

## NSW Smart & Skilled Student Application and Consent Form

### Student Details

Given name (Legal Given Name)

Middle name

Surname (Legal Given Surname)

Course code and name

### Education History

The highest qualification I have completed is:

Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

One     Two     Three or more

Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

One     Two     Three or more

### Fee Free Traineeships

NSW trainees, including school-based trainees, whose traineeship qualification is funded under Smart and Skilled and who commence subsidised training on or after 1 January 2020 are eligible.

**I declare I fit one of the following categories (as ticked):**

- Trainee who commences subsidised training for the first time on or after 1 January 2020.
- Trainee whose traineeship was cancelled and subsequently recommenced a traineeship in the same vocation with a different employer and recommence subsidised training on or after 1 January 2020.
- Trainee whose traineeship was cancelled and subsequently commenced a new traineeship in a new vocation with the same/different employer and commence in subsidised training on or after 1 January 2020.
- A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2020.

**I declare that neither of the following two specific exclusions apply to me:**

I AM / I AM NOT (*please circle as relevant*) a NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 is recommencing their subsidised training with the same provider, and is employed by the same employer and in the same vocation.

I AM / I AM NOT (*please circle as relevant*) a NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 recommences their subsidised training, changes provider and remains party to a training contract with the same employer and in the same vocation.

### Declaration

**I declare the following to be true and accurate statements:**

- I live or work in NSW.
- I am not enrolled in a school, including Government, Non-government, Independent or Catholic school.
- I will provide evidence of citizenship on request, including one of the following:
  - An Australian or New Zealand birth certificate;
  - Australian or New Zealand Passport; or
  - Green Medicare Card; or
  - Naturalisation Certificate.
- If under 17 years of age, I confirm I have achieved Year 9 completion or equivalent.
- I understand that my enrolment in the above qualification/s may be subsidised by the NSW and Commonwealth Governments under the NSW Smart & Skilled Program. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Smart & Skilled Program.

- All information I have provided to PCA, in connection with this application for NSW Smart & Skilled course subsidy is true, accurate, complete and not misleading in any way.
- I confirm I have been made aware of any subcontracting arrangements relevant to my course enrolment (if applicable).
- I confirm I have been provided with the details of the fee chargeable and other required student information (via the *Student Handbook*); including:
  - Fee Information;
  - Information regarding Recognition of Prior Learning, Credit Transfer, deferring or discontinuing Subsidised Training (including any implication on fees);
  - VET Student Loans Program Information (if applicable);
  - Consumer Protection Information;
  - Subcontractor Information (if applicable);
  - What I should do if they want to defer or discontinue my training;
  - How to access support and assistance during the training; and
  - Contact details for various support services within XYZ RTO.

Applicant Signature:		Date:	
If the applicant is under the age of 18 years, the enrolment application must also be signed by a relevant parent or guardian:			
Parent / Guardian Name:			
Parent    Guardian Signature:		Date:	

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I \_\_\_\_\_

(First, middle and last Name)

of \_\_\_\_\_

(current residential address)

with date of birth \_\_\_\_\_

understand and agree that, under the *National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020*, PCA is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by PCA for statistical, regulatory and research purposes. PCA may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (**Department**);
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with XYZ RTO for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required*

**PRINT FULL NAME OF GUARDIAN:** \_\_\_\_\_

**SIGNATURE OF GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NSW Smart and Skilled**

[www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

**Phone:** 1300 77 21 04

**NSW Smart & Skilled Fee Concession / Exemption Application**

Student Details		
Given name (Legal Given Name)	Middle name	Surname (Legal Given Surname)
Course code and name		

