

VET Student Loans

STUDENT ENTRY PROCEDURE



Course enrolment and VET Student Loan application procedure

The following entry procedure is for students applying to access a VET Student Loan in order to study an eligible Diploma or Advanced Diploma course with Unity College Australia. The list of eligible courses offered by Unity College Australia is available on the college website at <http://www.unity.edu.au/index.php/study-information/financial-help>

1. Read the Course Outline for the study program/course in which you wish to enrol:
 - a. The outline will be available from the National Office of Unity College Australia, the Unity College Australia website (www.unity.edu.au) or directly at your local training campus.
 - b. The outline will contain information specific to that course including general and academic entry requirements, course content and outcomes, costs, delivery and assessment arrangements.
2. Check the Schedule of Tuition Fees posted on the Unity College Australia website for the relevant local training campus and course
3. Read the information about options for payment, including VET Student Loans, on the Unity College website <http://www.unity.edu.au/index.php/study-information/financial-help> and on the Study Assist website at <http://studyassist.gov.au/sites/StudyAssist/>
4. Complete and submit an Application Form before any specified closing date indicating your intention to apply for VET Student Loans to pay for the course
5. Provide authentic evidence, as advised by the college, of any required documents or material in terms of:
 - a. Personal identification documents (to prove identity, citizenship and date of birth eg Drivers Licence, Birth Certificate, Passport),
Note: specific requirements apply to applicants under the age of 18, to New Zealand citizens and to persons born after 20 August 1986. Please see below* for details. Contact the college or the StudyAssist website for further advice.
 - b. USI (Unique Student Identifier number).
 - c. Prior study or experience to meet course pre-requisites or entry requirements
6. Attend an interview/audition (if required)
7. Attend a VET Student Loans information session either before or at time of enrolment. At this meeting further details about the course and the VET Student Loans process, including invoicing, census dates and course withdrawal, will be provided.
8. You will be required to sign a VET Student Loans Enrolment Enquiries Checklist verifying that you have received, read and understood information about the course, VET Student Loans and alternative payment options before you proceed to apply for a VET Student loan.

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9. Provide evidence of English Language, literacy and numeracy (LLN) skills - either:
 - a. Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR
 - b. Completion of studies at AQF Certificate IV level or above in English, OR
 - c. Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy. The evidence for this is the successful completion of a government-approved LLN test, as follows.
 - The Core Skills Profile for Adults (CSPA) test is an online test administered by Unity College Australia. A link will be made available to students through the college.
 - Students may complete the LLN test on campus or independently.
 - Evidence must be provided that the tests were completed by the student, with honesty and integrity. You will be required to sign a declaration form regarding this.
 - In addition you may be requested to provide video evidence of test completion including date and time stamp. Unity College Australia will inform you if this is necessary and provide guidance on requirement.
 - CSPA test results will be reported to the student by the college as soon as practicable after the assessment.
 - Where available, students may submit evidence of results of other VSL-approved LLN tests, as published on the Department of Education, Skills and Employment website at <https://www.employment.gov.au/language-literacy-and-numeracy-lln-assessment-tool-information> (Acceptance of test results other than for CSPA tests administered by Unity will be at the discretion of the college)
 - Evidence of test results may be reported to the Secretary of the Department on request.
10. An offer of a place in the course and access to VET Student Loans will require:
 - a. An assessment that you are academically suited to the course including evidence of satisfactory English Language, literacy and numeracy skills;
 - b. Satisfying entry requirements for the course set out in the course outline;
 - c. Evidence of eligibility for a VET Student Loan and sufficient HELP balance to cover the tuition fees.
11. You are deemed enrolled once the above entry criteria are met and Unity College Australia believes on reasonable grounds that you are academically suited to undertake the course.
12. You can apply for a VET Student Loan by electronic lodgement of an eCAF form after 2 full business days (48 hours) have passed since you have been enrolled.
13. You will receive a VET Student Loans Fee Notice and Statement of Covered Fees after your enrolment has been confirmed and prior to each census date for your course. This notice will specify the amount to be debited against your HELP balance.

Notes:

- VET Student Loans will not be approved for students who do not meet eligibility requirements.
- A VET Student Loan gives rise to a VETSL debt that continues to be a debt due to the Commonwealth Government until it is repaid

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WITHDRAWAL PROCEDURE (Summary)

- You have until the census date to withdraw from your course or your application for a VET Student Loan without penalty.
- Notification of withdrawal of an application for a VET student Loan to finance either a full course or a Unity of Study must be made in writing to Unity College Australia, by the census date for the current unit of study, as listed on the Schedule of Tuition Fees.
- Notification can be by email to registrar@unity.edu.au or using the Notification of Withdrawal from VET Student Loans/ VET FEE-HELP form available at each training campus. Date of receipt of notification by email or at your training campus is the date of withdrawal.
- After withdrawal from a course or Unit of Study, a student cannot be re-enrolled unless the student specifically indicates in writing, at a time after withdrawal, their intention to re-enrol to Unity College Australia.
- The full Withdrawal, Refund and Review Policy and Procedure documents relating to students enrolled in an approved VET Student Loans course, including withdrawal after a census date under special circumstances, are available on the college website and from the National Office of Unity College Australia.

If you have any questions about procedures associated with applying for a VET Student Loans please contact the Unity College office by:

- Phone: 02-61610050
- Email: info@unity.edu.au
- Website: <http://www.unity.edu.au/en/contact-us>

Please read over the page for Additional Identification Requirements for certain applicant categories:

- Students under 18
- New Zealand Citizens
- Students born in Australia after 20 August 1986

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***Additional Requirements for students under 18:**

If the student is under 18:

- (a) A responsible parent of the student must sign the application, VSL Parental Consent form, AoP and VSL Checklist; or
- (b) The student must have received youth allowance on the basis that the student is independent

Evidence required for students under 18 due before issuance of a VSL eCAF to student:

- Photo ID of parent or legal guardian and signed VSL Parental Consent form; or
- Evidence of youth allowance

NB. A 'responsible parent' is defined on page one of the VSL Parental Consent form

***Additional Requirements for New Zealand citizens:**

A **qualifying New Zealand citizen** is a New Zealand citizen who:

- a. Holds a special category visa; **and**
- b. Has been usually resident in Australia for at least 10 years; **and**
- c. Was a dependent child when he or she was first usually resident in Australia; **and**
- d. Has been in Australia for periods totalling 8 years during the previous 10 years; **and**
- e. Has been in Australia for periods totalling 18 months during the previous 2 years.

Evidence required of a qualifying New Zealand citizen:

- A valid New Zealand passport with a Special Category Visa, **and**
- An international movement record (Form 1359 Request for international movement records: <https://immi.homeaffairs.gov.au/form-listing/forms/1359.pdf>)

***Additional Requirements for students born in Australia after 20 August 1986:**

If you were born in Australia on or after 20 August 1986 and **do not have a valid Australian passport**, additional evidence of citizenship may be required.

Evidence required if you were born in Australia on or after 20 August 1986 and one (or both) of your parents was an Australian citizen at the time of your birth:

- A valid Australian passport; **or**
- A full birth certificate showing one parent was born in Australia before 20 August 1986*; **or**
- A full birth certificate **and** one parent's Australian passport issued on or after 20 August 1986 that was valid for at least two years and at the time of your birth

*If your parent was born in Australia on or after 20 August 1986, your parent's full birth certificate is required

Alternatively, you can provide evidence of your own Australian citizenship by lodging **Form 119 Application for evidence of Australian citizenship** with the Department of Home Affairs. The Home Affairs website provides information on [how to apply for evidence of Australian citizenship](#).