

## FEE-HELP Admission Procedure

### PROCEDURE PURPOSE

The Higher Education Loan Program includes the called FEE-HELP loan scheme for eligible domestic fee-paying students undertaking their studies in Australia. FEE-HELP allows eligible domestic students to defer payment of their tuition fees and repay this debt later through the taxation system.

### SCOPE

This procedure applies to all UTS College staff involved in admissions and advising students and domestic students applying for admission to UTS College diploma courses, under the FEE-HELP scheme.

**DEFINITIONS** are set out at the end of this procedure.

### PROCEDURE STEPS

Activity	Description	Responsible
<b>REQUESTING FEE-HELP</b>		
Request	<ol style="list-style-type: none"> <li>After accepting a UTS College offer through the StudyLink student portal, submit an eCAF to apply for FEE-HELP through eStudent.</li> <li>Applications for FEE-HELP can only be completed through eStudent.</li> <li>Students must have a USI and TFN when applying for FEE-HELP</li> </ol>	Student
Check Eligibility	<ol style="list-style-type: none"> <li>The student's eligibility will be checked when submitting the eCAF. Applicants are eligible for FEE-HELP, if they belong to one of the following categories: <ul style="list-style-type: none"> <li>Australian citizen</li> <li>Holder of a Permanent Humanitarian Visa</li> <li>Holder of visa subclasses 155 and 157 (Resident Return) who are a former permanent humanitarian visa holder</li> <li>New Zealand Special Category visa (SCV) holder who meet ALL of the long-term residency requirements</li> </ul> </li> </ol>	Student Centre/Student Admissions
Refer to offer letter	<ol style="list-style-type: none"> <li>General information, including how to apply for FEE-HELP, is contained in domestic diploma offer letters provided to eligible FEE-HELP students.</li> </ol>	Student
Payment options	<ol style="list-style-type: none"> <li>Students can select from the following options:</li> </ol>	Student

	<ul style="list-style-type: none"> <li>• Pay all fees (semester tuition fees or the fees required to complete the units they plan on studying if less than a full semester workload) up front before enrolment (No FEE-HELP application required)</li> <li>• Pay part of the fees and defer some payment through FEE-HELP on or before census date</li> <li>• Pay none of the fees and defer all fees through FEE-HELP before enrolment</li> </ul> <p>7. Eligible students may join the FEE-HELP loan scheme prior to commencing their course or part way through the course e.g. before enrolling in their second or later semester.</p>	
Confirm sufficient funds are available	8. After enrolment, confirm whether the FEE-HELP balance for students wishing to use FEE_HELP is sufficient to allow the student to defer payment.	Compliance and Reporting Officer
	End of Procedure	

## DEFINITIONS

Census date	In this procedure, the date each semester by which FEE-HELP students must withdraw to avoid incurring a FEE-HELP debt.
eCAF	An eCAF is an Electronic Commonwealth Assistance Form and is required to be completed by eligible students wishing to use HECS-HELP or FEE-HELP.
eStudent	eStudent gives students access to current personal and contact details, enrolment and class registration information
FEE-HELP	A government loan scheme that allows FEE-HELP eligible students to pay all or part of their tuition fees. FEE-HELP loans do not cover costs like accommodation, laptops or textbooks. It is to pay tuition fees for FEE-HELP eligible students while they study at a Higher Education institution approved to offer FEE-HELP.
S1	Student One, UTS College Student Management system, otherwise known as Ci.
StudyLink	UTS College's online application system

TFN	Tax File Number issued by the Australian Taxation Office.
USI	Unique Student Identifier – an individual education number for life which creates an online record of a student’s Australian training achievements
UTS College	In this procedure, applies to Insearch Limited campus in Sydney

**SUPPORTING DOCUMENTS:**

- StudyAssist website <https://www.studyassist.gov.au/help-loans/fee-help>
- FEE-HELP booklet at <https://www.studyassist.gov.au/need-more-information/help-publications>
- Student Application, Admission and Enrolment procedure
- Student Application, Admission and Enrolment policy

**ADMIN USE ONLY**

APPROVAL	
Signature:	
Name: Sally Chatterjee	<b>Chief Operations Officer</b> Date: 24 May 2022
Procedure Title	FEE-HELP Admission Procedure
Executive Manager	Chief Operations Officer Registrar
Procedure ID	PR/OPS/04/15
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