Fee Concession
Commonwealth Government welfare benefit or allowance
<p>I seek a fee concession on the basis that I am a:</p> <p><input type="checkbox"/> Recipient of a specified Commonwealth Government welfare benefit or allowance:</p> <ul style="list-style-type: none"> <li>• Age Pension;</li> <li>• Austudy;</li> <li>• Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment);</li> <li>• Disability Support Pension;</li> <li>• Farm Household Allowance;</li> <li>• Family Tax Benefit Part A (maximum rate);</li> <li>• JobSeeker Payment;</li> <li>• Parenting Payment (Single);</li> <li>• Special Benefit;</li> <li>• Veterans' Affairs Pensions;</li> <li>• Veterans' Children Education Scheme;</li> <li>• Widow Allowance; and</li> <li>• Youth Allowance.</li> </ul>

Recipients must provide evidence as follows:

- A letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or
- A current concession card that shows the CRN and clearly shows the benefit or allowance category; or
- A current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; 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/benefits status; or
- For people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.

OR

- Dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance. An individual who is seeking a concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance must provide documentary evidence that Centrelink recognises the individual as the dependant. The evidence should clearly show the CRN of the benefit or Commonwealth Government welfare recipient.

### Fee Exemption

Australian Aboriginal and Torres Strait Islander students

- I declare that I am of Australian Aboriginal and Torres Strait Islander descent and am able to provide documentary evidence of community identification, if required.

Students with a disability

- I seek a fee exemption on the basis of my disability. Evidence to be provided:
- A letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or
  - A current Disability Pensioner Concession Card that shows the CRN; or

- A current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or
- Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
- Documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from:
  - a medical practitioner; or
  - an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for students with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or
  - a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).

OR

- I seek a fee exemption on the basis that I am a dependant of a person with a disability. An individual who is seeking an exemption as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability pension must provide documentary evidence that Centrelink recognises the individual as a dependant. The evidence should clearly show the CRN of the Disability Pension Recipient.

#### Refugees and asylum seekers

- I seek a fee waiver on the basis of my refugee or asylum seeker visa status. Note you will need to provide visa documentation, or documentation such as an ImmiCard where appropriate, which states that you hold one of the following visas:

##### Permanent visas

- 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)
- Woman at Risk visa (Subclass 204).

##### Temporary visas

- Bridging Visa A (BVA)
- Bridging Visa B (BVB)
- Bridging Visa C (BVC)
- Bridging Visa D (BVD)
- Bridging Visa E (BVE)
- Safe Haven Enterprise visa (Subclass 790)
- Temporary Humanitarian Concern visa (Subclass 786)
- Temporary Humanitarian Stay visa (Subclass 449)
- Temporary Protection visa (Subclass 785)



## Fee Free Scholarship

### Eligibility

Smart and Skilled eligible students undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship if they are:

- Aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e. a Commonwealth Government welfare recipient)

OR

- Meet the Out-of-Home Care definition at the time of enrolment and are:

- Aged 15-17 years and currently in out-of-home care, or
- Aged 18-30 years and previously in out-of-home care.

OR

- Aged 15 and over and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition.

Individuals are eligible for one scholarship per financial year and a maximum of two scholarships over four financial years (ending 30 June 2019).

There is a limit of 50,000 Smart and Skilled Fee-Free Scholarships per financial year. This limit does not apply to students who meet the fee-free criteria who are living in social housing in NSW or on the NSW Housing Register (waiting list); or students who meet the out-of-home care criteria for a fee-free scholarship.

### Social Housing Status

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, "NSW Social Housing" includes tenants of the following (select the situation relevant to you):

- 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)
- Clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)
- Clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)

A social housing resident or person on the NSW Housing Register (waiting list)

### Fee Free Scholarship

#### Out of Home Care Status

The term 'out-of-home care' is defined in section 13.5 of the Children and Young Persons (Care and Protection) Act 1985 and 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. Children and young people enter out-of-home care because they are in need of care and protection.

There are two main types of out-of-home care:

- 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;
- 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.

For students currently in out-of-home care, you will need to provide:

- A copy of the 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 the student is in statutory or supported care; or
- Any other evidence which clearly shows that the student is in out-of-home care.

