

ACT GOVERNMENT FEE ASSISTANCE

FOR CIT STUDENTS EXPERIENCING FINANCIAL HARDSHIP

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OFFICE USE ONLY	
Date Lodged	<input type="text"/>
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Need help paying for your studies at CIT?

ACT Government Fee Assistance

ACT Government Fee Assistance (Fee Assistance) is funded by the ACT Government to provide financial support to new and current students of the Canberra Institute of Technology (CIT) who are experiencing demonstrated financial hardship.

Fee Assistance is to help in paying some of your course costs which include; course and recognition fees paid directly off your Student Accounts and/or course materials provided as a credit at CITSA Bookshops.

The purpose of Fee Assistance is to provide you with financial assistance in gaining qualifications for employment. Applications can be made for only one (1) course of study at a time for courses up to the Advanced Diploma level.

Eligibility Criteria

To be eligible to apply you need to:

1. Be currently enrolled in a CIT course as a local student
2. Demonstrate and be assessed as experiencing financial hardship
3. Demonstrate a commitment to your studies through contributing at least 20% of the cost of your course and have satisfactory results.

The following students and courses are **NOT** eligible to apply:

- > International students
- > Students completing their degree level stage
- > Commercially funded courses
- > CIT Solutions courses
- > Recreational courses.

Can I apply if I am working?

Yes! During the assessment of your application, your income, individual personal and financial circumstances are taken into consideration when determining the criteria of financial hardship and if granted, the amount of assistance provided.

Can I still apply if I do not study full-time?

Yes! Students studying full-time, part-time and in flexible learning delivery mode can apply.

How much is Fee Assistance worth?

Fee Assistance can provide up to 80% of the amount requested. The amount/s awarded are determined by your personal and financial circumstances (*support is limited to \$1,000 worth of combined support in one (1) semester per student*).

When and how can I get Fee Assistance?

Fee Assistance is available throughout the year, you can apply as soon as you have enrolled and have A Tax Invoice with outstanding course fees or a quote for textbooks/materials.

Please note: Any withdrawals from courses must be done in writing before your original fee due date to not be responsible for payment of fees. Reimbursement for fees and textbooks/materials already paid are not available.

To apply, you will need to complete and lodge an application form for assessment, attaching all required documentation outlined within the form.

Are there concessions or other payment options available?


- > You may be eligible for a 50% concession on program fees if you currently receive certain Centrelink benefits. A Concessions fact sheet is available at any Student Services Hub or on the CIT website to assist you with eligibility questions.
- > The Financial Options flyer is also available from any Student Services Hub or on the CIT website to assist you with questions about other financial assistance and payment options.



IMPORTANT INFORMATION FOR COMPLETING YOUR APPLICATION

The information below assists you in completing your application and provides information on the application process.

Completing your application

- > Each semester a new application is required to be submitted as we are unable to refer to previous applications.
- > Complete the application form ensuring you provide information and tick the boxes that relate to your circumstances and attach all necessary documentation as indicated by the symbol  (see *Required documents* section below)
- > Information provided within your form will be treated in a respectful and sensitive manner. The information collected is for the purpose of your application only and will not be used for other purposes without your permission.
- > Decisions are made on the information you provide only. As this decision is based on your individual situation, please provide as much detail as possible.

Required documents

You will need to apply for or provide:

- > a concession on your fees (if eligible)
- > a quote from the CITSA Bookshop (if applicable)
(quotes from external companies cannot be accepted)
- > current income documentation for:
 1. yourself
 2. your partner, *if living with your partner*
 3. your parent/s, *if living with your parent/s and 22 years old or under and/or dependant on your parent/s for support*

The following are acceptable forms of income documents and should not be more than one (1) month old:

- payslip/s
- Centrelink Income Statement
- bank statements, displaying **ALL** income
- a letter from employer, on company letterhead (if you do not get payslips)

CIT staff will print and attach the following when you lodge your application:

- > your current CIT Student Schedule
- > your current CIT Student Tax Invoice
- > your latest CIT Unofficial transcript

Assistance with your application

- > Student Services Hub, infoline and CITSA staff on any campus can help you complete this application. Please ensure you have all required evidence/documentation with you when requesting assistance.
- > Student Services Hub and infoline staff are also able to advise on the progress of your application.

Lodging and assessment of your application

For your application to be considered at our Thursday meeting, lodge your application before close of business Mondays.

You can lodge your application by:

Email (*scanned copy*): infoline@cit.edu.au

OR

In person: at any Student Services Hub or Learning Centre

OR

Mail: Student Services Hub
Canberra Institute of Technology
GPO Box 826
CANBERRA ACT 2601

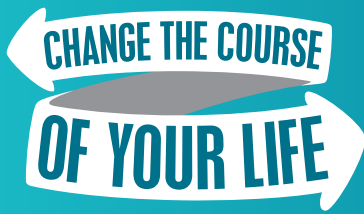
- > When lodging your application, staff will check that it is complete and all documentation is attached. The front page will be returned to you for your records, with the date lodged and who received it. Your application will then be forwarded for processing and assessment.
- > While you are waiting on a result, you should attend classes (if your course has begun). **DO NOT** pay your fees or purchase textbooks/materials as reimbursements are not available.

Please note: Incomplete applications cannot be accepted and will be returned to you.

Results of your application

- > You will be contacted by mail/email with the result within two (2) weeks of lodging your application.
- > Any remaining fees/materials are your responsibility to pay or in the case of an unsuccessful result the full fee amount. If you require further financial assistance this semester enquire at any Student Service Hub, Learning Centre or contact 02 6207 3188.
- > Student Services Hub staff can also provide copies of notification letters if misplaced.

