



Fee Exemption Disability Application

Teacher/Consultant for students with disability

Student Fee exemptions are available to students who are enrolled in NSW government and TAFE NSW subsidised training who meet the fee exemption eligibility requirements under the Smart & Skilled Contract at enrolment and during their training.

Students applying for a Student Fee Exemption are required to be assessed for eligibility by a TAFE NSW Teacher Consultant.

If there is insufficient evidence to support a fee exemption, your Student Fee will be calculated and you will be advised of the Fee to be paid. Applications for a fee exemption received after course withdrawal or course completion will not be considered.

TAE NSW Student ID *(office use)*

Family name

First name

Other name

Date of Birth (dd/mm/yyyy)

Postal address

Postcode

Course code *(office use)*

Local offering (Cal-Occ-Code) *(office use)*

Course name

Campus name

If you are applying for a student fee exemption, Tick box A or B below.

- A. I am a person with a disability* at the time of enrolment** and a client of a Teacher/Consultant for Students with Disabilities (with additional needs related to my training).
- B. I am a person with a disability* acquired during my training** and a client of a Teacher/Consultant for Students with Disabilities (with additional needs related to my training).
I understand that a new course enrolment is required.

It is confirmed the student has a disability or acquired disability, with additional needs related to their training.

Assessed/verified, with supporting evidence held, and confirmed by:

Name of Teacher/Consultant

Signature of Teacher/Consultant

Date

Applicant's Declaration

I acknowledge that providing false or inaccurate information at the time of enrolment amounts to a breach of discipline.

I confirm that the information provided to the Teacher Consultant is accurate and that should any such statements and/or representations prove later to be false, any decision made as a result may be reversed and I will be required to pay appropriate fees without delay. I further acknowledge that I may be subject to penalty under the TAFE NSW Student Conduct and Discipline Policy, which may include being excluded from TAFE NSW.

I understand that my TAFE NSW enrolment record will note I was provided with a fee exemption based on disability status for administrative purposes.

Signature of Applicant

Date

Note 1: The eligibility and evidence requirements apply to both a student with a disability and a student who has an acquired disability, and who is applying for a fee exemption as a Client of a Teacher/Consultant for Students with a Disability.

Note 2: Exemption from the government/TAFE NSW subsidised Student Fee is determined on proof of eligibility status at time of enrolment or by course commencement at the latest. Wherever possible, the application for a fee exemption is to be undertaken and finalised prior to course commencement, and specifically the initial training activity submission.

Note 3: From 2017, a student can declare and apply for a government/TAFE NSW subsidised fee exemption based on disability status after enrolment and during their training. Proof of eligibility requirements remain the same.

Note 4: Fee Exemption applications received after course withdrawal or completion will **not** be considered.

Note 5: The Teacher/Consultant for Students with a Disability must sight and/or maintain evidence which supports the student's eligibility for a fee exemption based on disability status.

* **Eligibility** - You may be eligible for a Disability Fee Exemption if you have:

- A chronic medical condition (for example, lupus, epilepsy, cancer),
- Are blind or vision impaired,
- Have an acquired brain injury,
- A physical disability or difficulties with mobility,
- Are deaf or hard of hearing,
- A mental illness,
- An intellectual disability,
- Autism Spectrum Disorder,
- Difficulties with learning due to ADHD, dyslexia or another learning disability.

Evidence – Assessment by the TAFE NSW Teacher/Consultant for Students with Disability that the student meets the fee exemption (Disability status) eligibility. Where possible and/or relevant, the student is to provide evidence to support this application. This evidence would need to be a letter or statement from:

- A medical practitioner; *or*
- A School counsellor or special education coordinator, Services Australia (Centrelink), a Disability Service Provider, or a Job Capacity Assessor; *or*
- A specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).

For courses commencing from 1 July 2021, a completed NSW School Leaver Individual Transition Plan that clearly identifies the student's disability is also considered to be suitable evidence.

Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

Refund

A refund of the student fee will be given where you have paid the Smart and Skilled Student Fee for your course and were then granted a fee exemption dated to the course start date. Where you have a fee exemption for an 'acquired disability' you may be entitled to a partial refund of the Smart and Skilled Student Fee. A TAFE NSW Refund Application Form will need to be completed.

Office Use Only

The Teacher/Consultant for Students with Disabilities is responsible/accountable for assessing the student's eligibility for the Fee Exemption – Disability status, including sighting, verifying and holding evidence to support the granting of the Fee exemption. The Fee Exemption eligibility and evidence requirements are determined by the Smart and Skilled Contract; therefore the "Approver" is not required to be a position as determined under TAFE NSW Delegation 12.2 (b).

Authorising Officer's decision

Approved:

Yes

No

Reason for non-approval:**Authorising Officer's Title****Authorising Officer's Signature****Date****Students with Disability**

Progress Code updated from 1.1 COND to
1.1 ACTIVE & Progress Reason DISB
removed

Waiver code applied

Students with Acquired Disability

discontinue existing enrolment & CID, assess refund
eligibility and process

new enrolment & CID, including Credit Transfer from original
enrolment

Note: Evidence supporting the student's Exemption Application is 'private and confidential' and must not be emailed between staff or uploaded into EBS, CRM or eChecklist.