For students previously in out-of-home care:

- A copy of the expired Children's Court Care Order; or
- A copy of the 'leaving care' letter from the Minister for Family and Community Services; or
- A letter from Family and Community Services verifying the student was previously in statutory or supported care; or
- Any other evidence which clearly shows that the student was previously in out-of-home care.

#### Domestic & Family Violence

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, people who have experienced or are experiencing domestic and family violence or their dependants must have a letter of recommendation from a domestic and family violence service, refuge or other support agency.

A student who meets the domestic and family violence criteria who seeks a Smart and Skilled Fee-Free Scholarship will need to confirm by student declaration/signature that they meet the eligibility criteria, and provide supporting evidence.

A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:

- Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services
- Organisations who provide Integrated Domestic Family Violence Services
- Organisations who provide Staying Home, Leaving Violence services
- Organisations who deliver Specialist Homelessness Services (i.e.: refuges and crisis accommodation)
- Domestic Violence NSW
- Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded).

### Fee Concession / Exemption Application Declaration

**I declare the following to be true and accurate statements:**

- All information I have provided to XYZ RTO, in connection with this application for fee concession / exemption is true, accurate, complete and not misleading in any way.

Applicant Signature:		Date:	
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If the applicant is under the age of 18 years, the enrolment application must also be signed by a relevant parent or guardian:

Parent / Guardian Name:	
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Parent / Guardian Signature:		Date:	
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## NSW Smart & Skilled – Subsidy Eligibility Assessment

PCA is required to collect the following additional information for students that wish to undergo eligibility assessment for the NSW Smart & Skilled course subsidy program. This additional information will assist PCA to determine subsidy eligibility status.

Student Details		
Enter the student's full name		
Given name (Legal Given Name)	Middle name	Surname (Legal Given Surname)
<b>Entitlement Foundation Skills &amp; Full Qualifications</b> <b>Target Priorities Prevocational Part Qualifications &amp; Full Qualifications</b>		
<b>NSW Residency Status – Living or Working in NSW</b> Aged 15 years or older; AND A NSW resident or worker; OR Lives in a defined interstate NSW border area (as identified by a postcode in the NSW list set out in the Operating Guidelines) and is Australian Aboriginal or Torres Strait Islander; AND No longer be at school or equivalent (Note Home schooled students are eligible) If any of the above do not apply unfortunately the student is NOT ELIGIBLE for a Smart & Skilled subsidised place.		
<b>Note:</b> You must collect and retain on file a verified or certified: <ul style="list-style-type: none"> <li>• Any Commonwealth or NSW Government issued document providing evidence of living location; OR</li> <li>• If the student does not live in NSW, an employer-issued document confirming employment in NSW.</li> </ul>		
<b>Citizenship Status</b> <input type="checkbox"/> An Australian Citizen      OR <input type="checkbox"/> A permanent Australian resident      OR <input type="checkbox"/> A humanitarian visa holder      OR <input type="checkbox"/> A New Zealand Citizen		

If none of the above apply unfortunately the student is NOT ELIGIBLE for a Smart & Skilled subsidised place.

**Note:** You must collect and retain on file a verified or certified:

- Australian or New Zealand birth certificate; OR
- Australian or New Zealand passport; OR
- Green Medicare Card; OR
- A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; OR
- Humanitarian visa; OR
- A student declaration as follows:

A signed and dated student declaration will be accepted as proof of citizenship. The declaration must confirm that students will provide evidence of citizenship on request, including one of the following:

- An Australian or New Zealand birth certificate;
- Australian or New Zealand Passport; or
- Naturalisation Certificate.

For Aboriginal or Torres Strait Islander students, the student declaration/signature of proof of Aboriginality required for a fee exemption will be accepted as proof of citizenship.

For Asylum Seekers, you must sight or collect documentation from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa where an individual is a Bridging Visa and is seeking to enrol in Smart and Skilled.

