Fee Assistance Application Checklist

This checklist contains information and important links that should be used **each time you apply.** Using the checklist ensures your application will be submitted successfully by using the current eligibility and processes requirements.

If you are using a hardcopy version of this document you can access the linked information at cit.edu.au/assistance.

Steps/tasks for you to complete	Links to more information
☐ *Check your eligibility to apply.*	• Eligibility Criteria and Income threshold
☐ *Unsure if you are enrolling in the right course for you and need advice?*	• CIT Student Support - Careers Advice
☐ *Enrol into an eligible CIT course.*	• Eligible courses/students
☐ *Apply for a CIT Concession, if eligible.* ***CIT Fee Concessions must be applied for; they are a discount on fees in addition to Fee Assistance. Students with a CIT concession are not required provide income evidence.*	• CIT Concession information • CIT Student Services opening hours
☐ *Pay your Services and Amenities fee before or at the time you apply.* ***If not paid, your application will be unsuccessful and you will need to reapply.*	• Link to pay this fee online
☐ *Gather and create electronic copies of all relevant supporting documents.* ***Free scanning is available at the CIT Library (No CITCard required).*	• Required supporting documents • Where can I get assistance to create electronic documents?
☐ *Create an email account, if you don't have one* ***All communication is via email.*	• How to create an email account
☐ *Complete the online application form, attaching all the required documents.* ***Assistance completing the form; you can talk to a CITSA staff member in person or call them during business hours.* ***It is your responsibility to lodge all relevant required documents with your online application. If you don't, your application will be unsuccessful and you will need to reapply.* ***You will receive an email from CIT to confirm that CIT has received your application. In addition your fees will be placed on hold to prevent cancellation of your enrolment while awaiting a result.*	• Fee Assistance online application • Preparing supporting documents for submission • CITSA contact details and opening hours
☐ *Waiting for an application result* • Attend your classes if they have started ***If you require course materials while waiting for your result such as a uniform, textbook or equipment kit, please purchase those items and request assistance with other course materials that are not as urgent.* • Get your CIT Card. ***CIT Cards give you access to CIT services, facilities, resources and CITSA discounts.* • All students are expected to contribute at least 25% of their requested amounts towards their course costs. While waiting for a result, you can begin to pay towards your 25% contribution. However DON'T pay more than 25% of your requested fees and/or textbooks/materials as no refunds are available. ***You will be given extra time to pay fees after your result.* • If you don't want to continue with a course/s you must withdraw in writing (infoline@cit.edu.au) before your census/invoice due date.	• What to do while waiting for a Fee Assistance result? • CITCard information • Information on withdrawing from courses
☐ *Assessment and Results of applications.* All results are sent by email only, check your emails (including your junk mail) regularly. ***All support documents are destroyed once the application is finalised.* • Pay remaining fees by the date stated in the email. ***Non-payment by this date will trigger the process to cancel your enrolment and the money returned to Fee Assistance.* • Activate credit and purchase your course materials by the expiry date, if granted	• Assessment and Results of Fee Assistance applications • Other financial options • CITSA Bookshop opening hours
☐ Be aware of support services should you require them.	• CIT Student Support • CIT Yurauna Centre • CITSA • Study Support (tutorial support) • YourTutor
☐ *Additional assistance in the same semester* You can reapply in the same semester for help with additional course costs if you have not reached the support limit and there is still funding. ***You will not have to supply income documents again unless your circumstances have changed.*	• Multiple Applications within the same semester and Support limits • Fee Assistance online application form