Submitting your government forms

Completing an electronic commonwealth assistance form (eCAF) on eStudent

Which government forms do I need to submit?

Use the table below to determine which form(s) you must submit.

<table>
<thead>
<tr>
<th></th>
<th>Australian citizen</th>
<th>Permanent Resident (Non-Humanitarian)</th>
<th>Permanent Resident (Humanitarian Visa holder only)</th>
<th>New Zealand Citizen</th>
<th>Eligible New Zealand Special Category Visa Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth Supported place (CSP)</td>
<td>HECS-HELP*</td>
<td>HECS-HELP*</td>
<td>HECS-HELP*</td>
<td>HECS-HELP*</td>
<td>HECS-HELP*</td>
</tr>
<tr>
<td></td>
<td>SA-HELP</td>
<td>SA-HELP</td>
<td>SA-HELP</td>
<td></td>
<td>SA-HELP</td>
</tr>
<tr>
<td>Domestic fee paying (DFEE)</td>
<td>FEE-HELP</td>
<td>Not eligible</td>
<td>FEE-HELP</td>
<td>Not eligible</td>
<td>FEE-HELP</td>
</tr>
<tr>
<td></td>
<td>SA-HELP</td>
<td></td>
<td>SA-HELP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* These forms are compulsory. You must complete this form to enable you to enrol in unit/s.

Refer to the eStudent tutorial videos to learn how to submit these forms.

Student Services and Amenities Fee (SSAF)
This is an amount to be paid by any part-time or full-time domestic undergraduate student. It provides funding for student support services such as campus wellbeing, sport and recreation facilities, food and beverage operations.

Remember: HECS-HELP AND FEE-HELP forms allow you to defer your tuition fees. These forms will not defer SSAF.

A separate SA-HELP Assistance form allows you to defer your SSAF.

For further information on the SSAF, please refer to our website here.

New Zealand Special Category Visa Holders
If you are a New Zealand Citizen and a Special Category Visa (SCV) holder, you may be eligible to defer your fees. You will need to be assessed as being an eligible SCV holder. To find out more information about meeting eligibility requirements and how to defer, please look here.

What is the census date?
The census date in each session is the last date that you can withdraw from a unit without incurring any academic penalty or financial liability for the unit.
You can view the census dates for each session here.

**Don’t have a Tax file number just yet?**

1. Submit the HECS-HELP form and in Section D Tax File Number, click the “I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution upfront and in full” box.

   In Section E Declaration, do not click the two check boxes regarding ‘Requesting a HECS-HELP loan’.

   Don’t worry – you won’t need to pay your fees upfront as long as you provide your TFN before the census date.

2. Apply for a TFN – keep in mind it may take up to 28 days for the ATO to process.

3. Once you have received your TFN, send an email to ecaf@mq.edu.au including:
   - Your name
   - Student ID
   - TFN (with no gaps)

**Please note:** You must have a TFN to complete a FEE-HELP or SA-HELP form and these must be completed by the census date

**Change in Residency/Citizenship information**

Please note that you must notify the University as soon as your residency or citizenship details change. This includes if you are a New Zealand citizen and become a Permanent resident or if you hold a Humanitarian Permanent residency visa and change to a Permanent resident (non humanitarian). You can contact the University by submitting an enquiry through ask.mq.edu.au

**Do you have a question?**

You can read more information on fees and costs, search our Knowledge base, or contact Student Connect:

<table>
<thead>
<tr>
<th>Online</th>
<th>Ask Student Connect a question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>+61 2 9850 6410</td>
</tr>
</tbody>
</table>

**Visit Us**

- 18 Wally’s Walk
- Level 2  MUSE
- Macquarie University
- North Ryde NSW 2109
- [View on campus map](#)

<table>
<thead>
<tr>
<th>Hours</th>
<th>Monday – Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8.30am – 5.30pm</td>
</tr>
</tbody>
</table>