

WA Financial Hardship Application Form

You cannot apply for and be granted a fee waiver unless ALL of the following apply:

1. The student must have a Department of Human Services' low income health care card.
2. The student does not have the disposable income to pay the fee via instalments without compromising their ability to meet their basic living needs or those of their dependents.
3. There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g. 12 months).

If you cannot meet the above criteria, ACCCO may consider an instalment plan and/or extended payment periods.

For a payment plan request, you should fill in a

- (i) Payment plan request form and;
- (ii) Supply supporting evidence

These can be obtained from reception or by emailing student-finance@accco.com.au

If you consider yourself eligible to apply for a fee waiver, complete the following and submit to student-finance@accco.com.au with FULL SUPPORTING DOCUMENTATION – see page 2 for details.

Student Surname	
Student First Name	
Student Date of Birth	
Student No.	
Course of Study	
<p>List the types of supporting documents you have provided to support your fee waiver request: See back page of form for examples.</p> <p>Your request will be declined if you do not submit adequate, appropriate evidence.</p>	

Document Title	Version	Date	Author
WA Financial Hardship Application Form	V1.1	10/12/2018	Compliance / HR Officer

SUPPORTING DOCUMENTARY EVIDENCE

The student must provide relevant supporting documentation to prove their claim, including detailed evidence as to their financial circumstances. **NOTE: if the student is partnered, evidence will also be required of their partner’s income and expenditure.**

Examples of evidence to assess household income:

- (i) 3 months of pay slips
- (ii) 3 months of bank statements for all bank accounts including savings accounts

Example of evidence for assessing household expenditures:

- (i) Tenancy agreements
- (ii) Utility bills

If you are married or have any dependent children you must also supply:

- (i) Marriage certificate
- (ii) Birth certificate of any dependent children
- (iii) Divorce order, if applicable

NOTE: This information *MUST* be provided with your fee waiver application or it will be *DECLINED*.

WAIVER FOR UNITS STARTED IN CURRENT YEAR ONLY

Fee waivers can only be granted for units started in the current year, units for the following years will need to be re-applied for. If a fee waiver was granted and the unit was not commenced in the same calendar year, a new fee waiver will need to be completed and submitted. This does not guarantee approval will be given in subsequent years and fees may become payable for units where fees were waived in the previous financial year.

PARTIAL FEE WAIVERS

A partial waiver of all fees for enrolled units within an enrolment period is not permitted.

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CRITERIA

Below is a table taken from the Government of Western Australia’s VET Fees and Charges Policy 2019 which indicates the criteria for awarding a financial hardship fee waiver. If the evidence supplied fails to meet these criteria, a fee waiver will not be approved.

Criteria for Severe Financial Hardship			
1	The student’s income must not exceed the Department of Human Services income thresholds for the low income health care card, as outlined below.		
	Status	Weekly income	Total income in the 8 Week Period Prior to Applying
	Single, no children	\$556.00	\$4,448.00
	Couple combined, no children	\$960.00	\$7,680.00
	Single, one dependent child	\$960.00	\$7,680.00
	For each additional child add	\$34.00	\$272.00
2	The student does not have the disposable income to pay the fees via instalments without compromising their ability to meet their basic living needs or those of their dependents.		
3	There is no basis for concluding that the student’s financial circumstances are likely to change within a reasonable period (e.g. 12 months).		

STUDENT DECLARATION

I agree that the evidence supplied is a true and accurate reflection of my financial situation. I am unable to afford to pay my course fees and request a fee waiver on the grounds of financial hardship.

Name: _____

Signature: _____

Date: _____

REMINDER

Please note that submitting this application is not a guarantee that a fee waiver will be applied to the course you intend to study with ACCCO. If approved, you will be required to supply ongoing evidence of your concessional status and reapply for a fee waiver at the beginning of each calendar year or full fees will be charged for any units that have not been commenced or completed in the previous year.

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