

VET Student Loan Application requirements & Student Selection Policy & Procedure

Purpose

This policy is developed 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 in accordance with the VET Student Loans Act 2016 and VET Student Loan Rules 2016.

This focuses on VET Student Loan application requirements only. Other eligibility and entry requirements which include academic suitability and Citizenship eligibility should be noted and are included on our Enrolments Policy.

Procedure

VET Student Loan request

All requests for VET Student Loans are received by Move Academy directly from students via, email, phone or face to face at the campus. Upon receiving a request, a Move Academy representative will communicate to the student the overall application process, VET student Loans particular's, eligibility criteria, details in relation to the completion of the application form and guidance in the provision of relevant evidence to support their application.

The completion of a VET Student Loan application must be accompanied by the provision of required identification and supporting documentation. These documents will be used to validate the details contained in the application and/or enrolment form completed by the student.

Key documents required:

Proof of age that includes the student's date of birth and identity such as:

- Current driver's license
- Current Australian passport
- A copy or extract of the student's birth certificate.

Please note: expired documents such as driver's license and Australian Passport are not acceptable.

In the event that the student is under 18 years of age a parent/guardian co-signature is required.

1. If the student is under 18, the completion of the VET Student Loan parental consent form must precede the eCAF being created and provided to the Students:
2. If the student is under 18, information that one of the signatories to the VET Student Loan eCAF 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).

1. If you are an Australian Citizen, a copy of your current Australian passport will be accepted
2. If you are an Australian Citizen, a copy of your Australian Birth Certificate will be accepted
3. If you are a permanent humanitarian visa holder, evidence of your current visa status will need to be provided to verify your eligibility.
4. If you are a 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 such as:
 - a. Has usually been resident in Australia for at least 10 years; and
 - b. Was a dependent child aged under 18 years of age when he or she first was usually resident in Australia; and
 - c. Has been in Australia for periods totalling 8 years during the previous 10 years; and
 - d. Has been in Australia for periods totalling 18 months during the past two years.

Has a valid Tax File Number (TFN)

1. To receive a VET Student Loan, you must obtain a TFN from the Australian Taxation Office (ATO) (you will need this number even if you are not employed).
2. In order to get a TFN, you will need a Certification of application for a TFN which can be obtained from the ATO, online or in person.

Please note your enrolment into the course with a VET Student Loan will not be processed until you supply that number to Move Academy.

Unique Student Identifier (USI)

The USI is your individual education number for life, you can not get Commonwealth financial assistance of your qualification or statement of attainment without it.

This must be obtained via the USI website: [Home page | Unique Student Identifier \(usi.gov.au\)](https://usi.gov.au)

Proof of the Students Academic Suitability

All students must provide evidence they meet academic suitability and be academically suited to undertake the course.

All students must:

- Provide their Australian Year 12 Certificate or
- Provide their International Baccalaureate Diploma Programme (IB) diploma or
- Provide evidence of successful completion of a qualification that has been delivered in English and:
 - was at level 4 or above in the Australian Qualifications Framework (that is Certificate IV or higher qualification), or at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
 - has been assessed by a federal, state or territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to: a qualification at level 4 or above in the Australian Qualifications Framework, or a qualification at a level in a framework that preceded the AQF that is equivalent to level 4 or above in the AQF, or
- displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test (and the provider reasonably believes the student displays that competence) and
- in addition, the approved course provider must reasonably believe the student is academically suited to undertake the course; and the student must meet any other specified entry requirements for the course

Requesting a VET Student Loan

Once the student is determined as eligible, Move Academy will issue to the student a VET Student Loan Application form.

The application is provided via the government eCAF system directly to the email address provided by the student. In addition to the completion of the VET Student Loan application form the student must review and acknowledge their understanding of the VET Student Loans terms and conditions.

Students will 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 year's, the parents must complete a Request for VET Student Loan Parental Consent form prior to Move Academy creating and providing the eCAF to the student for completion.

The Request for VET Student Loan eCAF submitted by the student and must be signed by both the student and 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 Move Academy and parental signature is not required.

1. Selection of Students

- 1.1 Move Academy has open, fair and transparent procedures that it reasonably believes are based on merit for making decisions about:
 - the selection of students seeking to enrol in approved courses, regardless of whether the student may be enrolled in an approved course in accordance with an arrangement between the provider and an employer or industry body; and
 - the treatment of such students.
- 1.2 Throughout the process of selection and admission, Move Academy will ensure all prospective students and their parents/guardians, where relevant, are treated courteously, fairly and efficiently.
- 1.3 Administration conduct an interview for all prospective students in order to:
 - ascertain the suitability to undertake the course;
 - assess the English proficiency;
 - check that the prospective student will have necessary support in their studies including computer literacy and ability to access internet facilities;
 - clarify and sight originals and retain certified copies of previously held qualifications.

2. Fair Treatment

- 2.1 Move Academy will treat fairly all of its students (who are or would be entitled to VET Student Loan assistance) and all of the persons seeking to enrol who are or would be, entitled to the Program assistance.

- 2.2 Fairness is considered in the context of the relevant circumstances and may be situations in which the fair treatment of students may result in students in different circumstances being treated differently.
- 2.3 Hence Move Academy will consider the following:
- education disadvantages that a particular person has experienced;
 - the fact that the VET student may be enrolled in a VET restricted access arrangement;
 - that the student has been enrolled in an approved course in accordance with an arrangement that was entered into between the provider and an employer or industry body; or
 - that the student has been enrolled in an approved course in accordance with an arrangement that limits or restricts enrolments in some or all of the places in the course.

3. Equity

Move Academy will ensure that, in its own reasonable view, selection procedures are fair and transparent and are based on merit. The admission criteria provide for the exercise of discretion if Move Academy is satisfied that the applicant would have a reasonable prospect of successfully completing the course, notwithstanding that one or more of the standard selection criteria have not been satisfied.

Therefore, while being guided by standard selection criteria, each application will be assessed on a case by case basis. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment.

4. Publication

This *Fair Treatment and Equal Opportunity Policy and Procedure* will be made published to students and persons seeking to enrol with Move Academy through publication on the website and reference within the Student Handbook.

The responsible officer for the implementation and training for this Policy and Procedure is the Director of Move Academy and the Compliance Officer