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| Document | VET STUDENT LOAN ENTRY REQUIREMENTS |
| Purpose: | Kiama Community College Inc. (the College) must have processes and procedures in place relating to the collection and verification of applications by students for VET student loans. This procedure outlines the processes to be followed to ensure all students are treated fairly and in line with the VET Student Loans Rules 2016. |
| Legislation | VET Student Loans Act 2016 VET Student Loans Rules 2016 |
| PROCEDURES | |
| | <p>To be eligible for VET Student Loans, a student must meet the following requirements:</p> <ul style="list-style-type: none"> • Enrolment and loan application requirements, and • Academic suitability requirements, and • Citizenship and residency requirements. <p>ENROLMENT AND LOAN APPLICATION REQUIREMENTS</p> <p>Students must provide the below documentation when applying for a VET Student loan, and an application for a VET Student Loan must:</p> <ul style="list-style-type: none"> • Include the student’s tax file number or a certificate from the Commissioner stating that the student has applied for a tax file number. • Include the student’s Unique Student Identifier (USI) unless the student is otherwise exempt. • Have been submitted by the census day for the first unit for the course for which the student is requesting a loan and no less than two business days after enrolling. • Be in the form approved by the Secretary for the loan – which is the eCAF; • Where a student is under 18 years old, must have a parental consent form signed by a responsible parent of the student prior to submitting enrolment information into the eCAF system); or have evidence of the assessment of receipt of youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991; (providers should receive from the student evidence of this assessment in the form of their Centrelink Income Statement. <p>A copy of the VET Student Loans parental consent form can be downloaded at:</p> <p>https://docs.education.gov.au/documents/vet-student-loans-parental-consent-form</p> |

ACADEMIC SUITABILITY REQUIREMENTS

Students must be assessed as academically suited to undertake the course concerned.

An applicant for a VET Student Loan must:

- Provide a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of State or Territory for the student's completion of the year 12; OR
- Provide evidence of successful completion of a qualification that has been delivered in English at a Certificate IV or higher qualification or has been assessed by a Federal, State or Territory government agency which assesses overseas qualification as equivalent or comparable to a qualification at level 4 or above in the Australian Qualification Framework; OR
- Sit an online LLN test approved by the secretary under Section 82 of the VET Student Loans Rules 2016. Student must display a competency at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and reading tested through the approved ACER's vocational, adult and workplace education (VAWE) tool. The results will be reported to the student as soon as practicable after the assessment;
AND
- It is believed the student is academically suited to undertake the course.

CITIZENSHIP AND RESIDENCY REQUIREMENTS

Students must meet the citizenship and residency requirements to be eligible for a VET Student Loan.

An applicant for a VET Student Loan must be:

- An Australian citizen; OR
- A qualifying New Zealand citizen; OR
- A humanitarian visa holder who; is usually resident in Australia. Permanent humanitarian visas are defined in the Migration Regulations 1994, Volume 1, Part 1, Regulation 1.03 – Definitions. See: <http://www.legislation.gov.au/Series/F1996B03551> for the latest version of the Migration Regulations.

An application for a VET Student Loan must:

For an Australian citizen

- Provide a current Australian Passport; OR
- If born before the 20th of August 1986 provide their full birth certificate. An exception to this is where the applicant's parents were in Australia as diplomats or consular officers at the time of the applicant's birth. In these circumstances, the applicant will need to provide a citizenship certificate as evidence that they are an Australian citizen. If the applicant does not have a citizenship certificate they will need to lodge Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
<http://www.border.gov.au/Trav/Citi/Curr/evidence-of-australian-citizenship>
- If born on or after the 20th of August 1986 provide their full birth certificate. If the student's full birth certificate shows that at least one of their parents was born in Australia, and that parent was born before 20 August 1986, this is enough evidence to prove the student's Australian citizenship. If their parent was born in Australia on or after 20 August 1986, the parent's full birth certificate is required. If the applicant cannot provide this, they should apply for their own evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
- If born in Australia on or after 20 August 1986 and one of their parents was a permanent resident of Australia at the time of their birth must provide their Australian citizenship certificate. They can apply for evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.

The following documents are not acceptable as proof of a parent's permanent residency for VET Student Loan applications:

- parent's foreign passport with a visa label
- Visa Entitlement Verification Online (VEVO) printout
- visa grant notification letter
- Certificate of Evidence of Resident Status (CERS)

- Certificate of Status for New Zealand Citizens in Australia (CSNZCA)
- ImmiCard
- Freedom of Information (FOI) letter from the Department of Home Affairs.

These documents only provide proof of a person's visa status on the day they are issued / printed and are not sufficient proof of a parent's resident status at the time the applicant was born.

