

## VET Student Loans Policy

TAFE POLICY No. DOC17/236643

Approved by: Manager, VET Student Loans

Effective From: 1 January 2017

Web Publication Date: 13 March 2017

Revised: 22 January 2018

### 1. Introduction

This policy outlines how TAFE NSW will manage VET Student Loans in accordance with the requirements of the [VET Student Loans Act 2016](#) and associated legislative instruments.

### 2. Scope

2.1 This policy applies to all students who meet the eligibility criteria for a VET Student Loan.

### 3. Policy

3.1 To be eligible for a VET Student Loan, students must:

3.1.1 Meet the citizenship requirements:

- hold Australian citizenship, or
- hold a permanent humanitarian visa and usually reside in Australia, or
- be a New Zealand citizen on a Special Category Visa (SCV subclass 444) and meet the following residency requirements:
  - arrived in Australia at least 10 years ago as a dependent child (i.e. under 18 years and did not have a spouse or de facto partner), and
  - been ordinarily resident in Australia for the previous 10 years (i.e. have been in Australia for the last 10 years and resident for eight of the last 10 years) *and* lived in Australia for at least 18 months of the last two years at the time of the application for the loan.

3.1.2 Be a full fee-paying (fee-for-service) student or be a NSW Government subsidised student enrolled in an eligible qualification, and

3.1.3 Meet the academic suitability requirements to undertake a high level qualification, and

3.1.4 Meet specific loan requirements to:

- have not exceeded their Commonwealth lifetime HELP limit (which includes FEE-HELP loans for higher education qualifications)
- meet the Tax File Number (TFN) requirements to enable ongoing loan management through the Australian Tax Office (ATO)
- have a Unique Student Identifier (USI)
- have a Commonwealth Higher Education Support Number (CHESSN).

3.1.5 Have applied to the Commonwealth for a loan for the course they are enrolling into, by completing the electronic Commonwealth Assistance Form (eCAF).

3.1.6 Be actively participating and progressing through their course of study (i.e. meet the 'genuine student' requirement under the Act).

3.2 Eligible VET Student Loans courses are:

- Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma qualifications that are on the Commonwealth VET Student Loans Approved Courses List **and** approved by the Commonwealth for delivery by TAFE NSW under the VET Student loans scheme.

3.3 Exclusions This policy does not apply to:

- holders of temporary visas, or
- other permanent visas, or
- international students.

#### 4. Responsibilities

Position	Responsibility
Manager, VET Student Loans Team	The TAFE NSW VET Student Loan Manager manages these requirements on behalf of TAFE NSW, under delegation from the Managing Director.
All Employees of TAFE NSW	A Memorandum of Understanding between the NSW TAFE Commission RTO and other TAFE NSW RTOs sets out how VET Student Loans are to be managed in TAFE NSW.

#### 5. Related Documents

5.1 Legislative requirements met by this policy:

- [VET Student Loans Rules 2016](#)
- [VET Student Loans Act 2016](#)
- [Technical and Further Education Commission Act 1990 \(NSW\)](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Migration Act 1958](#)
- [Privacy Act 1988](#)
- [Government Information \(Public Access\) Act 2009\(NSW\) \(GIPA Act\)](#)
- [Privacy and Personal Information Protection Act 1998 \(NSW\) \(PPIP Act\)](#)

5.2 The following policy documents should be referred to in relation to this policy:

- [TAFE NSW VET Student Loan Tuition Fee and Refund Policy](#)

5.3 The following guideline documents should be referred to in relation to this policy:

- [VET Student Loan Policy Implementation Guidelines](#)
- [VET Student Loans Tuition Fee and Refund Implementation Guidelines](#)

#### 6. Contacts

VET Student Loans, NSW TAFE Commission.  
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#### 7. Document Information and Review

The policy will be monitored and evaluated on an annual basis.

Record No. DOC17/236643  
 Review Due: 22 January 2019