### Entitlement Apprenticeships & Traineeships Program

A OR NSW Apprentice

A NSW New Entrant Trainee

*Note NSW Existing Worker trainees are not eligible for a government subsidy*

If one of the above does not apply unfortunately the student is NOT ELIGIBLE for a Smart & Skilled subsidised place.

**Note:**

- Training Contract Identifier (TCID) number must be sourced from the Training Services NSW database.
- For school-based apprentices & trainees, a copy of their school enrolment is required for proof of identity.

Fee free / concession / exemption arrangements	Yes	No
The student meets NSW Fee Free Traineeship eligibility requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fee Free Traineeships</b></p> <p>NSW trainees, including school-based trainees, whose traineeship qualification is funded under Smart and Skilled and who commence subsidised training on or after 1 January 2020 are eligible. This includes:</p> <ol style="list-style-type: none"> <li>1. Trainees who commence subsidised training for the first time on or after 1 January 2020.</li> <li>2. Trainees whose traineeship is cancelled and subsequently recommence a traineeship in the same vocation with a different employer and recommence subsidised training on or after 1 January 2020.</li> <li>3. Trainees whose traineeship is cancelled and subsequently commence a new traineeship in a new vocation with the same/different employer and commence in subsidised training on or after 1 January 2020.</li> <li>4. A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2020.</li> </ol> <p><i>Specific trainee exclusions from eligibility</i></p> <p>A NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 recommences their subsidised training:</p> <ol style="list-style-type: none"> <li>a) with the same provider, and is employed by the same employer and in the same vocation, or</li> <li>b) changes provider and remains party to a training contract with the same employer and in the same vocation,</li> </ol> <p>is not eligible for fee free training. The trainee must be granted CT/RPL and be subject to reduced fees due to CT/RPL.</p> <p>A student who commenced subsidised training under a School Based Traineeship prior to 1 January 2020 and then transitions to a full apprenticeship on or after 1 January 2020 are not eligible for fee free training for their full apprenticeship.</p>		

Fee free / concession / exemption arrangements	Yes	No
Does the student wish to apply for a fee exemption or concession?	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Concession</b></p> <p>There are no concessions for students enrolling in Diplomas and Advanced Diplomas.</p> <p>A NSW New Entrant Trainee on a Newstart Allowance or a NSW New Entrant who is the dependant of a person receiving a Newstart Allowance is not eligible for a concession fee.</p> <p>A student is eligible for a fee concession if, at the commencement of training they receive or are a dependent of a person who receives specified Commonwealth Government welfare benefit or allowance as follows:</p> <ul style="list-style-type: none"> <li>• Age Pension</li> <li>• Austudy</li> <li>• Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)</li> <li>• Disability Pension</li> <li>• Farm Household Allowance</li> <li>• Family Tax Benefit Part A (maximum rate)</li> <li>• JobSeeker Payment</li> <li>• Parenting Payment (Single)</li> <li>• Support</li> <li>• Special Benefit</li> <li>• Veterans' Affairs Pensions</li> <li>• Veterans' Children Education Scheme</li> <li>• Widow Allowance</li> <li>• Youth Allowance</li> </ul> <p><b>Note:</b> You must collect and retain on file a verified or certified:</p> <ul style="list-style-type: none"> <li>• A letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or</li> <li>• A current concession card that shows the CRN and clearly shows the benefit or allowance category; or</li> <li>• A current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or</li> <li>• Any other evidence that clearly shows the CRN and the benefit or allowance category; or</li> <li>• Documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or</li> <li>• For people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first-class attendance or participation in training; or</li> <li>• A dependant child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance, must provide documentary evidence that Centrelink</li> </ul>		

recognises the student as the dependant - The evidence must clearly show the CRN of the benefit or Commonwealth Government welfare recipient.

### **Exemption**

Students who qualify for a fee exemption are:

- Australian Aboriginal and Torres Strait Islander people; and
- People with a disability, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).

