

VET Student Loans (VSL) Enrolment Guidelines



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VET Student Loans

VET Student Loans commenced on 1 January 2017, replacing the VET FEE-HELP scheme. The VET Student Loans program offers greater protection for students and focuses on courses that address industry needs, creating better opportunities for employment. VET Student Loans offers income contingent loan support to eligible students studying certain diploma level and above vocational education and training qualifications. Eligible students are entitled for loans up to a capped amount.

Loan Caps

- Eligible students will be entitled for loans up to a capped amount.
- Training Providers may charge above the loan cap for a course, and if so, students will be expected to pay for the difference up front according to the Training Provider's billing period.
- The amount you can borrow for your tuition fees is determined by the Australian Government and in most cases, there are three bands of VET Student Loan Caps (\$5,000 / \$10,000 / \$15,000) set for each course. A VET Student Loan is only for tuition fees and doesn't cover additional costs such as text books, materials, or accommodation.

Eligible Courses

- Certain Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas are eligible for VET Student Loans that are linked to industry needs and employment outcomes.

Stanley College currently offers two courses under the VET Student Loans framework:

- BSB50215 Diploma of Business
- BSB51915 Diploma of Leadership and Management

Please note:

- If you wish to access a loan to study a higher level VET course you will need to select one of these eligible courses.
- List of Eligible Courses / Further information on Vet Student Loans can be found on the [VET Student Loans Website](#).

Is my course eligible for a VET Student Loan?

Courses that are approved for a VET Student Loan, and the cap on the loan amounts that students can borrow per course, are set by the Australian Government. A full list of approved courses is provided in the [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#).

Important Information for VET FEE-HELP Students

Students engaged in study who accessed VET FEE-HELP for their course prior to 1 January 2017 had the choice to opt-in to continue their study with access to VET FEE-HELP until 31 December 2017, with students able to apply to continue beyond 2017 in some circumstances. In some circumstances students may be eligible to extend their VET FEE-HELP assistance beyond 31 December 2017. Such circumstances may include, for example, illness or caring responsibilities. Part-time students may also be eligible for further extension. Applications will be considered on a case-by-case basis. Details on these arrangements about how students can request VET FEE-HELP for 2018 are available at the following link: [Australian VET FEE-HELP Website](#)

Student Eligibility Requirements?

Residency

To be eligible for a VET Student Loan you must provide evidence that you are:

- An Australian citizen (If you are born on or after 20 August 1986 you will be required to supply additional evidence if you are using your birth certificate as evidence); OR
- The holder of a permanent humanitarian visa who is usually resident in Australia; OR
- A New Zealand Special Category Visa (SCV) holder who meets the long term residency requirements.

Academic Suitability

Stanley College must not only be able to believe on reasonable grounds that you are academically suited to the course for which you are seeking VET Student Loan support (including satisfying entry requirements for the course in question). You must be able to satisfy one of the following requirements:

- Provide a copy of a Senior Secondary Certificate of Education that has been awarded to you by an agency or authority of a State or Territory for the completion of year 12; OR
- Provide a copy of a qualification certificate IV level or above in the Australian Qualifications Framework (AQF) that has been delivered in English.

Approved LLN Test

If you cannot provide either of the above documents, you will be required to display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy.

Stanley International College will assess your competence using the Australian Government approved assessment tool - the Safe work Resources VFH LLN Assessment Tool (LLN Robot). (<https://tlrg.com.au/>)

Tax File Number (TFN) and Unique Student Identifier (USI)

Students who do not have a TFN should apply for one by completing a Tax file number - application or enquiry for individuals (NAT1432) form available from the ATO.

Please note: if your details held at the ATO are not current, we will be unable to enrol you. Check your details are correct by logging into your myGov account prior to enrolment.

If you don't already have a TFN you can apply for one online via the [Australian Taxation Office \(ATO\) website](#). If you apply for your TFN but don't receive it before enrolment, you can get a Certificate of Application for a TFN from the ATO. Upload your certificate to your electronic Commonwealth Assistance Form (eCAF) before you submit it.

In terms of your USI, you must:

- Have your USI ready for enrolment.
- Your Name, Address and date of birth must match your details held at the Australia Tax Office (ATO) and the details you provided at enrolment. If the information does not match, we will be unable to enrol you.

To update any required details, please go to the [USI website](#).

For Students Under 18 Years of Age

For students that wish to apply for a VET Student Loan that are under 18 years of age, one of the following documents is required:

- One of the signatories to the application must be a responsible parent of the student (by submission of the signed parental consent form from Stanley College); OR
- A Centrelink Income Statement detailing that you have received Youth Allowance because you are deemed independent.