For further enquiries phone: 6207 3188 or email: infoline@cit.edu.au



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APPLICATION FORM

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Instructions for completing this form -Complete the application form, ensuring you provide all information and documentation required that relate to your circumstances, indicated by the symbol (see *Required Documents section on page 2*) Information and documents provided within your application support your claim of financial hardship. They also assist during assessment, in determining your eligibility and if granted, the amount of assistance provided.

PERSONAL DETAILS

Title Mr/Mrs/Ms _____ Date of Birth _____ Student ID **CIT** _____

Surname _____ Given name _____

Address _____

Daytime Phone _____ email _____

How you would like to be contacted about the result of your application? Australia Post email

Do you belong to one of these equity groups? Aboriginal or Torres Strait Islander Migrant/Refugee Disability

FEE ASSISTANCE INFORMATION

How did you hear about Fee Assistance? I have applied before, when? _____

CIT website Poster Student Services Hub staff CIT teacher/staff other students

External agency/support worker Other Please specify _____

Are you in receipt of, or intend to apply for another grant or scholarship, award or prize? Yes No
If yes, please give details _____

Which area/s are you requesting assistance? Fees Textbooks/materials Fees and Textbooks/materials

(see *Required Documents section on page 2*)

ADDITIONAL FEE ASSISTANCE INFORMATION

Have you already been granted Fee Assistance this semester and now require additional assistance? Yes No

If Yes, and your personal and financial circumstances **HAVE NOT** changed since your last application, please read and sign the declaration below then print only this page and attach your quote for materials or new outstanding Student Tax Invoice.

Declaration: I declare that I am applying for additional assistance this semester and any documentation or information not supplied is because my circumstances **HAVE NOT** changed. (Providing false or misleading information will result in your application not being considered and you will be excluded from future application rounds).

Applicant to Sign _____ Date _____

STUDENT SERVICE HUB ADMIN USE ONLY		FEE ASSISTANCE ADMIN USE ONLY	
CRM Number	<input type="text"/>	Banner documents have been printed and attached	Application number
Checked by eg Joe Bloggs	<input type="text"/>	<input type="checkbox"/> Student Account (current semester)	<input type="text"/>
		<input type="checkbox"/> Student Schedule	
		<input type="checkbox"/> Unofficial Transcript	



LIVING ARRANGEMENTS

Which of the options below that best describes your current living arrangements?

- Living by myself
 Living in shared/group house
 Living with partner
 Living with parent/s
 Other, please specify _____

FORTNIGHTLY INCOME

What is the source of your income/s?
(tick all options relating to your circumstances)



You will need to provide copies of current income documents relevant to your circumstances. (see Required Documents section on page 2)

You	Your Partner or Parent 1	Your Parent 2
<input type="checkbox"/> Wage/salary from employment <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual <input type="checkbox"/> Centrelink payment/s <input type="checkbox"/> Family Tax Benefit <input type="checkbox"/> Living on savings <input type="checkbox"/> Solely dependant on partner or parent/s <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Wage/salary from employment <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual <input type="checkbox"/> Centrelink payment/s <input type="checkbox"/> Family Tax Benefit <input type="checkbox"/> Living on savings <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Wage/salary from employment <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual <input type="checkbox"/> Centrelink payment/s <input type="checkbox"/> Family Tax Benefit <input type="checkbox"/> Living on savings <input type="checkbox"/> Other (please specify)

Are you financially responsible for any children? If so, please list how many and their ages _____

FORTNIGHTLY EXPENDITURE

Rent Board Mortgage I/We own our home \$ _____
 Food \$ _____
 Household bills (e.g. electricity, gas, phone, insurance) \$ _____
 Travel expenses car bus both \$ _____
 Childcare costs \$ _____
 Credit card payment \$ _____
 Loan payment car personal \$ _____
 Other (e.g. child support, unexpected expenses) _____ \$ _____
Total \$ _____

Please provide further details below if there is any other information you would like to be considered, about your **income/combined income or expenditure**, when your application is assessed
(e.g. You have variable income due to casual hours, reduced work due to study commitments, medical expenses or supporting others financially)

COURSE INFORMATION


Course Name _____


Campus Bruce Fyshwick Gungahlin Reid Southside Tuggeranong AIE

ACADEMIC GOALS AND RESULTS

What is your goal by completing this course?

Did you pass all of your subjects in your previous semester at CIT? I have not studied at CIT before

Yes No (If No,  see below)

 You are not expected to get top marks, however, you will need to demonstrate a commitment to your studies by having satisfactory results.

If in your last semester of study you had 2 or more F, WA or WW results you will need to provide a support statement from one of the following people who knows your situation and can support and provide details for the reason of failure and/or non-completion:
a CIT teacher, a counsellor or community support worker

Your support statement should be on company letterhead, no more than 1/2 a page and should include: Your support person's name and contact details, in what capacity you are known to the support person, for what period of time, and comments about your commitment to your studies. Please note: Your support person may be contacted for clarification of their statement.

PERSONAL CIRCUMSTANCES

Please provide further details below if there is information about your **personal circumstance or any other area not covered** you would like to be considered when your application is assessed:

Declaration

- I declare that the information provided within this application is true and correct all the relevant documentation is attached.
- If there are any changes relating to my application I will advise Student Services Hub staff so that my application can be amended to ensure fair assessment of my circumstances.

Please note: Providing false or misleading information will result in your application not being considered and you will be excluded from future application rounds.

Applicant to Sign _____

Date _____