

# LATROBE COLLEGE OF ART AND DESIGN

## STUDENT ACCESSING VET STUDENT LOANS PP

VET Student Loan Act 2016  
VET Student Loan Rules 2016

See also

**MCI 22 Reporting Data Requirement PP**  
**S11.3 Enrolling, Protecting & Informing Students PP**  
**S11.10 Enrolling Procedure PP**

### VET STUDENT LOANS (VSL)

Latrobe College of Art & Design is an approved VSL provider and the courses it offers are approved VSL supported courses. Students must be enrolled either full-time or part-time (2 or more units of study) to access VSL. The enrolment period is term to term. There are three terms per year. Fees are charged at the start of each term. The college assists students with their VSL application during Enrolment / Orientation. Student must submit the completed application at this time. See below for required documents required to complete the application. Late applications are not accepted.

The VET Student Loans program is an Australian Government loan program that helps eligible students (see below) enrolled in approved courses at diploma level or above, at approved course providers pay their tuition fees.

If you are an eligible student, the Department of Employment and Workplace Relations (DEWR) may approve your VET Student Loan for an approved course. DEWR will pay your loan directly to your approved course provider. You will be responsible for any gap amount or Student Contribution in the tuition fees, which are not covered by the loan.

### TUITION FEES

Please see your ACCEPTANCE FORM for details on the full fee, the amount that can be deferred to your VSL loan and how much your Student Contribution.

### VSL REPAYMENT CONDITIONS

The VSL loan is a debt to the commonwealth until it is paid. The loan has income-contingent repayment arrangements, which means you only need to make repayments if you are earning above the minimum repayment threshold. You can make voluntary repayments at any time.

The debt is managed by the Australian Taxation Office (ATO). Please go to [www.studyassist.gov.au](http://www.studyassist.gov.au) for more information. Loan repayment is made through the student's annual tax return. Once the student earns over \$45,500 (approx.) pa the student's tax will increase by 1%, which rises when the student's income rises. The loan may reduce a student's wage or salary and may reduce the student's borrowing capacity; and a student may wish to seek independent financial advice before applying for a loan.

The debt does not increase with interest but there is a 20% charge the Commonwealth adds for using the loan that is added to the student loan. LCADS tuition fees will be reasonably apportioned across a specified number of sequential fee periods and that each fee period will contain at least one Census Day (see below).

The student may be required during the course to communicate his or her agreement with the Secretary of VET Student Loans that wish to continue to use the VET student loan to pay tuition fees for their course.

### VSL STUDENT ENTRY & APPLICATION PROCESS

See LCAD's VSL student entry and application process procedure in [S11.10 Enrolling Procedure PP](#) and [S11.8 VSL CAN form](#) under <https://www.lcad.edu.au/policies-and-information>

### UNDER 18 APPLICANTS

The college will protect vulnerable students, including those that are under 18 years of age. The college has identification verification and collection processes for all students including obtaining the applicant's proof of date of birth, nationality, and identity.

The student must comply with all the requirements of VSL eligibility below, and in addition a parent or guardian of the student must sign the Acceptance Form on behalf of the student, unless the student has received Youth Allowance from Centrelink, on the basis that the student is an Independent (within the meaning of the VET Student Loan Act Part 2.11).

The parent or guardian must also complete and submit to the college the S11.11 VSL Parent Consent Form which is found under <https://www.lcad.edu.au/policies-and-information>

## VSL ELIGIBILITY

To receive a VET Student Loan, the student **must be an eligible student**, and:

