

VET Student Loans –Pre-Enrolment Information for Students

Introduction

As per Section 98 of the VET Student Loans Rules 2016, this information sheet will be provided to ALL prospective students wishing to enrol in an approved course with Atkinson Child Care College and who wishes to access a VET Student Loan. This information should be read by the student in conjunction with the Atkinson Child Care College Enrolment Policy and Procedure – VET Student Loans which can be access on our website at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/>

Atkinson Child Care College I an approved provider of the VET Student Loan program commencing on 1st January 2017.

What is VET Student Loans?

VET Student Loans:

- is a loan program that helps eligible students enrolled in higher level vocational education and training courses at approved course providers pay their tuition fees;
- is a loan from the Commonwealth and will remain a personal debt until it is repaid to the Commonwealth;
- may, until the debt is repaid, reduce a student's take-home (after-tax) wage or salary and may reduce the student's borrowing capacity;
- a student may seek independent financial advice before applying for the loan;
- a student may be required during the course to communicate his or her agreement that the Secretary continue to use the VET Student Loan to pay tuition fees for the course.

Am I Eligible to Apply for VET Student Loans?

A student who wishes to access the VET Student Loans program must have meet the following eligibility requirements prior to acceptance of enrolment:

A. Citizenship and residency:

- an Australian citizen, or
- a qualifying New Zealand citizen, or
- a permanent humanitarian visa holder, who is usually resident in Australia.

Doc No.: PCI-082	Version: 1	Originally created by: AD & JM	Date last reviewed: 8/1/20	Reviewed by: AD	Date:17/12/19	Page 1 of 5
------------------	------------	--------------------------------	----------------------------	-----------------	---------------	-------------

Students are required to provide evidence for the above eligibility requirements which may include:

- Copy of Australian Passport
- Copy of Australian birth certificate / citizenship certificate
- Copy of Permanent Humanitarian Visa
- Copy of New Zealand SCV

B. Academic Suitability

- Hold an Australian Senior Secondary Certificate of Education (Year 12 Certificate); or
- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test (achieving Exit Level 3 of the Australian Core Skills Framework in both Reading and Numeracy)

C. Other Requirements

- Enrolling in an approved course with an approved provider such as Atkinson Child Care College
- You have not exceeded the Help loan limit
- You meet the [Tax File Number \(TFN\) requirements](#)
- You have a [Unique Student Identifier \(USI\)](#) or are otherwise exempt
- You have read the [VET Student Loans Information booklet](#)
- You are studying the approved course primarily at a campus in Australia.
- You have given the required documents to your approved course provider “Atkinson Child Care College” and submitted the loan application form by the first **census day** no less than two business days after enrolling.

How much can I borrow?

The amount of the loan must not be great than any of the following:

- The maximum loan amount for the course specified in, or worked out in accordance with, the courses loans cap determination available at <https://www.legislation.gov.au/Details/F2019C00153>
- You can borrow up to the **HELP loan limit** to pay your **tuition fees**. The HELP loan limit is the total amount available to you under VET Student Loans, **VET FEE-HELP**, **FEE-HELP** and **HECS-HELP**. Any amount you borrow under VET Student Loans, **VET FEE-HELP**, **FEE-HELP** or **HECS-HELP** will be added together until you reach the **HELP loan limit**. For 2020, the **HELP loan limit** is \$106,319 for most students

The student is responsible for keeping track of their HELP loan balance and for advising the approved provider Atkinson Child Care College if there is not enough balance to cover the tuition fees.

More information on loan balances, HELP loan Limit and repayments of the loan can be found at the [myHELPbalance portal](#)

Is there a loan fee?

- Yes, a 20% loan fee applies to VET Student Loans for full fee paying/fee for service students. The loan fee does not count towards your HELP loan limit
- The amount of VETSL debt the student would accrue if the student received the maximum amount of VET student loan could be up to 120%
- The loan fee does not have to be paid upfront. It is reported by Atkinson Childcare College, the approved provider and is added to your VETSL debt at the Australian Taxation Office (ATO)
- You do not incur the loan fee if you are a student who is subsidised by a state or territory government.

