

Skilled Capital CIT Student Declaration

The completion of the Skilled Capital CIT Student Declaration form is not deemed as an application to study or an enrolment in your chosen area of study. All Skilled Capital applicants also need to follow all standard CIT applications and enrolment processes. Please see cit.edu.au/skilledcapital on how to complete your enrolment. For assistance, please contact info@cit.edu.au.

CIT ID: CIT USI ID:

Name of Qualification or Skill Set:

Student Name:

CIT Course Code:

Date of Birth: / /

National ID Code:

NOTE: Three forms of identification is required.

Requirement	List of Acceptable Documents	Reference Number
1. Australian citizen, permanent resident, or New Zealand passport holder resident for more than six (6) months, or a person who holds a visa that is identified as being eligible. (one document to be provided)	Green Medicare Card <input type="checkbox"/>	<input type="text"/>
	Australian Birth Certificate <input type="checkbox"/>	<input type="text"/>
	Australian Passport <input type="checkbox"/>	<input type="text"/>
	Visa (Copy of visa or signed and dated document of eligibility to participate in government funded training) <input type="checkbox"/>	<input type="text"/>
	Nationalisation Certificate <input type="checkbox"/>	<input type="text"/>
	New Zealand passport holder and Australian Resident for 6 months <input type="checkbox"/>	<input type="text"/>

Requirement	List of Acceptable Documents	Reference Number
3. Are you an ACT Resident?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If not an ACT resident a letter or email from an ACT employer to show the street address where the student is working in the ACT or a Statutory Declaration.		

Requirement	List of Acceptable Documents	Reference Number
2. Proof of Age (at least 15 years of age) (one document to be provided)	Drivers Licence <input type="checkbox"/>	<input type="text"/>
	Birth Certificate <input type="checkbox"/>	<input type="text"/>
	Health Care Card <input type="checkbox"/>	<input type="text"/>
	ACT Proof of Age Card <input type="checkbox"/>	<input type="text"/>
	Passport <input type="checkbox"/>	<input type="text"/>

Requirement	List of Acceptable Documents	Reference Number
4. ACT Resident or employed in the ACT (one document to be provided)	Current ACT drivers licence <input type="checkbox"/>	<input type="text"/>
	Health Care Card <input type="checkbox"/>	<input type="text"/>
	Pension Card <input type="checkbox"/>	<input type="text"/>
	Contract of purchase, current lease/rental agreement or letter/email from ACT employer showing ACT street address <input type="checkbox"/>	<input type="text"/>
	ACT Proof of Age Card <input type="checkbox"/>	<input type="text"/>
	Utilities Account relating to the street address, issued within the last 3 months (e.g. Mobile, electricity, gas) <input type="checkbox"/>	<input type="text"/>

5. Concession/Financial Hardship
A Skilled Capital student is eligible for a fee concession if, at the commencement of training they:

- hold a current Health Care Card or Pension Card, or
- can prove genuine hardship.

Where the student is under 18 years of age, this rule will apply if the parent/guardian holds one of the above cards.

If you fall into one of these categories please complete either the Concession Consent Form on **page 3** which will be used by CIT to access your eligibility in relation to concessions provided by CIT. **OR** The CIT Apprentice & Skilled Capital students Concession/Hardship Checklist on **page 4**.

Skilled Capital CIT Student Declaration

The completion of the Skilled Capital CIT Student Declaration form does not guarantee you a Skilled Capital place. Places are limited and subject to availability and eligibility. All successful applicants will be notified formally by CIT if they have been successful in securing a Skilled Capital place at CIT.

CIT ID: CIT

Student Name:

Additional Requirements: I declare that:

- I have not completed this qualification (or any previous version) in the past 7 years.
- I am not currently enrolled in any other Skilled Capital qualification.
- I am at least 15 years of age and am not currently enrolled in or attending a Secondary School/College except where the student: is undertaking a course of study leading to completion of year 12 in an alternative program, OR has an Exemption Certificate and the selected Skilled Capital qualification is an approved ASBA pathway.

Student Signature: [or electronic acknowledgement]

Date:

Once you have completed this form, please click **SAVE** button below and email to the CIT course contact.

