VET Student Loan Application Procedure

Date Approved:	16 March 2023
Implementation Owner:	EGM, Group Quality, Accreditation & Compliance
Maintenance Owner:	EGM, Group Quality, Accreditation & Compliance

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Section 1 – Procedure

1. What is the process for applying for a VET Student Loan at AIT?

i) You must first read the current VET Student Loans Information booklet. This will ensure you know if you are eligible to apply and that you understand your rights and responsibilities in applying for a loan. The booklet is available on the AIT and Study Assist websites. Note: The Information Booklet is updated annually; please ensure you read the booklet for the current year.

ii) You must provide proof of citizenship/ visa status during the enrolment application process.

iii) You must provide evidence of your Academic Suitability by supplying AIT with a copy of your Australian Senior Secondary Studies (HSC/ Year 12) Certificate; or provide evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English).

iv) Wait until 2 days have passed since you originally enrolled into the program/ course as there is a mandatory 'cooling off' period after you enrol before you can apply for a VET Student Loan

You must do these things before completing the Expression of Interest eCAF for a VET Student Loan via the automated process. NOTE: You must lodge your EOI at least 2 days before your Census Date to allow time for processing.

Once your eCAGF has been submitted to the Department of Education and Training you will sent you an email with a Passkey allowing you to sign into the Commonwealth Assistance (eCAF) system.

Once you sign in you will need to verify the prepopulated information and complete the mandatory fields including your Tax File Number. You will then be able to submit your eCAF. You will receive a copy, via email, of your completed form. Keep this for your records. NOTE, if you do not provide a VALID Tax File Number AIT cannot process your eCAF and you will be ineligible for a VET Student Loan.

2. You will need to complete and submit a valid Request for VET Student Loans assistance electronic form for each course you are wishing to access VET Student Loans on or before the Census Date.

Please contact AIT Student Services if you need assistance.

Additional information regarding the Passkey and how to lodge an eCAF is available at https://www.education.gov.au/information-vet-student-loans-students

3. What if I am under 18 years of age and wish to apply for a VET Student Loans

Students under 18 must have a parent or guardian co-sign the Request for a VET Student Loan form. However, if Centrelink has assessed your situation and you meet the requirements for receiving the independent rate of Youth Allowance you will need to provide your Centrelink Income Statement. You can request a copy of this statement by logging into myGov and selecting your Centrelink online

account. For more information, visit https://www.humanservices.gov.au/customer/online- help/centrelink/request-document-using-your-centrelink-online-account.

4. Publication
This procedure is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

Section 2 – Change History

Version	Approval date	Department	Approved by	Change
V1.0	16 October 2017	Group Accreditation & Compliance	Group Manager	Development of Group Policy
V2.0	16 March 2023	Group Quality, Accreditation & Compliance	EGM	AIT name change and new template