Additional Eligibility Criteria

In order to be eligible for a VET Student loan, you must also meet all of the following Criteria:

- FEE-HELP limit – This is the maximum amount you can borrow over their lifetime for VET Student Loans, VET FEE-HELP and FEE-HELP. For 2017 the limit was set at \$100,879. All borrowing under VET Student Loans, VET FEE-HELP and FEE-HELP accumulates together and must be under the life time total for you to qualify for further access to VET Student Loans;
- Australian Course – Your course must be primarily studied in an Australian campus;
- VET Student Loans Information Booklet – You must have read and understand the provided Information Booklet ([VET Student Loans Information Booklet](#));
- Electronic Commonwealth Assistance Form (eCAF) – You must have submitted the eCAF form by the census day for the first unit of the course you are applying for funding for and no less than two business days after enrolling. **Please note: the census day is the last day you can apply for a VET Student Loan for that unit of study.**
- Student Engagement and Progression – During the course of your loan period, to continue to access your VET Student Loan you must complete this survey at least twice per calendar year in the eCAF system within the duration of your course. ([VET Student Loans - Student engagement and progression FAQs](#))

What is a Census Day?

The census day is a very important date for you to know about! The census day for a course, or a part of a course, is the last day you can:

- Complete the eCAF to apply for a VET Student Loan for your course; OR
- Withdraw your enrolment without incurring a debt for the course or part of the course.

Every part of a course (unit or subject) has its own census day, so that you incur debts as you progress through your course, not for the whole course at the beginning. Every course must have at least 3 census days spread reasonably evenly throughout your course. Stanley College will provide a breakdown of the census dates for your course in your **VET Student Loan Statement of Covered Fees**.

Course Fees

Tuition fees are charged by the unit of study, all Stanley College VET Student Loans approved courses have a minimum of three fee periods and each contains at least one census day. Your fee periods will be evenly spread through the duration of your course and could contain more than one unit.

The cost of your course may be more than the amount covered by the VET Student Loan Cap, this could be due to a lack of balance in your FEE-HELP limit or due to the fact that items such as Materials Fees are not covered. This 'Gap' amount must be paid before your first census date.

Stanley College will provide you with a **VET Student Loan Statement of Covered Fees** to confirm that your enrolment has been accepted and detailing how much of the course tuition fees are covered in your VET Student Loan. Stanley College will also provide you with a **VET Student Loan Fee Notice** at least 14 days before the first census date in each fee period detailing the breakdown for that period.

If you withdraw from a part of your course before the census day for the part of the course, you will not incur a VET student loan debt for that part of your course and will receive a refund for any up-front payment of tuition fees. Once each census date has passed, Stanley College will issue you a Commonwealth Assistance Notice (CAN) within 28 days detailing accumulated information about your debt and payments.

Loan Fee

A loan fee of 20% applies to VET Student Loans for full fee paying-students. This amount will be added in to your VET Student Loan but will not be included in your FEE-HELP limit. **Please note, if you receive a state subsidy, you will not be required to pay the loan fee.**

How to apply for VET Student Loans

To apply for a VET Student Loan you must complete the Request for a VET Student Loan **eCAF** on or before the census date; however, once you have enrolled in your course with Stanley College you must **wait at least two full business days** before you submit your eCAF.

After two business days has passed Stanley College will register your interest with the Australian Government that you wish to apply for a VET Student Loan. At this point you will receive a log in and password to complete your eCAF.

Please note: If you do not complete and submit your eCAF by the census date, you would be liable for all tuition fees payable for that fee period.

How do I withdraw from a unit?

You must withdraw correctly by the census day to avoid a VET Student Loans debt! In order to withdraw from a unit and not incur the debt for that unit, you must do so in writing to Stanley College. If you withdraw after the census date, you will be liable for the fee. In order to apply for re-credit you must complete a **Re-Credit Application Form**, available at Student Services.

If you cannot withdraw before or on the census day due to special circumstances, you can apply to Stanley College to have the FEE-HELP debt removed. You must be able to prove:

- Were beyond your control; AND
- Did not make their full impact on you until on or after the census day; AND
- Made it impracticable (i.e. impossible) for you to complete your unit(s) of study requirements.

Repaying your HELP Debt?

Your VET Student Loans debt forms part of your accumulated HELP debt. You must start repaying your HELP debt through the tax system once your income is above the compulsory repayment threshold, even if you are still studying. More information about HELP debt repayments, including how the ATO calculates your compulsory repayment, is available at www.studyassist.gov.au.

The threshold is adjusted each year and for the 2016-17 income year it was \$54,869 or above. Repayments made through the Australian taxation system are called 'compulsory repayments' and continue until you have repaid your whole debt.

