

HOW TO COMPLETE AN ELECTRONIC COMMONWEALTH ASSISTANCE FORM

1. Open your eStudent Account
2. Open My Offer Tab
3. Open Item B – Submit Commonwealth Assistance Form
4. Choose the course you are currently “Admitted” into. If not Admitted choose the most recently “Offered” course.
5. Select “Enter a new Commonwealth Assistance Form”
6. Select – “Available Forms”
7. You will be given the choice of either selecting a HECS-HELP or FEE-HELP application (see below for details).
8. Select “I want to complete the selected form”

Once lodging the appropriate form it should be automatically approved. If this does not occur you should ask for the Commonwealth Loans Scheme Officer.

What is HECS-HELP?

All domestic students admitted into a Commonwealth Supported course need to complete a Request for Commonwealth Supported HECS-HELP form whether or not they intend to pay their fees up front to the University. All Bachelor courses (including Honours) and some post graduate courses are Commonwealth Supported courses. If you are in a post graduate course and are not sure whether you are in a Commonwealth Supported course ask for the Commonwealth Loans Scheme Officer.

A domestic student is defined as:

- i) An Australian citizen
- ii) A permanent resident of Australia (humanitarian visa) status
- iii) A permanent resident of Australia (non-humanitarian) status
- iv) A New Zealand citizen

Common issues:

Citizenship

The form asks various questions about your citizenship status.

- a) If you are an Australian citizen then tick that answer. Do not complete any further questions below about permanent resident status.
- b) If you are not an Australian citizen then answer "No". If you are a New Zealand citizen tick yes and answer no further residence questions.
- c) If you are permanent resident tick yes to having a permanent resident status.
- d) If you are permanent resident (humanitarian status) also tick yes to the final question

Tax File Numbers

If you an **Australian citizen or permanent resident (humanitarian visa status)** you are entitled to defer your university fees to the Australian Taxation Office **as long as you have provided the University with a Tax File Number (TFN) by the census date for the study period** - 31 March for Semester 1 and 31 August for Semester 2. If you have not been issued a TFN or do not have it with you, you must tick in Question 11 (Payment Options) that you intend to pay your fees upfront. This will allow the HECS-HELP form to be approved so that you can enrol in units. This does not mean you have to have pay your fees upfront. As long as you have provided your TFN by the census date then fees can be deferred.

For information on how to obtain a Tax File Number from the Australian Tax Office (ATO) please refer to <http://www.ato.gov.au/>. Once you have obtained your TFN you must advise the University. Please take an Advice of Tax File Number form with you. This provides information on how to give you TFN to the University once it has been sent to you by the Australian Taxation Office.

What is FEE-HELP

If you are an Australian citizen or a permanent resident of Australia (humanitarian visa) status in a Domestic Fee Paying course you are eligible to apply for FEE-HELP. This allows you to defer your fees to the Australian Taxation Office. Most post-graduate courses are Domestic Fee Paying courses but some are Commonwealth Supported courses. If you are admitted into a post graduate course and are not sure whether it is a Domestic Fee Paying or Commonwealth Supported course ask for the Commonwealth Loans scheme officer.

A FEE-HELP application cannot be submitted without your tax file number being included.