Course Contact is:

SAVE

CIT Teaching or Administrative Support staff must complete each question:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Person with a Disability (as indicated on their CIT enrolment form or by proof of benefit or document from support professional) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Aboriginal or Torres Strait Islander (as indicated on their CIT enrolment form or other documentation) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Youth at Risk – 15-24 years of age (as evidenced by a signed and dated referral form or record from a support agency confirming student circumstances) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Long term unemployed (as evidenced by a signed and dated referral form or record from an Employment Services Provider confirming student has been in receipt of services from an ESP for at least 52 weeks) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

I confirm that I have sighted and verified the reference numbers for the documents used on Page 1 and I have attached additional evidence as required.

CIT Staff Name:

CIT Staff Signature:

Date:

Privacy Notice
CIT is collecting the information on this form under the principles of the Information Privacy Act 2014 (ACT) to check your eligibility for a Skilled Capital ACT Government funded place. This is required by the ACT Standards Compliance Guide for Skilled Capital. If you do not provide this information, CIT will not be able to allocate a Skilled Capital place to you. More information and how to make a complaint about your personal information is available in the CIT Privacy Policy – Territory Privacy Principles on the CIT website.

Centrelink Client Consent Form

This consent will be used for the sole purpose of authorising Centrelink to provide information including your name, address, payment and concession card type status to the Canberra Institute of Technology (CIT) to access your eligibility in relation to concessions provided by CIT.

Full Name (Primary Card Holder)

I,

My Centrelink Reference Number (CRN) is:

CIT Number: CIT Semester: Year:

Full Name (Dependent Card Holder – if applicable)

I,

My Centrelink Reference Number (CRN) is:

CIT Number: CIT

authorise:

- ▶ CIT to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink or Department of Veterans' Affairs customer details and concession card status in order to enable CIT to determine if I qualify for a concession, rebate or service.
- ▶ Australian Government Department of Human Services ("the department") to provide the results of that enquiry to CIT.

I understand that:

- ▶ The department will use information I have provided to CIT to confirm my eligibility for relevant concession and will disclose to CIT personal information including my name, address, payment and concession card type and status.
- ▶ This consent, once signed, remains valid while I am a customer of CIT unless I withdraw it by contacting CIT or the department.
- ▶ I can obtain proof of my circumstances/details from the department and provide it to CIT so that my eligibility for relevant concession can be determined.
- ▶ If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession provided by CIT.

Primary Card Holder

DD/MM/YYYY

Signature:

Date:

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink website at www.humanservices.gov.au.

All personal information provided will be handled confidentially in accordance with the Information Privacy Act 2014.

Details provided may be checked with or supplied to other authorised agencies eg. Centrelink and NCVET where necessary or required by law.

ADMINISTRATION
USE ONLY

Entered on TRIM by:

Date:

CRM reference number: —

CIT Apprentice & Skilled Capital Students Concession/Hardship Checklist

Semester: CIT Number: CIT

Student Name:

Health Care Card/Pension Concession Card

Apprentices are eligible for a concession on their CIT tuition fees if they hold a Health Care Card (HCC), a Pension Concession Card (PCC), a Low Income Health Care Card or Veteran's Gold Card. If the apprentice is under 18 years of age this rule will apply if their parent/guardian holds one of the above cards (and they are listed as a dependent).

The only evidence required is for one of the the above mentioned cards to be sighted and number documented.

Card Sighted: Card Number:

OR

Hardship Income Threshold

Apprentices must be able to demonstrate and be assessed as experiencing financial hardship and have a gross income less than or equal to the income threshold below relating to their circumstances. Recent payslips (not more than 1 month old) showing YTD pay for all income to be taken into account.

Annual Household Income Breakdown

Living arrangements/circumstance	Annual	Monthly	Fortnightly	Weekly	Tick Applicable
Single persons with no children/dependents (not living at home with parents)	\$40,000	\$3,333	\$1,538	\$769	<input type="checkbox"/>
Couples with no children/dependents	\$60,000	\$5,000	\$2,307	\$1,153	<input type="checkbox"/>
Single parents, couples/families with children/dependents (this includes applicants living at home where they are required to provide income of their parents/guardians)	\$80,000	\$6,666	\$3,076	\$1,538	<input type="checkbox"/>

Yearly household income is: \$

Payslips sighted and income verified.

OR

Hardship Evidence of Support

Evidence of Support template from CIT Student Services, Student Support or CITSA requesting the student receive a concession: *(Copy to be held on student file in TRIM)*

Concession applied to account by:

Date:

Student Services staff member name

Hardship approved by:

Date:

*Client Service Coordinator or Assistant Client Service Coordinator
(Bruce/Fyshwick/Gungahlin/Reid/Tuggeranong)*

TRIM Container/Document Number:

(Banner Exemption Code: 17)