How much is the Tuition Fee for the Course? Are there any other changes I need to know about?

- Tuition fees for all approved courses offered by Atkinson Child Care College are available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1560982832064-e02a83f2-f6f0>
- Atkinson Child Care College will inform the student in writing, of the amounts of the tuition fees that will and will not be covered by the VET Student Loan.
- For the amounts of the tuition fees that will not be covered by the VET Student Loan, the student will pay these fees according to the agreed payment options with Atkinson Child Care College.
- Atkinson Child Care College will inform the student of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.
- The tuition fees will be apportioned into sequential fee periods and that each fee period will contain at least one census day

What is a census day?

As defined section 58 of the VET Student Loans Act,

“A date by which enrolment may be cancelled without incurring tuition fees for the course or a part of the course is a census day.”

Census days for all Atkinson Child Care approved courses are contained in the VET Student Loan Schedules published at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1560982832064-e02a83f2-f6f0>

Doc No.: PCI-082	Version: 1	Originally created by: AD & JM	Date last reviewed: 8/1/20	Reviewed by: AD	Date: 17/12/19	Page 3 of 5
------------------	------------	--------------------------------	----------------------------	-----------------	----------------	-------------

How do I apply for a VET Student Loan?

More information about applying for a VET Student Loan is available at www.education.gov.au/vet-student-loans or <http://www.studyassist.gov.au>

To apply for a VET Student Loan, the student must complete the Request for a VET Student Loan eCAF by the census day

- The student must enrol with the Atkinson Child Care and indicate their wish to access a VET Student Loan.
- Atkinson Child Care will give the Department, the applicant's enrolment information including the nearest applicable census day, through the eCAF system.
- The applicant will receive an email from the Department allowing sign into the eCAF system. Once signed in, the applicant will need to verify the pre-populated information and complete the mandatory fields. **Please be advised that once Atkinson Child Care has enrolled the student in eCAF there will be a 48 hour cooling off period prior to the student being able to accept the eCAF application.**
- Once the eCAF is submitted, the system will generate a copy of the completed eCAF form which will be sent through email to the applicant.
- The applicant will give this form to Atkinson Child Care

In exceptional circumstances, the student may be permitted to complete a paper loan request form which may be provided by Atkinson Child Care.

If the student does not complete the eCAF or permitted form by the required census date, the applicant must wait until the next census date to request a VET Student Loan

Retrospective access to VET Student Loans is not allowed under any circumstances.

Over the duration of the course it is the students responsibility to complete eCAF progressions as required quarterly. If the student fails to acknowledge these progressions the student will liable for any fees accrued.

What happens if I withdraw from the course of unit of study?

A student may withdraw from the approved course of study or from a unit of study using the Atkinson Child Care Withdrawal Process and Procedure – VET Student Loans which is available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>

If the student withdraws before the census day of a course or unit of study, the student will not incur a VET Student Loan debt for the course or unit of study. Any tuition fees paid in advance for the course or unit of study will be refunded to the student.

If the student withdraws after the census day for the course or unit of study, the student will incur the HELP debt for the course or unit of study.



A student may apply for a re-credit of the FEE-HELP balance under special circumstances. Refer to Atkinson Child Care College Student Re-crediting FEE-HELP Balances Procedure – VET Student Loans which is available at: <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>

Other Important Matters?

- For any grievances of academic or non-academic nature, please refer to the Atkinson Child Care VSL Student Grievance Policy and Procedure available at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>
- The Atkinson Child Care Privacy Policy and Code of Conduct are available in the at Atkinson Child Care College Participant Handbook located at <https://www.atkinsonchildcarecollege.com.au/vet-student-loans/#1498093436877-71a78683-8520>
- The student must notify Atkinson Child Care of any change contact details via email at training@atkinsonchildcarecollege.com.au

Doc No.: PCI-082	Version: 1	Originally created by: AD & JM	Date last reviewed: 8/1/20	Reviewed by: AD	Date: 17/12/19	Page 5 of 5
------------------	------------	--------------------------------	----------------------------	-----------------	----------------	-------------