



## Partial and/or full exemption from the student contribution fees application

Complete this form if you are making an application for a partial or full exemption from the student contribution fee.

<b>Family name</b>	
<b>Middle name</b>	
<b>Given name</b>	
<b>Date</b>	

### Partial exemption to the student contribution fee

Partial exemption entitles the student to a reduced student contribution fee of \$0.65 (40% ) per nominal hour. The student may be entitled to a full exemption of the student contribution fee as indicated below. The student is to provide evidence to have partial or full exemption. The student contribution fee is currently \$1.60 per nominal hour which is payable on invoice during the enrolment period.

Tick <b>YES</b> or <b>NO</b> to one or more of the following which apply	Yes	No
I am under 17 years at the end of February in 2021	<input type="checkbox"/>	<input type="checkbox"/>
You are no longer at school and have not completed year 12	<input type="checkbox"/>	<input type="checkbox"/>
I hold a health care card or pensioner concession card (provide evidence of your health care or pensioner card)	<input type="checkbox"/>	<input type="checkbox"/>
I am the partner or a dependent of a person who holds a health care card or pensioner concession card and I am named on the card (provide evidence of your partners health care card or pensioner concession card)	<input type="checkbox"/>	<input type="checkbox"/>
I have an official form issued under Commonwealth law confirming that I and my partner or dependent is entitled to concessions under a health care card or pensioner concession card (provide evidence of an official form)	<input type="checkbox"/>	<input type="checkbox"/>
I am an Aboriginal or Torres Strait Islander (acceptable evidence of this is stated on the Training Contract or enrolment form)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of evidence provided by student:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Health care card details:	<input type="checkbox"/>	
Official commonwealth form details	<input type="checkbox"/>	
Sufficient evidence is provided to show partial exemption of student fees:	<input type="checkbox"/> Yes	<input type="checkbox"/> No



### Full exemption to the student contribution fee

The RTO may apply full exemption from the student contribution fee where the student falls into one or more of the following exemption categories. Should

Tick <b>YES</b> or <b>NO</b> to one or more of the following which apply	Yes	No
Payment of the student contribution fee would cause me extreme financial hardship. For example,	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Unable to pay my weekly, monthly debts (evidence of a letter from a budget or financial counselling service and or details of weekly income and expenses)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>On a strict budget which is regulated by a third party (evidence of a letter from employer, budget advisor or financial counsellor is required to support claim?)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Other reason, please explain?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
I have received a credit transfer/national recognition has been applied to a unit competency previously gained?	<input type="checkbox"/>	<input type="checkbox"/>
I am a School-based Apprentice or Trainee (year 12 fee free)	<input type="checkbox"/>	<input type="checkbox"/>
The participant is undertaking a qualification as part of the Skilling Queenslanders for Work Skills Traineeship program?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of evidence to be provided by student – (a letter from the employer may be sufficient)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statements for last 3 months	<input type="checkbox"/>	<input type="checkbox"/>
Monthly income and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Letter from employer supporting your application for financial hardship	<input type="checkbox"/>	<input type="checkbox"/>

<b>Student signature</b>	
<b>Trainer signature</b>	

Once you have completed this form. You will have 10 days from the date of this application to provide evidence of partial and or full exemption. If you do not agree with the outcome of the decision for this application. You are entitled to appeal using the Staysafe complaints and appeals process indicated in the student handbook.

<b>For office use only</b>	Form of evidence provided to show full exemption from student contribution fee:
Evidence type:	
Application assessed by:	Name:
Assessment decision:	Sufficient evidence was provided to fully exempt student from payment of student contribution fee:
Date:	Yes                      No