.
- For 2024, the HELP loan limit is \$174,998 for students in medicine, dentistry, veterinary science, and specified aviation courses, and \$121,844 for students in all other courses.
- If my eligibility for a FEE-HELP loan changes, I must notify my provider.
- My available HELP balance is the amount of HELP assistance I have available to borrow. My available
 HELP balance is the difference between the HELP loan limit and the amount of FEE HELP, VET
 Student Loans, and VET FEE HELP loans, and HECS-HELP loans from 1 January 2020, I have already
 received plus repayments I have made against the debt from 1 July 2019. I can visit
 www.studyassist.gov.au for more information.
- If I applied for Commonwealth assistance between 2005 and 1 January 2021, I would already have a
 government identifier, known as 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. It is
 important that I only have one CHESSN across the life of my studies, even if I study with multiple
 providers. If I already have one CHESSN, and am undertaking further studies with a new provider, I
 must tell my new provider 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.
- I must have a valid USI prior to the census date in order to be entitled to FEE-HELP under HESA. My USI will be used to connect my student loan information to my personal details. I understand that I can log in and check or update my details at any time. My USI is important because I will use it to track all my HELP entitlements through the myHELPBalance portal. It is important that I only have one USI across the life of my studies, even if I study with multiple providers. If I already have a USI, and am undertaking further studies with a new provider, I must tell my new provider my USI. 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.
- All higher education students, including those who commenced prior to 2021, must have a USI in
 order to be eligible for a CSP, be entitled to Commonwealth financial assistance (HECS-HELP, FEEHELP, OS-HELP, SA-HELP and STARTUP-HELP) and to graduate and receive their award (unless an
 exemption applies).
- In order to receive FEE-HELP assistance I must not exceed a study load of 2.0 Equivalent Full Time Study Load (EFTSL) (2 years full time study) per year, unless my provider determines that an additional unit of study will not impose an unreasonable study load on me.
- For undergraduate units of study with a census date on or after 1 January 2023, a loan fee of 20 per cent will be applied to my FEE-HELP loan, and this loan fee will be included as part of my HELP debt.
- If I am studying at a Table B provider (Bond University, Torrens University or the University of Divinity), a loan fee will not be applied to my FEE-HELP.
- I am able to cancel this request for FEE-HELP, in writing, at any time with my provider. If I cancel my
 request on or before a unit's census date, I will not be charged for that unit. Where withdrawal
 occurs after the census date, I will incur a debt to the Commonwealth for those units (that I am
 legally required to repay) unless I apply to have my HELP debt re-credited under 'special
 circumstances'.

Read Note 4 about personal information.

- By submitting this eCAF, 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.



NOTE 4 - Use of personal information	
Your personal information, including your TFN and USI, is protected by law, includin Act 1988 (Cth), the Student Identifiers Act 2014 (Cth) (SI Act), and HESA. The Aur Department of Education (the department) (GPO Box 9880, Canberra ACT 2601, p 046), collects your personal information, including your USI, for the purpose of adr scheme, which includes verifying your eligibility for a loan and for overseas HELP d the HESA. The department also collects your personal information for the purpose statistics, policy formation, tuition assurance and broader HELP program managem may also collect your USI from your education provider, where the provider submit behalf. The collection, use and disclosure of your personal information is authorisee 10 and Division 180 of HESA. If you do not provide the information required in this be eligible for Commonwealth assistance.	ng under the Privacy stralian Government hone: 1300 566 ministering the HELP ebt recovery under of research, tent. The department is your eCAF on your d under section 179- form, you may not
The information you have provided on this eCAF (your TFN, USI and email address UTS College for the purposes of them satisfying their reporting obligations to the d) will be shared with epartment.
The department may disclose your information, including your USI, to Australian G including:	overnment agencies,
 the Student Identifiers Registrar for the purposes of verifying your USI the ATO for the purposes of calculating and administering your HELP debt Services Australia for the purposes of pre-populating your claim for a student p assessing or reviewing your eligibility or entitlement for a student payment; and * the Commonwealth Ombudsman if you lodge a complaint in relation to your HE compliance with UTS College under HESA. 	ayment and ELP loan or
Your personal information may also be shared with the Higher Education Tuition Pro Director) for the purposes of administering arrangements relating to tuition protect the <i>Tertiary Education Quality and Standards Agency Act 2011</i> (TEQSA Act). The D your information to other higher education providers for the purposes of facilitating replacement provider under tuition protection arrangements.	otection Director (the tion under HESA and irector may disclose g your transfer to a
The department and Director may also disclose your personal information to the A Actuary to assist with the performance of duties or functions or exercise powers re protection under HESA, the TESQA Act, the Higher Education Support (HELP Tuition Act 2020 and the Higher Education (Up-front Payments Tuition Protection Levy) Ac	ustralian Government lating to tuition n Protection Levy) t 2020.
The department may also disclose your information to a domestic entity (other tha overseas entity for the purposes of HELP debt collection.	n the ATO) or to an
The department will not disclose your personal information for any other purpose v your consent, unless that disclosure is authorised or required by law or a court/trib	vithout first seeking ounal order.
You can find more information about the way in which the department will manage information including how to make a complaint, access and correct your personal in department's privacy policy at www.education.gov.au/privacy or by requesting a co department at privacy@education.gov.au	your personal nformation, in the opy from the
You can find more information on how the Office of Student Identifiers Registrar m information at www.usi.gov.au/about/privacy-and-unique-student-identifier	anages your personal
If you wish to correct your personal information provided on this eCAF, you will cor directly.	ntact UTS College

12. Click Submit. A Success Confirmation screen will appear. You can view and print a copy of the Submitted form. alth Assistance Es

Commonwealth Assistance Forms > Submit Form Confirmation		
Success		
Thank you for using eCAF. Your submission Student Admissions	on has been forwarded to UTS College for assessment. You will be contacted scon about the outcome. Should you have any query, please do not hesitate to visit UTS College	
Study Plan	DBUSST - Diploma of Business (Standard), Version 3 Attempt 1	
Form Type	Request for a FEE-HELP (Non-table) Loan	
Status	Submitted By Student	
Date Submitted	24/10/2024	
Time Submitted	3:52 PM	
View Submitted Forms		

- After you have submitted your eCAF on eStudent, UTS College will:
 1. Assess your application for a FEE-HELP loan.
 2. Issue you with Orientation and Academic Preparation Week information.