- LCAD must reasonably believe the **student has competence to complete the course**.
- Has given to the college acceptable **Proof of identification**
  - Accepted ID are passport, or birth certificate or citizenship certificate. A licence alone is insufficient.
  - If a student has changed their name, they need to provide a Change of Name certificate plus the original acceptable proof of identity document.
- The student **holds appropriate citizenship**:
  - an Australian citizen, or
  - a qualifying New Zealand citizen\*, or
  - a permanent humanitarian visa holder, who is usually resident in Australia.
- The student has a **Tax File Number (TFN)**, or a Certificate from the commissioner that they have applied for a TFN.
- The student has a **Unique Student Identifier (USI)** or are otherwise exempt.
- The student has **sufficient FEE-HELP remaining** to complete the course.
- The student **must provide a physical address** and not a post office box number.
- The **student has given all the required documents to LCAD**, and the loan form has been **submitted to the government before the CENSUS Day**.
- The **student has appropriate qualifications** to enter the course. provided to the college their schooling Certificate of year 12, or higher tertiary qualification above Certificate IV, or they have provided proof that they have passed a recognised Literacy, Learning and Numeracy test in the last 2 years, such a CSPA test. See below for more information.

Other conditions are:

- The course must be VSL approved
- LCAD will manage the VSL application on behalf of the student, and
- The student must confirm their progression throughout their course to continue to access VSL
- Centrelink benefits do not affect your eligibility or the loan amount you can access.

\* A qualifying New Zealand citizen is a New Zealand citizen who meets all the following:

- holds a special visa category, such as the New Zealand Special Category Visa (SCV).
- has been usually resident in Australia for at least 10 years.
- was a dependent child when he or she was first usually resident in Australia?
- has been in Australia for periods totalling 8 years during the previous 10 years; and
- has been in Australia for periods totalling 18 months during the previous 2 years.

## QUALIFICATION Certificates REQUIRED TO ACCESS VSL

To access VSL the student must provide LCAD with evidence of the necessary qualifications and academic ability to complete the course, based on either:

- providing a Australian Year 12 Certificate, such a Victorian Certificate of Education certificate.

If your qualification is from overseas, then the certificate provided must be a letter or certificate issued by a Federal, State, or Territory government agency which assesses overseas qualifications and which shows that your qualification has been determined to be equivalent or comparable to a qualification in the Australian Qualifications Framework at level 4 or above.

OR

providing a copy of a certificate showing that the student has been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English);

OR

displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.

The student can sit a **CSPA TEST** at an arranged time at LCAD. A pass will satisfy the academic entry requirements of LCAD's Diploma programs. The results of the test must be received by the student as soon as practicable.

The student must also attend an **interview** and discuss their application with examples of their creative work.

If the student is unable to attend an interview they can be interviewed and provide written reasons of why they wish to study as well as show examples of their work or a folio.

## FEE-HELP LIMIT

Students are to be aware that VSL is a Commonwealth loan scheme offered to all Australian citizens that are eligible to use the loan. Once that amount (the student's Fee-Help Balance) has been exhausted the student is unable add more study to their loan. As of 2019 this was \$104,440.

## RE-PAYING THEIR STUDENT LOAN

1. Your VET Student Loan becomes part of your Education Loan Program (HELP) debt and must be paid back at the relevant repayment rate when your repayment income is above the compulsory repayment threshold. The compulsory repayment threshold is adjusted each year and is for the 2019-20 income year, beginning 1 July 2019, the threshold will be \$45,881.
2. At least twice each calendar year for the duration of your course, you are required to confirm your continued engagement in your course of study. Your approved provider will manage this engagement and progression activity using DEWR's electronic Commonwealth Assistance Form (eCAF) system. Your ongoing access to a VET Student Loan is dependent upon you demonstrating that you are still engaged in and progressing through your course.
3. You will incur your liability to pay tuition fees for each part of your course on the Census Day for that part of your course.
4. If you do not wish to incur a liability for that part of the course you must withdraw your enrolment in that part of the course before the Census Day. You must withdraw in writing and in line with your approved course provider's withdrawal procedure.
5. Full fee paying/fee for service students will incur a 20 per cent loan fee on their VET Student Loan. Students enrolled in a diploma and advanced diploma level course whose enrolment is subsidised by a state or territory government do not incur a loan fee.
6. You must meet the eligibility criteria to be eligible for a VET Student Loan. You will need to supply information to your provider to prove that you meet the eligibility criteria.
7. The amount of a VET Student Loan for a course is capped. The loan may not be sufficient to cover all the tuition fees for a course. Your education provider must send you a written notice of the amount of your course tuition fees covered by the loan and any gap fees required to be paid by you. The information must be sent to you by the first Census Day for your course. You are responsible for paying the gap fee as you progress through your course.
8. Information about tuition fees covered by the VET Student Loans program, any other fees payable for the course, and information on how to withdraw before the Census Day without incurring fees, will be provided to you by your provider prior to your enrolment.