How much you must pay back is calculated from the amounts given on your income tax return for:

- Your taxable income,
- Reportable fringe benefits (reported on your payment summary),
- Total net investment loss (including net rental loss),
- Reportable super contributions, and
- Exempt foreign employment income amounts.

From 1 July 2017, anyone who has a HELP debt, and earns above the minimum repayment threshold, will be required to repay their debt regardless of where they live, whether in Australia or overseas. Further information is available in the [VET Student Loans Information Booklet](#).

Statement of Tuition Assurance for Exempt Vet Student Loans (VSL) Providers

Introduction

1. Tuition assurance protects students in the event a course provided by an approved VSL provider ceases to be provided after it starts but before it is completed. Affected students are offered a replacement course with another provider and where this is not possible, the students' FEEHELP balance for the affected part of the course will be re-credited.
2. As an approved provider under the *VET Student Loans Act 2016*, Stanley International College Pty Ltd ABN: 16 130 977 221 ACN: 130 977 221 must be a party to an approved tuition assurance arrangement or have an approved exemption in place.
3. It is intended that, from 1 January 2018, Stanley International College Pty Ltd will be exempted from the requirement to be a party to an approved tuition assurance arrangement. Instead, Stanley International College Pty Ltd is required to comply with interim arrangements which ensure similar tuition assurance protection is provided to students.
4. This statement sets out the interim arrangements for tuition assurance that will apply from 1 January 2018 and Stanley International College Pty. Ltd.'s obligations from that date.
5. If any changes occur to the proposed arrangements outlined below, a revised statement will be provided on Stanley International College Pty Ltd.'s website and advised to all students that have enrolled in the intervening period.

What happens if Stanley International College Pty Ltd ceases to provide a course after it starts but before it is completed? Information for affected students:

6. Stanley International College Pty Ltd will notify affected students in writing that an approved course is no longer provided within 2 business days after Stanley International College Pty Ltd ceases to provide the course after it starts but before it is completed.
7. As soon as practicable, Stanley International College Pty Ltd will also update its website to reflect that the course is no longer being delivered and to give students information about the tuition assurance arrangements.

Replacement Courses

8. The Commonwealth Department of Education and Training (the Department) (or a consultant engaged by the Department) will work with affected students to identify a replacement course and arrange for students to be placed with replacement providers.
9. Replacement courses must meet the following requirements:
 - the course must lead to the same or comparable qualification as the original course;
 - the mode of delivery of the replacement course must be the same as or, with the student's consent, similar to the mode of delivery for the original course;
 - the location of the replacement course must be reasonable, having regard to the costs of, and the time required for, a student's travel; and
 - the student will not incur additional fees that are unreasonable and will be able to attend the replacement course without unreasonable impacts on the student's prior commitments.
10. Affected students will be offered a replacement course and may seek a review about whether the course offered to them meets the requirements for replacement courses.
11. A student who accepts the replacement course offered will not be required to pay the replacement provider for the replacement components of the replacement course. However, the fees payable for the remainder of the replacement course may be different from the fees payable for the original course.
12. A student who accepts the replacement course offered will also receive course credits for parts of the original course successfully completed by the student, as evidenced by:
 - a copy of a statement of attainment or other Australian Qualifications Framework certification document issued by the course provider or an authorised issuing organisation in accordance with the Australian Qualifications Framework; or
 - a copy of an authenticated VET transcript issued by the Student Identifiers registrar.

13. Each affected student will have a period of six (6) months in which to accept the replacement course offer. The Department may extend that period in circumstances that justify an extension.
14. If an affected student enrolls in a course that is not a replacement course, the student may be required to pay additional tuition fees, and might not receive the course credits the student would have received if the student had enrolled in a replacement course.

Re-crediting of Students' FEE-HELP Balances

15. Where there is no suitable replacement course for a student, Stanley International College Pty Ltd will re-credit the student's FEE-HELP balance for the affected parts of the original course. The amount re-credited will be equal to the amount of VET student loan used to pay tuition fees for the student for the course, or parts of the course.

Prepaid Fees

16. For tuition fees paid up-front greater than \$1500, Stanley International College Pty Ltd will not enrol student in units until it has in place insurance for tuition fees with an approved provider as required under the Tuition Assurance Scheme.
17. For tuition fees paid up-front below \$1500, students should be aware that there is no formal protection in place and students will be responsible to seek a refund for these fees directly from Stanley International College Pty Ltd if Stanley International College Pty Ltd fails to provide the agreed services. Stanley International College Pty Ltd has in place a Refund and Cancellation Policy (http://stanleycollege.edu.au/wp-content/uploads/2017/03/Refund-and-Cancellation-Policy_Australian-Residents.pdf) which shall apply. If the provider is under external administration, this may require the student submitting a proof of debt with the external administrator.



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