ACOM VET FEE-HELP Guidelines

Part 1 - Enrolment and Application

VET FEE-HELP is an Australian Government loan scheme that helps students pay their tuition fees for VET courses. ACOM is an approved VET FEE-HELP provider (#7175). Students undertaking Diploma or Advanced Diploma studies with ACOM either directly or through an ACOM partner may apply for VET FEE-HELP.

• To learn more about the Australian Government obligations and requirements students should refer to the Study Assist website: http://studyassist.gov.au/sites/studyassist/helppayingmyfees/vet-fee-help/pages/vet-fee-help

• Students should also refer to the VET FEE-HELP Information for 2016 booklet. This booklet is available from the following link: http://studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#VETFEE-HELPloan

• Students can also call the VET FEE-HELP student enquiry line: 13 3873

The following ACOM guidelines will reference the booklet in outlining the obligations of students and ACOM as the VET FEE-HELP provider.

A. Applying for VET FEE-HELP

1- Before applying for VET FEE-HELP, an Application for Admission form must be completed and submitted to ACOM (for direct students only) for admission into the Diploma or Advanced Diploma. This form is available from the following link: http://www.acom.edu.au/enrol-vocational-education

Partner students should refer to their Partner Organisation for applicable forms.

2- Once the relevant form has been submitted to ACOM or the Partner Organisation, the student should email info@acom.edu.au to request a VET FEE-HELP Application Form and Booklet.

3- The student must complete the form and post it back to the ACOM National Office. Our address is available from the following link: http://www.acom.edu.au/contact-us

Please note that we require the original form. Scans and photocopies will not be accepted.

4- Upon receipt of the correctly completed original form by ACOM, a Commonwealth Higher Education Student Support Number (CHESSN) will be generated and the student will be notified that they are able to enrol in subjects.

A. Fees

Eligible students have the option to pay for units either up-front or via VET FEE-HELP. Any student enrolled with VET FEE-HELP selected as their payment method will be assumed to have all units throughout their studies paid using VET FEE-HELP unless ACOM is notified otherwise in writing.

VET FEE-HELP can be used to pay all or part of an eligible student’s tuition fees, but cannot be used for additional study costs such as accommodation or text books.
C. Enrolment Deadlines and Census Dates
Students must select and enrol in their subjects prior to the published Enrolment Deadline. Changes to enrolments can still be made up until the published Census Date, however new VET FEE-HELP subject enrolments will not be accepted. Students enrolling in subjects after the Enrolment Deadline will not be able to place those units on VET FEE-HELP. The Census Date is the date on which the student incurs loan scheme debts for units of study and the Australian Government is liable to pay a student’s tuition fees.
Enrolment Deadlines and Census Dates for 2016 are available from the following link:
http://www.acom.edu.au/vet-key-dates

D. Commonwealth Assistance Notice (CAN)
The CAN is a document that itemises the study cost that the student has placed on VET FEE-HELP. A pre-CAN will be issued and posted to students two weeks prior to the Census Date. Students should check this carefully and notify ACOM of any errors immediately, so the appropriate changes can be made before the loan scheme debt is incurred.
A second CAN will be issued and posted within 28 days of the Census Date. Again, students should check this carefully and notify ACOM of any errors.

E. Statement of Tuition Assurance
The Tuition Assurance Schemes (TAS) undertakes to arrange for students currently enrolled in a course of study to be offered admission to a similar course of study offered by another provider, with full credit for the units of study completed and leading to the same or comparable qualification should the original provider cease being able to provide a course of study.

Australian College of Ministries has met the VET tuition assurance requirements, as specified in the VET Guidelines 2013, through current membership of the Australian Council for Private Education and Training Australian Student Tuition Assurance Scheme (the Scheme).

Contact details for the ACPET VET ASTAS Administrator are:
Website: http://www.acpet.edu.au
Email: acpet@acpet.edu.au
Phone Number: 03 9412 5900
Postal Address: PO Box 551, East Melbourne, V 8002

For the purposes of VET FEE-HELP, all courses offered by Australian College of Ministries in accordance with the course requirements of clause 45 of Schedule 1A to the Act are covered by the Scheme as part of its membership of the Scheme.
Part 2 - VET FEE-HELP policies

- **Direct and Network students** must refer to the *ACOM Vocational Education Handbook* for details on policies relating to access & equity, personal information, refunds and grievances.
- **Partner students** will refer to their Partner organisation for supporting policies relating to access & equity, personal information, refunds and grievances.