



UOW  
COLLEGE  
AUSTRALIA

—  
PATHWAYS TO  
UNIVERSITY OF  
WOLLONGONG

# Applying for Fee-Help Student Guide

## ARE YOU ELIGIBLE?

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To be eligible for Fee-Help, you must meet ALL of the following criteria:

- Be enrolling into a:
  - Diploma of Business; or
  - Diploma of Social Science; or
  - Diploma of Information Technology
- Be an Australian Citizen, an eligible New Zealand Special Category Visa holder\* or on a Permanent Humanitarian Visa
- Have a tax file number (TFN) or applying for a TFN prior to completing the application process. You can apply for a TFN through the Australian Taxation Office:  
<https://www.ato.gov.au/Individuals/Tax-file-number/> NOTE: If you are applying for a TFN, you will need to upload a copy of the “Certificate of Application for a TFN” as proof
- **Have the ability to complete the FEE-HELP application in full by census date.** Note: Census date is the published cut-off date for finalising payment arrangements to avoid the cancellation of your enrolment (or for withdrawal from your course without a fee liability).

## APPLY FOR FEE-HELP - PART OF THE ENROLMENT PROCESS

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- <https://www.uowcollege.edu.au/current-students/getstarted/enrolment/UOW225912.html>
- In “Enrol Online” when you reach the “HELP Loans” tab, to apply for FEE-HELP, click on the green “Apply” button. (If you have enrolled online already, you can update your application via SOLS – Fees – Help Loan Option – Current Billing Type – Maintain)
- Read the information booklet before applying (link provided).
- Answer the questions and then click the green “apply” or “continue” button on each page.
- Once completed, you will be returned to the initial HELP-Loans tab, and there will be a new default billing type shown “UOWC Domestic Fee Paying – FEE HELP Loan”. This can also be changed on SOLS for future/default sessions.

HELP LOAN FORM ✓

FAMILIARISE YOURSELF WITH THIS PROCESS

Click to apply for Australian Government Fee Assistance. Note: If your Billing Type is CSS Unconfirmed you must click apply to complete the HECS-HELP form and declare a Billing Type or your enrolment will be cancelled.

Default Billing Type	UOWC Domestic Fee Paying - FEE-HELP Loan
Form Last Updated	30-11-2016 02:20:07 PM
Action	<b>APPLY</b>

**\*\*\*IMPORTANT\*\*\***

- This is NOT the end of the process to apply for FEE-HELP. Please see the next steps.
- If, by census date, your information is not assessed as correct, your application will not be finalised and you will be ineligible for a FEE-HELP loan.
- Remember to check your email account regularly, including your UOW email, and UOW SOLS account for important communications regarding your FEE-HELP application and census date.

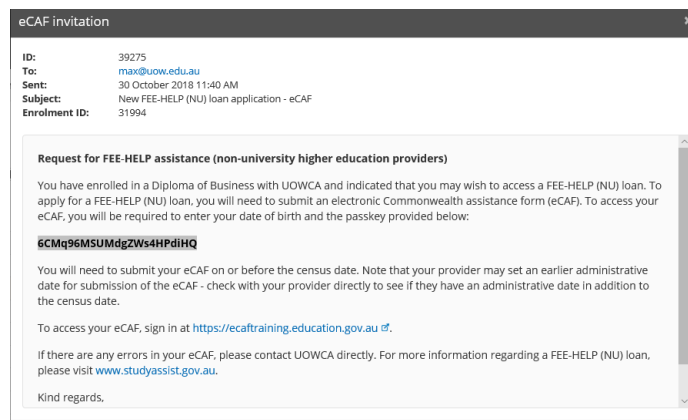
## YOU WILL RECEIVE AN E-MAIL

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- An email with instructions to submit an electronic Commonwealth Assistance Form (eCAF) to apply for FEE-HELP (NU) will be sent to you.

NOTE: This does not occur immediately after you have indicated your intention to apply for FEE-HELP via 'Enrol Online', so you will need to watch for its arrival within the week.