- If born in Australia on or after 20 August 1986 and neither parent was an Australian citizen or an Australian permanent resident and they spent the first 10 years of their life in Australia Applicants in these circumstances must provide their Australian citizenship certificate. They can apply for evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with Home Affairs.
- If Aboriginal and Torres Strait Islander applicants not registered at birth by the relevant State/Territory authority may submit a Statutory Declaration

[Statutory Declaration - citizenship - ATSI student whose birth was not registered](#)

The Statutory Declaration has been pre-populated and must only be used by applicants to whom these circumstances apply. The Statutory Declaration must be witnessed by a person included in the List of Occupations or the List of Persons provided in the template. Statutory declarations are not acceptable forms of proof of Australian citizenship for any applicants other than Aboriginal and/or Torres Strait Islanders whose birth was not registered by the relevant State/Territory authority.

- If born overseas and acquired Australian citizenship by application As a guide, please refer to the relevant category below: Applicants will need to provide one of the following documents as evidence of their Australian citizenship:
 - a current Australian Passport
 - an Australian citizenship certificate
 - a Citizenship by Descent extract

If an applicant does not have one of the above citizenship documents, they will need to apply for evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship with certified copies of the required documents and the application fee with the Department of Home Affairs (Home Affairs).

- If born in Papua New Guinea or their parent prior to 16 Sep 1975 must be referred to Home Affairs to obtain evidence of Australian citizenship by lodging Form 119 Application for evidence of Australian citizenship if:
 - evidence of citizenship was issued before 1 Jan 2009 and the applicant was born in PNG prior to 16 Sep 1975; or
 - citizenship was acquired by descent before 1 Jan 2009 where the parent(s) was born in PNG before 16 Sep 1975.

A citizenship certificate can be accepted as evidence that the applicant is an Australian citizen if the evidence of citizenship was issued on or after 1 Jan 2009 regardless of the acquisition date or date of birth. Applicants need to take the Department of Home Affairs' citizenship application processing times into account before applying for a VET Student Loan.

- If a student acquires Australian citizenship part way through their course, they may be eligible for a VET Student Loan for parts of a course not yet completed, for which the census dates have not passed. This includes for parts of a course in which the student is currently enrolled. The student must submit an eCAF after acquiring Australian citizenship and prior to the next census day for their course.

Most applicants for Australian citizenship by conferral acquire citizenship only after making the Australian Citizenship Pledge and being issued with Evidence of Australian citizenship from the Department of Home Affairs.

For Permanent humanitarian visa holders

- If student is a Permanent humanitarian visa holder confirm if the visa class held is a permanent humanitarian visa by contacting the Department of Home Affairs <http://www.homeaffairs.gov.au/vevo>

For New Zealand Citizens

- A New Zealand citizen is eligible if they hold a Special Category visa and:
 - has usually been resident in Australia for at least 10 years; and
 - was a dependent child aged under 18 years of age when he or she first was usually resident in Australia and
 - has been in Australia for periods totalling eight years during the previous 10 years and

- has been in Australia for periods totalling 18 months during the previous two years.

Most New Zealand citizens who arrive in Australia are the holders of a temporary visa called a Special Category visa (SCV). This is not a permanent visa but allows its holder to visit, live and work in Australia indefinitely. What constitutes a New Zealand SCV holder? New Zealand citizens who arrive in Australia using a New Zealand passport and, in the absence of a valid Australian visa, automatically receive a SCV provided they meet certain security, character and health requirements. The SCV is a temporary visa that remains in place for as long as they remain in Australia but expires as soon as the New Zealand citizen leaves Australia. A New Zealand citizen must therefore be an SCV holder on the day that they apply for the loan and thus cannot apply for the loan while they are not in Australia.

Evidence is required to be obtained from the NZ SCV holder regarding the qualifying requirements;

- Applicants will be required to provide evidence that they began living in Australia as a child at least 10 years before applying for the loan. If necessary, applicants can obtain copies of their international movement records from the Department of Home Affairs by lodging a Request for International Movement Records form <http://www.homeaffairs.gov.au/>

Would an eligible NZ citizen lose their VET Student Loan eligibility should they become a permanent resident? NZ citizens who gain permanent residency (PR) would lose their SCV status and, as a PR visa holder, would not be eligible for a VET Student Loan from that point on. Note that a holder of a PR visa is generally on a pathway to Australian citizenship. Australian citizenship would confer eligibility to access a VET Student Loan from the date of their citizenship ceremony, or the approval of their citizenship application in some cases. That is, if a person loses their SCV status for any reason, they would become ineligible for a VET Student Loan for all units of study with census dates after the date their SCV status is lost.

Record Keeping

All abovementioned records provided by the student will be kept confidential and retained for a period of 5 years.