



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:

Sighted by (print name): Sighted by (signature):

OR

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 Income Breakdown

Living arrangements/circumstance	Annual	Monthly	Fortnightly	Weekly	Tick Applicable
Single persons with no children/dependents	\$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	\$80,000	\$6,666	\$3,076	\$1,538	<input type="checkbox"/>

Payslips sighted and income verified.

Sighted by (print name): Sighted by (signature):

OR

Hardship Evidence of Support

Evidence of Support template from CIT 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

TRIM Container/Document Number: (Banner Exemption Code: 17)