- The e-mail will contain an individual passkey and a link to access eCAF

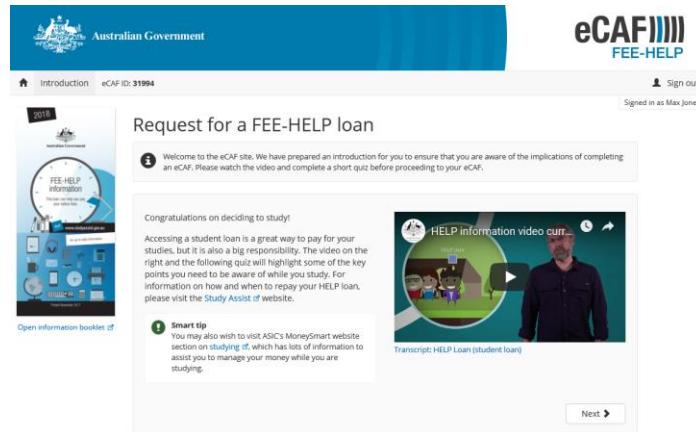


## USE THE LINK/PASSKEY/DATE OF BIRTH TO ACCESS THE ECAF SITE AS PER THE EMAIL INSTRUCTION.

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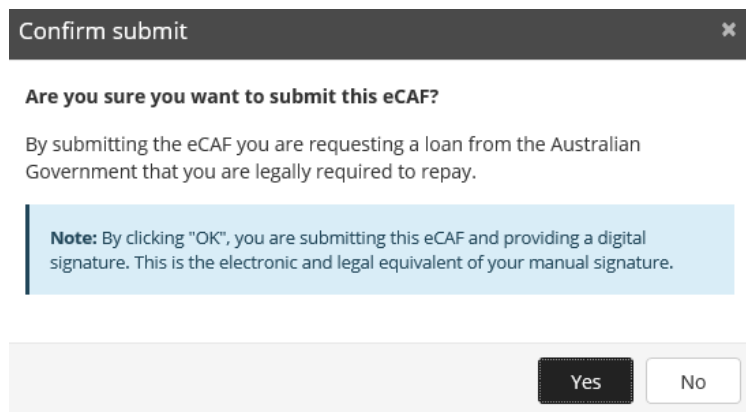
Once on the eCAF site you will be instructed to:

- Read the information and watch a video
- Complete a short quiz. Note: The answers need to be complete and correct before you can progress to the eCAF loan application page.



## FEE-HELP LOAN INFORMATION AND APPLICATION FORM

- Read the information provided, including the *FEE-HELP information booklet* which is available via hyperlink.
- The form will be partially prepopulated. Check that the information is correct.
- If the information is correct and you still intend to apply for a FEE-HELP loan, please submit on or before census date. **Note:** If any of the information is incorrect, do not submit it. Please notify UOWCA prior to census date.
- Complete the required steps and submit your application.



## CONFIRMATION E-MAIL

- Upon the FEE-HELP (NU) loan application being successfully submitted, you will receive a confirmation e-mail

**\* New Zealand Special Category Visa (SCV) holders – Self Assessment for eligibility**

I first began to be 'usually resident' in Australia at least 10 years before the first date of application for FEE-HELP, as a dependent child.

Yes No

I have been in Australia for at least a total of 8 out of 10 years immediately before the first date of application for FEE-HELP

Yes No

I have been in Australia for a total of 18 months out of the 2 years immediately before this the first date of application for FEE-HELP

Yes No

If you are a SCV holder, and you have answered '**yes**' to **all** of the above questions, you must provide proof\* of your answers to UOW College Australia staff, as you are an *eligible* SCV holder, and you can apply for FEE-HELP.

If you answered '**no**' to **any** of the questions above, you are not eligible for FEE-HELP. You will need to arrange to make your payments as a domestic fee payer, prior to Census.

\*Examples of proof include:

- Evidence of your SCV status
- Proof that you resided in Australia as per the timelines above, such as:
  - An international movements record  
<https://immi.homeaffairs.gov.au/entering-and-leaving-australia/request-movement-records>
  - Australian academic transcripts dated when you were a minor
  - School reports / certificates
  - Australian proof of age cards from the time of being a minor
  - Australian student ID card or concession card
  - Stamped passport
  - Payslips or payment summaries from the time of being a minor
  - Certificate of application for a TFN, TFN advice or notification of assessment of income tax dated from the time of being a minor