## CENSUS DAYS/ TUITION FEES

The Census Day enables students to withdraw from a course before incurring Help Debt through their VSL enrolment. Census day enables a student to determine whether a course or unit of study is right or not right for them and not incurring a debt if it is not. The Census Day for a unit of study is the last day a student can withdraw from a unit of study before they submit their request for a VET Student Loan eCAF to defer or stop being charged tuition fees through the VET Student Loans program. If a student has not submitted a completed eCAF on or prior to the Census Day, you WILL NOT be entitled to a VET Student Loan for the current unit(s).

Census day cannot be set any earlier than 20% of the way through the period in which a unit is undertaken (this period includes any examination/assessment periods). Census day cannot be extended.

Upon confirmation of your intake, you will be directed to the website to view the schedule including study units, start dates, end dates and Census days specific to your intake.

LCAD lists its Census days for all its Units of Study for each term on the College's website. The fees are detailed on the students Enrolment Form (for single subjects) and on their Acceptance Agreement Form for part-time and full-time study. See <https://www.lcad.edu.au/policies-and-information> VSL 9 Schedule of VET Tuition Fees (Year).

## STUDENT REVIEW PROCEDURES

The student can access the [S11.5 Re-Crediting Fee Help Balance PP](#) to seek a review under Special Circumstances. LCAD will assist the student in any way it can to make the feel comfortable in pursuing their review and or complaint.

The procedures are for a review of the student's FEE-HELP balance is conducted through the college. However, there may be circumstances where the student may apply directly to the Secretary of DEWR to seek a review, such as, if the college is no longer operating. There may be also circumstances where the DEWR Secretary may themselves decide to review a student's FEE-HELP balance without being prompted by the student. This might include situations where the college is deemed to have operated with unacceptable conduct.

Our review processes and procedures ensure that a student is **not victimised or discriminated against** for:

- seeking review or reconsideration by LCAD of a decision to reconsider their FEE-HELP balance; or
- using the LCAD training's Policies and Procedures about dealing with grievances; or
- making an application for re-crediting of the student's FEE-HELP balance.

## VSL STATEMENT OF COVERED FEES AND FEES NOTICE

LCAD will give a student enrolled in an VSL approved course offered at LCAD a S11.7 VSL Statement of Covered Fees and Fee Notice between Enrolment confirmation and Census Day.

1. The VSL Statement of Covered Fees and Fee Notice will accompany the students **WELCOME TO YOUR COURSE** notice which details class schedule, Orientation, dates, and materials of their first term of study.
2. Each term, or enrolment period after that, the VSL Statement of Covered Fees and Fee Notice will accompany the students **WELCOME TO YOUR NEXT TERM** which details class schedule, Orientation, dates, and materials of their next term of study.

LCAD is required to email the student who is using VSL a VSL Statement of Covered Fees and Fee Notice no later than 14 days before Census Day and no earlier than 42 days before Census Day.

VSL Statement of Covered Fees and Fee Notice must include:

