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## VET Student Loans Student Entry Procedure

To be eligible to apply for a VET Student Loan, you must meet the academic suitability requirements as a new student commencing study at TasTAFE.

### Academic Suitability

To meet academic suitability requirements, you need to successfully complete any TasTAFE course entry procedures and you also need to:

- Have completed year 12 and provide TasTAFE with a copy of your Australian Senior Secondary Certificate of Education awarded to you by an agency or authority of a State or Territory; OR,
- Provide TasTAFE with a copy of a qualification at Level 4 or above in the Australian Qualifications Framework that was awarded to you. This qualification must have been delivered in English; OR,
- Complete an approved language, literacy and numeracy (LLN) assessment and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy.

TasTAFE uses the Core Skills Profile for Adults (CSPA) to validly and reliably assess a student's competence in reading and numeracy against the Australian Core Skills Framework. TasTAFE will provide you with your log-in details and instructions to access the CSPA assessment. Your CSPA results will be emailed to you as soon as practicable after you have completed the assessment.

A copy of your certificate or LLN assessment results will be retained by TasTAFE for 5 years after you enrol and will be made available to the Australian Government on request.

### VET Student Loans Eligibilities

When you meet the above academic criterion, you are eligible to apply for a VET Student Loan up to a capped amount in an approved course at the Diploma or Advanced Diploma level if you:

- Are an Australian Citizen; OR,
- A Permanent Humanitarian Visa holder
- Are over 18 years of age, students under 18 years of age must provide evidence of independence or have a parent complete the VET Student Loans Parental Consent Form
- Meet Tax File Number (TFN) requirements
- Have a Unique Student Identifier (USI)
- Have not exceeded your FEE-HELP limit
- Applied using the approved online Government eCAF form
- Agree to confirm engagement and progression throughout the course
- Provide proof of your Australian citizenship

If you are a New Zealand Citizen who holds a Special Category Visa (SCV) you must meet the below criteria:

- First entered Australia at least 10 years ago as a dependent child aged under 18 years
- Have been ordinarily a resident in Australia for the previous 10 years (that is, have been physically present in Australia for at least eight to of the past 10 years) and 18 months out of the last two years at the time of application for the loan, and

New Zealand Special Category Visa (SCV) VET Student Loans applicants will need to provide an International Movement Record from the Department of Immigration to prove that they meet citizenship requirements as well as the above criteria.

**Please note:** Permanent residents are not eligible to access VET Student Loans.

## Proof of Australian Citizenship:

Acceptable forms of evidence include:

- Current Australian Passport;
- Australian Birth Certificate - Students born on or after 20 August 1986 are also required to provide a copy of one of their parents birth certificate or citizenship certificate;
- Australian Citizenship Certificate

TasTAFE is required to collect, verify and retain copies of all documentation provided by students requesting a VET Student Loan for a period of 5 years after they enrol. TasTAFE will provide this documentation to the Australian Government if requested.

## Cooling off Period

TasTAFE can only process your VET Student Loan request two business days after you have enrolled in your studies. This allows you time to think about the full impacts of taking on a student loan. During the two days you may consider other course options or work out how the debt will affect your circumstances. This is a mandatory requirement of all TAFE and private training providers.

## Invoice Notice

TasTAFE must issue an invoice notice to all students requesting a loan at least 14 days prior to each census date. Therefore, students must ensure they complete the eCAF by a date that will allow TasTAFE to meet this requirement for their first census date. Failure to complete the eCAF by the required date will result in the student being unable to receive a loan for their first unit of study period. Students will then be able to request a loan for remaining units of study once all requirements are met.