



Form: Fee Waiver Application

This form is to be used by enrolled students applying for a waiver of tuition and resource fees (course fees only) on the grounds of severe financial hardship.

South Regional TAFE is required to use the Department of Training and Workforce Development Fees and Charges Policy when assessing an application. Only students enrolled in courses from Certificate I to Certificate IV can make an application.

Criteria include:

- Fee waivers can only be granted for units commenced within the calendar year
- Partial fee waivers are not permitted
- Students who are not financially self-supporting may have people who wholly/partly support them assessed against the criteria
- Students under 18 years old in State care should speak directly to a Student Services Officer
- Fee waivers are not available for fee-for-service/commercial courses
- Fee waivers are not available for international students
- Existing worker trainees are not eligible for a fee waiver with the exception of enrolments in concession-eligible Diploma or Advanced Diploma courses.
- Persons holding the below are eligible for fee waivers:
 - a temporary visa of sub-class 309, 444, 785, 790, 820, 826; or
 - secondary holders of a temporary visa of sub-class 457; or
 - a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790
- Diploma of Reflexology is a fee waiver eligible course.

Full financial hardship definitions and essential criteria are on page 2 of this form.

If a student does not meet the criteria for financial hardship, they should ask staff about payment plan options and ensure all eligible concessions have been applied.

To apply or for more information:

- Albany or Bunbury campuses – ask your Student Services team.
- Busselton, Collie, Denmark, Esperance, Harvey, Katanning, Manjimup, Margaret River, Mount Barker, or Narrogin campuses – please ask at your campus reception.

Financial Hardship Definitions and Guidelines

Source: Department Training & Workforce Development VET Fees and Charges Policy 2024 V1.0

1. Severe Financial Hardship

A person is considered to be in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependents. Forms of entertainment or recreation are not basic necessities.

2. Financial Hardship Assessment

The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members. Subject to the exceptional circumstances outlined further below, a fee waiver cannot be given unless **ALL** of the following criteria in the table below are met. Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

Criteria for severe financial hardship		Note: all amounts are for gross income only	
1.	The student’s income must not exceed the Services Australia income thresholds for the low-income health care card, as outlined below.		
	Status	Weekly Income	Total income in the eight-week period prior to applying
	Single, no children	\$757	\$6,056
	Couple combined, no children	\$1,295	\$10,360
	Single, one dependent child	\$1,295	\$10,360
	Couple combined, one child	\$1,329	\$10,632
	For each additional child add	\$34	\$272
2.	The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.		
3.	There is no basis for concluding that the student’s financial circumstances are likely to change within a reasonable period (e.g., 12 months).		

3. Supporting Documentary Evidence

The student must provide relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student.

Example evidence for assessing income includes payslips that show gross income (before tax) and bank statements covering the 8 week period prior to applying. Example evidence to assess outgoings includes tenancy agreements and utility bills. More information about supporting evidence is on page 6.

4. Exceptional Circumstances

Short term hardship or temporary financial difficulty that arises from a sudden change in circumstances does not generally qualify a person for fee waiver consideration. Only in exceptional circumstances can a fee waiver be considered. An exceptional circumstance is when one of the following events occurs, which compromises the student’s ability to meet their essential living needs or those of their dependents:

- The student or family member has a sudden or unexpected health issue or disability.
- Death of a significant wage earner in the family, where student had a dependent relationship.
- Relationship breakdown or domestic violence.
- Significant events which are likely to last over the duration of the enrolment period and clearly impact on the student’s capacity to provide themselves or dependents with basic necessities such as food, accommodation, clothing, medical treatment, and basic necessities.

In other circumstances a payment plan should be considered.

Financial Hardship Application
PART A (To be completed by student)

Name

Student ID number Phone

Course Campus

Home Address

..... Date of birth

What is the present arrangement of your household? Tick which one applies to you.

- Living alone
- Living with parents
- Living with spouse/partner
- Other (Please specify)

Tick which is most applicable to your circumstances.

- I am self-supporting; no one assists me financially Please continue on Page 4.
- I am financially supported by another person

If you are wholly or partly supported by another person, please provide their details below. Check with TAFE staff before submitting an application if this person(s) will need to provide evidence.

Name.....

Address

Phone Relationship to student

How are you supported by that person?

Income

My gross (before tax taken out) fortnightly income from all sources is \$

Source of income	Per fortnight
Salary or wages (<i>Employer name</i>)	
Centrelink benefits (<i>Specify type</i>)	
Maintenance (<i>Child Care</i>)	
Other (<i>Please specify</i>)	

Average Fortnightly Expenses

List how much you expect to pay for the following:

- House rent/mortgage
- Car running costs
- Credit accounts (e.g., Afterpay)/credit cards
- Personal loans.....
- Groceries.....
- Clothing.....
- Electricity/gas
- Phone/internet/online subscriptions
- TAFE fees.....
- Other (Please specify)

Total \$

Savings

Please provide the balances of any accounts, including savings accounts or investment institutions:

Account	Amount

Dependants (if applicable)

Full name	Date of birth	Relationship

Supporting evidence

To support claims made in this application with satisfactory evidence of income and expenditure you will be required to provide a minimum of:

- Bank account statements from ALL accounts held, covering the past 8-week period prior to applying
- Centrelink Income Statement from latest pay period and/or
- Payslips from 2 months prior to applying
- Documentation for any other income appearing on statements, e.g., child support
- Evidence of rent/mortgage payments
- Statement of Account

And other evidence of expenses to help demonstrate financial hardship may include:

- TAFE Enrolment forms
- Utility bills
- Personal loan details
- Any other recurring expenses

Check with TAFE staff before submitting your application if you have any questions of what evidence is required for your individual circumstances.

I confirm that the information in this application is, to the best of my knowledge, a true statement.

<p>Student</p> <p>Name _____</p> <p>Signed: _____ Date: _____</p>

<p>Parent/Guardian (if student is under 18 years of age, or they have supplied evidence to support application).</p> <p>Name _____</p> <p>Signed: _____ Date: _____</p>

PART B (To be completed by South Regional TAFE Staff)

Recommendation by interviewing officer

Interviewing officer to assess student’s application and evidence against the definitions and criteria on page 1 and 2 of this form. Supporting evidence must be copied and submitted for review. Course Fees (Tuition and Resource Fees) are to be applied only for a Fee Waiver application.

Waiving of fees recommended

Yes		Amount	Tuition:	\$	Resource Fee:	\$
No						

Explanation (if needed):
.....
.....

Position / Name of staff member:

Signature: **Date:**

Interviewing officer to forward this application and attachments of all evidence submitted in a single pdf document to the Manager Student Services, South Regional TAFE to assess and seek final approvals.

MANAGING DIRECTOR APPROVAL

Signature : _____ Date: _____

Final staff actions:

- Manager Student Services informs interviewing officer of the outcome.
- Interviewing officer informs the student and also the college Finance Unit for processing the fee waiver (tuition and resource fee only) and recording for audit purposes.

Note: Include copy of Student Statement of Account from SMS.

Related documents

Form: Financial Hardship Fee Waiver – Notice of Intent to Apply

Relevant legislation and references

Department of Training and Workforce Development (DTWD) Fees and Charges Policy