



VET Student Loan Application Requirements Policy

Purpose

In accordance with the *VET Student Loans Act 2016* and the associated VET guidelines, as an approved course provider, the following policy and procedural document has been drafted to provide clarity around the collection and verification of information for the purposes of, or in relation to, applications by students for VET Student Loans. (*Subdivision D—Information relating to applications for VET student loans, Subsection 85 Processes and procedures for information relating to applications for VET student loans, VET Student Loan Rules 2016*).

This document should be reviewed in conjunction with Queensford College's Privacy Policy (<http://queensford.edu.au/privacy-policy.php>) which sets out how Queensford College protects the privacy of personal information that is collected through the website, available at <http://www.queensford.edu.au>, from industry partners, contractors of Queensford College, or directly from our clients.

This policy focuses on application requirements only. Other eligibility and entry requirements should be noted, including academic assessment requirements. There may also be additional selection criteria in place for the specific course you are undertaking, and in some cases particularly with high demand courses where there are more applicants than there are available places.

Definition of the "College"

Malekhu Investments Pty Ltd trades as Queensford College / Q Learning. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names

Policy

Assessment Requirements to Assess Academic Suitability

Subsection 85(1) (*VET Student Loans Rules 2016*) requires Queensford College to have processes and procedures relating to the collection and verification of information for the purposes of, or in relation to, applications by students for VET Student Loans.

Subsection 85(2) provides that the processes and procedures must require the collection and verification of the following information and documents:

- information about the student's identity and date of birth;
- if the student is under 18, information that one of the signatories to the application is a responsible parent of the student or that the student has received Youth Allowance on the basis the student is independent;
- those relevant to establishing that the student meets the citizenship and residency requirements specified in section 11 of the Act; and
- a certificate from the Commissioner that the student has applied for a Tax File Number (TFN), if the student has not yet been issued with a TFN.

Application Process

Step 1

VET Student Loan applications are either received directly from the students, through the Queensford College website, via phone, or on location at one of our campuses. All applications must include the required identification, supporting documentation and the Queensford College VET Student Loan Application Checklist.

If students have previously completed a relevant qualification and wish to apply for Credit Transfer (CT), or think they may be eligible for Recognition of Prior Learning (RPL), Queensford College staff must be notified immediately. It will be the student's responsibility to provide Queensford College with a certified copy of their academic transcript.

To ensure that the student is academically suited, the Queensford College VET Student Loan Academic Suitability and Student Entry Policy should be reviewed, as this document outlines the requirements of a student to undertake a particular approved course, including:

- a) one of the requirements (*Subdivision B—Student entry, Section 80 - Academic suitability, subsection (2) VET Student loans Rules 2016*) is met in relation to the student; and
- b) the student meets any other specified entry requirements for the course; and
- c) the College believes on reasonable grounds that the student is academically suited to undertake the course.

Step 2

All VET Student Loan applications are assessed by Administration for eligibility and applicable entry requirements.

If students are required to undertake Language, Literacy and Numeracy (LLN) testing as they don't fulfil the requirements of the other two options, and they do not reach Exit Level 3 on the approved test utilised by the College, the student will be contacted to discuss the unsuccessful result – outcomes will be discussed in a caring and respectful manner. Queensford College will implement an LLN Support Strategy to help unsuccessful applicants get through their next attempt, set at a later date at the discretion of the College.

Please note: Unsuccessful applicants are still eligible to enrol, however Fee for Service (FFS) arrangements would apply and they would be required to pay the full tuition fee for their chosen VET qualification.

The collection and verification of the following information and documents is a requirement, and if the information has not been provided previously in the enrolment process, the College will require from the student at this point:

- Proof of age information about the student's identity and date of birth
 - A copy of the student's Birth Certificate, Current Passport or Driver's Licence will be accepted;
- In the event that the student is under 18 years of age a parent/guardian co-signature is required
 - if the student is under 18, information that one of the signatories to the application is a responsible parent of the student or that the student has received youth allowance on the basis the student is independent;
- Evidence that the student is an Australian citizen, or a permanent humanitarian visa holder, or a New Zealand (NZ) citizen who holds a Special Category Visa (SCV)

- If you are an Australian citizen, a copy of your Australian Birth Certificate or Passport will be accepted;
- If you are a permanent humanitarian visa holder, evidence of your current visa status will need to be provided to verify your eligibility;
- If you are an NZ SCV holder, evidence of your current visa status will need to be provided to verify your eligibility. You will also be subject to other requirements;
- Valid Tax File Number (TFN)
 - To receive a VET Student Loan, you must obtain a TFN from the ATO (you will need to apply for a TFN even if you are not employed). If you don't have a TFN, you can provide Queensford College with a Certificate of Application for a TFN. This certificate is available from the ATO after you have applied for your TFN. Once you obtain your TFN, you must immediately inform Queensford College;
- Unique Student Identifier (USI)

Students are also required to submit the Queensford College VET Student Loan Application Checklist with their final documentation. This checklist ensures all required information and documentation has been collected, and provided to the College for the purposes of applying for a VET Student Loan.

Step 3

Once applications have been assessed as meeting entry requirements and all required information and enrolment documentation has been obtained, students will be contacted to confirm their preferred intake date and a Letter of Offer will be issued accordingly.

Upon receipt of a signed Letter of Offer, the relevant VET Student Loan application will be processed and the student will be enrolled into their chosen qualification.

Once processed, students will be issued with a Welcome Email including the Queensford College Student Handbook, VET Student Loans Information for 2017 Booklet, VET Student Loans - Information for Students Factsheet. At this stage, a Confirmation of Enrolment document will also be issued confirming important enrolment information.

If students have chosen face-to-face training, they will be issued a secondary email advising of class commencement details.

If students have chosen online training, they will be issued a secondary email upon course commencement, which includes login details to the Learner Management System (LMS).

Step 4

Requesting for a VET Student Loan eCAF (Electronic Commonwealth Assistance Form).

Students applying for a VET Student Loan will also be required to complete the *Request for a VET Student Loan eCAF* by the first census day. Administration will submit all student enrolment information, including the nearest applicable census day, to the Department of Education and Training through the online eCAF system.

Students will then receive an email from the Department allowing students to sign into the eCAF system. Once signed in, students will be required to verify the pre-populated information and complete the mandatory fields. Once complete, students must then submit the eCAF, which will prompt the system to email a copy of the completed eCAF to the student's nominated email address.

Please note: For students under the age of 18 years, the eCAF must be submitted by the student and a hard copy must be signed by both the student and a responsible parent or guardian of the student. In cases where the student has received Youth Allowance on the basis that they are independent (as described in Part 2.11 of the *Social Security Act*), evidence must be provided to Queensford College, and parental signature is not required.

Students must provide a copy of their completed eCAF to Queensford College immediately.

If students do not complete the eCAF by the required date, they will have to wait until the next study period to request for a VET Student Loan for future study. Retrospective access to VET Student Loans is not allowed under any circumstances.