**Note:** For people with a disability, you must collect and retain on file a verified or certified:

- A letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or
- A current Disability Pensioner Concession Card that shows the CRN; or
- A current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or
- Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
- Documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from:
  - a medical practitioner; or
  - an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or
  - a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).
- Documentary evidence that Centrelink recognises the student as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension.
- The evidence should clearly show the Centrelink Reference Number (CRN) of the Disability Support Pension recipient.



### ***Refugees and asylum seekers Fee Waiver***

**Note:** You must collect and retain on file a verified or certified:

#### **Permanent visas**

- 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)
- Woman at Risk visa (Subclass 204).

#### **Temporary visas**

- Bridging Visa A (BVA)
- Bridging Visa B (BVB)
- Bridging Visa C (BVC)
- Bridging Visa D (BVD)
- Bridging Visa E (BVE)
- Safe Haven Enterprise visa (Subclass 790)
- Temporary Humanitarian Concern visa (Subclass 786)
- Temporary Humanitarian Stay visa (Subclass 449)
- Temporary Protection visa (Subclass 785)

### ***Fee Free Scholarships - Social Housing***

Evidence as per concession above.

### ***Fee Free Scholarships - Out of Home Care***

**Note:** You must collect and retain on file a verified or certified:

For a student currently in out-of-home care:

- A copy of the 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 the student is in statutory or supported care; or
- Any other evidence which clearly shows that the student is in out-of-home care.

For a student previously in out-of-home care:

- A copy of the expired Children's Court Care Order; or
- A copy of the 'leaving care' letter from the Minister for Family and Community Services; or
- A letter from Family and Community Services verifying the student was previously in statutory or supported care; or
- Any other evidence which clearly shows that the student was previously in out-of-home care.

### **Fee Free Scholarships - Domestic & Family Violence**

**Note:** You must collect and retain on file a verified or certified a letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:

- Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services; or
- Organisations who provide Integrated Domestic Family Violence Services; or
- Organisations who provide *Staying Home, Leaving Violence* services; or
- Organisations who deliver Specialist Homelessness Services (i.e. refuges and crisis accommodation); or
- Domestic Violence NSW; or
- Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded).

### **Loading to Provider: Long-term unemployed – over 12 months**

**Note:** You must collect and retain on file a verified or certified letter from Employment Service Provider.

Fee concession / exemption arrangements	Yes	No
<b>Eligibility Decision</b>		
<p>The student has been assessed as:</p> <p><input type="checkbox"/> <b>Not Eligible</b> – The reasons why have been explained to the student – full course fee applies.</p> <p><input type="checkbox"/> <b>Eligible for Fee Free Traineeship</b></p> <p><input type="checkbox"/> <b>Eligible for Fee Concession</b> – Relevant evidence as listed in the application has been collected, verified and retained - the student is eligible and concession fee applies</p> <p><input type="checkbox"/> <b>Eligible for Fee Exemption</b> – Relevant evidence as listed in the application has been collected, verified and retained - The student is eligible, and fee is waived in full.</p> <p><input type="checkbox"/> <b>Eligible for Fee Free Scholarship</b> – Relevant evidence as listed in the application has been collected, verified and retained - The student is eligible, and fee is waived in full.</p> <p><input type="checkbox"/> <b>Eligible for Skilling for Recovery</b> – Relevant evidence as listed in the application has been collected, verified and retained - The student is eligible, and fee is waived in full.</p>		
Fee concession / exemption eligibility and implications has been discussed with student.	<input type="checkbox"/>	

## Document Verification

Where documentation is provided by the student, is a copy of the original, the copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Commonwealth Attorney General's Department website at:

[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

Where PCA personnel are verifying the student documentation:

1. The *original* documentation is sighted.
2. Where there is doubt over the authenticity of a testamur, the document is confirmed with the relevant issuing organisation.
3. A copy of the original documentation is taken.
4. The PCA representative may certify the documentation by signing and dating that the documentation has been verified, with the statement "I confirm that this document is a true and accurate copy of the original"