

Fee Assistance required documents list

The required document list is based on whether you have or have not had a CIT concession applied to your CIT student account. Use this checklist **each time you apply** to ensure you submit all of the required documents.

FIRST APPLICATIONS/APPLICATIONS FOR A NEW SEMESTER			
		Required documents	Where can I get the documents from?
APPLIED FOR a CIT Concession	CIT Documents	<ul style="list-style-type: none"> Current student schedule AND, Latest CIT unofficial transcript, AND Outstanding CIT tax invoice/s (if applying for fees) 	If you can't find your copies you can get them from CIT Self Service OR CIT Student Services OR infoline@cit.edu.au
		<i>If applying for textbooks/materials:</i> <ul style="list-style-type: none"> Your booklist (confirming they are essential) Quote for textbooks/materials 	Course subject guide in eLearn or teaching area. CITSA Bookshop (external quotes not accepted).
OR			
NOT ELIGIBLE OR DIDN'T APPLY for a CIT Concession	CIT Documents	<ul style="list-style-type: none"> Current student schedule AND, Latest CIT unofficial transcript, AND Outstanding CIT tax invoice/s (if applying for fees) 	If you can't find your copies you can get them from CIT Self Service OR CIT Student Services OR infoline@cit.edu.au
		<i>If applying for textbooks/materials.</i> <ul style="list-style-type: none"> Your booklist (confirming they are required) Quote for textbooks/materials 	Course subject guide in eLearn or teaching area. CITSA Bookshop (external quotes not accepted).
	Income Documents	Current income evidence of gross income for: **a gross income is your total income before any sort of deduction. <ul style="list-style-type: none"> yourself AND your partner (if you live with your partner) your parent/s – (If you live with one/both parents/guardians). If you live in this situation and claim to be financially independent you must provide evidence that you have earned at least \$22,000 in the past 18 months. Acceptable Income Documents: <ul style="list-style-type: none"> Payslip/s or a letter from your employer on company letterhead (must state gross income) no more than one (1) month old Current Centrelink Income Statement (no more than one (1) month old) Current ATO Tax Assessment (if payslips unavailable) Current bank statement/s of all savings (if living on saving) 	See Acceptable income evidence for more details.
2 nd APPLICATIONS IN THE SAME SEMESTER			
		Required documents	Where can I find these documents?
ADDITIONAL ASSISTANCE (on top of amount/s granted in this semester)	CIT Documents	<ul style="list-style-type: none"> Current student schedule AND, Latest CIT unofficial transcript, AND Outstanding CIT tax invoice/s (if applying for fees). 	If you can't find your copies you can get them from CIT Self Service OR CIT Student Services OR infoline@cit.edu.au
		<i>If applying for textbooks/materials:</i> <ul style="list-style-type: none"> Your booklist (confirming they are required) Quote for textbooks/materials 	Course subject guide in eLearn or teaching area. CITSA Bookshop (external quotes not accepted).
	Income Documents	No income documents required <i>if your circumstances have not changed</i> since your first application.	OR
		If your <i>circumstances have changed</i> you must provide Income evidence again see the above section NOT ELIGIBLE OR DIDN'T APPLY for a CIT Concession.	See Acceptable income evidence for more details.