- (a) the student's name, residential address, phone number and email address;
- (b) the provider's name; RTO Code; any other business name that the provider uses;
- (c) the date of the notice.
- (d) the student's student number.
- (e) if available; the student's CHESSN
- (f) if available, the student's student identifier or USI.
- (g) the name of the course; and the LCAD Units of Study plus code pertaining to the term enrolment period.
- (h) the Census Day for each part of the course included in the fee period.
- (i) for each part of the course included in the fee period:
  - (i) the amount of the tuition fees that are to be covered by a VET student loan; and
  - (ii) the amount of HELP debt the student will accrue (which could be up to 120% of the loan amount concerned); and
  - (iii) the amount of the tuition fees that is to be paid by the student, and when the amount must be paid.
- (j) a statement that:
  - (i) withdrawal of the student's enrolment in a part of the course before the Census Day for the part of the course must be in accordance with the provider's procedure; and
  - (ii) if the student withdraws from a part of the course before the Census Day for the part of the course, the student will not incur a VET student loan debt for the part of the course and will receive a refund for any up-front payment of tuition fees.
- (k) information about how to withdraw, including where to find a copy of the provider's procedure for withdrawal.
- (l) information on the student's right to request the correction of information contained in the notice in accordance with the provider's information handling procedure.
- (m) advice that the student may be required to communicate the student's agreement for the Secretary to continue to use a VET student loan to pay tuition fees for the course.
- (n) advice that a VET student loan will not be used to pay the covered fees for a part of the course if the student advises the provider before the Census Day for the part of the course that the student does not want the tuition fees to be paid using a loan.
- (o) advice that any VET student loan debt will remain a personal debt until it is repaid to the Commonwealth.

## eCAFs

Student's application for the VET student loans program are completed via <https://ecaf.education.gov.au/provider> and sent through the eCAF portal.

1. At the start of the term, students who have elected to use VSL for the first time (or who have changed course) must be entered into the eCAF system as enrolments. Go to <https://ecaf.education.gov.au/provider>.

### **Due to be completed Week 1 of each term (before Census Day)**

2. DEWR then emails the completed eCAF s to the student's nominated email address.
3. Once student receives the emailed eCAF, they must watch an informative video and answer a series of multiple-choice questions so that they understand their debt. The student then adds some information into the eCAF (including their tax file number, and verify their email address), check their enrolment information is correct, then submit the form.
4. Once the student has submitted the eCAF, it comes back to the eCAF portal for the college to check and process. **It is important to check that the student has submitted a TFN, not an application for TFN. They must have received their TFN before Census Day to be eligible for a VET Student Loan.**

The students eCAF copy is maintain digitally under d:/college/students/ Fees & Correspondence/ year and term of student's enrolment. Before this document CANs were saved in hard copy to student's hard file.

## CANS

CANs are Commonwealth Assistance Notices which are essentially a student's receipt of charges for their FEE HELP account. The College uses a previously made CAN as a template, for example, by going to [d:/college/policy and procedures / S11 CAN Form](#) or by using an existing one as a template at [d:\dropbox\college\students\fees & correspondence\ vfh and vsl cans](#).

The template file must be the latest version.

CAN's only need to be made for students who have incurred a FEE HELP debt during that pay period.

They must be emailed to students within 28 days after Census Day and no earlier than 14 days after Census Day. LCAD usually sends CANS out 2 weeks after Census Day to the student's active email address.

## STUDENT PROGRESSION & ENGAGEMENT

Students who are using the VSL program must be sent, by LCAD, a 'Progression' through the eCAF portal during the month of **February, June, and October each year** (HITS sends LCAD a milestone reminder).

Students will be sent an email with a link to a webform which records information such as whether they intend to continue studying in the next term, and how they rate their training. Data from the Progression report is sent to DEWR, and they add it to the MYSKILLS website.

## USI

A student must have a valid USI number which is a national student ID number required by all students studying formally in Australia. A USI can be applied for instantly through googling "USI". Forms of ID proof are required to complete the application.

See [S25 USI PP](#).

## PROCEDURE

Once a student has applied, interviewed, and accepted their offer in a LCAD course, admin will obtain their essential documents required to access VSL.

The [S10 Student Coversheet](#) cover sheet is used by admin to check each student document has been received by LCAD. Once all documents have been collected, at a time after CANS has been issued, admin will digitally copy the student files and add them to the individual student folder at [d:/college/student/Student Master files](#).

The files must be kept for a minimum of 5 years. However, many students return to study later so LCAD will keep the files much longer.

## MONITORING CONTINUOUS IMPROVEMENT

Each year during the college's MCI internal audit of policies and procedures the coordinator will conduct a check that administration is collecting the correct VSL information and document evidence of students, recording details and names properly and maintaining secure backups of data for the required 5 years.

An [MCI4 College Compliance Checklist](#) will be used, and sample of individual students will be taken.