

In accordance with the *VET Student Loans Rules 2016* and the associated VET guidelines, the VET Student Loans will be made equally available to all eligible students upon enrolment. The eligibility for VET Student Loans is determined with reference to **both** entitlement requirements and academic suitability requirements.

1.1 Entitlement Requirements: Students must be:

- an Australian citizen; or
- a New Zealand Special Category visa holder who meets long-term residency requirements; or
- a permanent humanitarian visa holder who will be a resident in Australia for the duration of the unit/s of study (“module”).

1.2 Academic Suitability requirements Students must:

- provide evidence of completion of year 12 secondary education (i.e. Senior Secondary Certificate of Education); or
- provide evidence of completion of an Australian Qualifications Framework qualification at Certificate IV level or above; or
- demonstrate competency at or above **Exit Level 3** in the Australian Core Skills Framework (ACSF) in both reading and numeracy by sitting the Core Skills Profile for Adults (CSPA) online assessments. SITCM will advise students how to undertake this assessment. It is free of charge. SITCM will inform students the results as soon as practicable after the assessment. A copy of the results will be stored for five years after student enrolled into the course

Provided a student does not meet either of the entitlement requirement or entry requirement by the relevant census date, they are not entitled to access VET Student Loans.

Schedule of Tuition Fees for 2017

See Appendix on page 3.

How to Apply for VET Student Loans

Eligible students who wish to pay for part or all of their tuition fees (subject to loan caps) through VET Student Loans Must:

- Enrolled in an approved course covered by VET Student Loans at SITCM; and
- Meet both entitlement requirements and academic suitability requirements; and
- Advise SITCM that wish to apply for a VET Student Loan for the course.

SITCM will advise the Commonwealth that students wish to apply for a VET Student Loan.

- The Commonwealth will then email the logon details and password to access the online loan system
- Student will need to verify the pre-populated information and complete all mandatory fields on the form “*Request for a VET Student Loan eCAF*”, then submit the eCAF form.
- Once submitted, student should receive a copy of your [eCAF confirmation letter](#) via email

- Student must provide a copy of this [letter](#) to SITCM

A request for VET Student Loans assistance will only be given at least two business days after a student enrolls in a module. Students will not be able to receive VET Student Loans assistance for the module if they enroll in a module less than two business days before the census date. This is to ensure that students have had time to fully understand the details of their course enrolment and consider the fee payment options available to them.

Eligible students who fail to pay their tuition fees in full or who do not apply for VET Student Loans will be at risk of having their enrolment terminated.

What is the Census Date?

The census date for a module is the last day that students can:

1. Withdraw from a module without incurring a financial liability for that module; or
2. Withdraw their course enrolment without incurring a financial liability for the course.

The census dates for the 2017 academic year can be found below. The exact deadline of the census dates is the close of business.

Refer to Schedule of VET Tuition Fees & Census Dates below, showing four fee-periods, each with a set census date. After each census date, students will incur tuitions fees proportionate to each fee-period. Students will **not** be charged the total course tuition fees in one up-front hit.

VET Student Loans Invoice Notice

Once students enrolled in the approved course, a “VET student loan notice” will be sent 14 days before the relevant census date indicating the fees and census dates.

After a census day has passed, SITCM will provide students with a “Commonwealth Assistance Notice” (CAN) for that module of Study. The purpose of the CAN is to give students the opportunity to ensure that they understand the fees and allow them to make an informed decision prior to the census date. Further information on VET Student Loans is available at www.studyassist.gov.au.

Appendix: Schedule of VET Tuition Fees 2017

NAME OF COURSE: HLT52015 Diploma of Remedial Massage				DELIVERY LOCATION: 502, 25 – 29 Dixon St, Sydney 2000 DELIVERY MODE: On-site		
Unit of Study Name	Code	EFTSL	Tuition fee	Start date	End date	Census date
Term 1						
Common 1	COM-1	0.00833	\$1050	13/02/2017	02/03/2017	24/02/2017
Human Medical Science	HMS	0.00833	\$1050	13/02/2017	02/03/2017	24/02/2017
Clinic Practice 1	CLP-1	0.00833	\$170	13/02/2017	02/03/2017	24/02/2017
Term 2						
Specialisation 1	SPE-1	0.00833	\$1050	17/04/2017	04/05/2017	28/04/2017
Specialisation 2	SPE-2	0.00833	\$1050	17/04/2017	04/05/2017	28/04/2017
Clinic Practice 2	CLP-2	0.00833	\$500	17/04/2017	04/05/2017	28/04/2017
Term 3						
Common2	COM-2	0.00833	\$570	31/07/2017	17/09/2017	11/08/2017
Specialisation 3	SPE-3	0.00833	\$1530	31/07/2017	17/09/2017	11/08/2017
Clinic Practice 3	CLP-3	0.00833	\$250	31/07/2017	17/09/2017	11/08/2017
Term 4						
Specialisation 4	SPE-4	0.00833	\$1050	02/10/2017	19/11/2016	13/10/2017
Specialisation 5	SPE-5	0.00833	\$1050	02/10/2017	19/11/2016	13/10/2017
Clinic Practice 4	CLP-4	0.00833	\$580	02/10/2017	19/11/2016	13/10/2017
RPL Units						
RPL-Common 1	RPL-COM1	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Human Medical Science	RPL-HMS	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Clinic Practice 1	RPL-CLP1	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Specialisation 1	RPL-SPE1	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL- Specialisation 2	RPL-SPE2	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Clinic Practice 2	RPL-CLP2	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Common 2	RPL-COM2	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Specialisation 3	RPL-SPE3	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Clinic Training 3	RPL-CLP3	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Specialisation 4	RPL-SPE4	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Specialisation 5	RPL-SPE5	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017
RPL-Clinic Practice 4	RPL-CLP4	0.00001	\$170	13/02/2017	02/03/2017	24/02/2017

Version History

Version	Authorised by	Approval Date	Effective Date	Details
1.0	Executive Management Group	16 January 2017	13 February 2017	Document creation