



Financial Hardship Application Form

For Jobs and Skills WA funded programmes (AUSTRALIAN STUDENTS)

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

1. The student's income must not exceed the 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 over the course of their study.
- If you cannot meet the above criteria, WAIFS 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 accounts@waifs.wa.edu.au

If you consider yourself eligible to apply for a fee waiver, complete the following and submit to accounts@waifs.wa.edu.au with FULL SUPPORTING DOCUMENTATION – see back page 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>	
FOR INTERNAL USE ONLY	
<i>Date Form Received and by whom.</i>	
<i>Supporting documents received date.</i>	
<i>Student emailed decision date and by whom.</i>	
<i>Approved/refused and why.</i>	
<i>Entered into WISENET by whom and date for reporting to State Government through AVETMISS.</i>	



SUPPORTING DOCUMENTARY EVIDENCE

The student must provide relevant supporting documentation to prove their claim, including detailed evidence as to their financial circumstances.

Examples of evidence to assess 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 expenditures:

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

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 year 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.

FEE WAIVERS IN EXCEPTIONAL CIRCUMSTANCES WHICH DO NOT MEET STANDARD CRITERIA

Short term hardship or temporary financial difficulty that arises from a sudden change in circumstances does not generally qualify a person for fee waiver consideration.

Only in exceptional circumstances can a fee waiver be considered.

An exceptional circumstance is when one of the following events occur:

- (i) The student or family member has a sudden or unexpected health issue or disability.
- (ii) Death of a significant wage earner in the family.
- (iii) Relationship breakdown or domestic violence.
- (iv) Natural disaster.

In other circumstances a payment plan should be considered.

PARTIAL FEE WAIVERS

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

WAIFS – REPORTING REQUIREMENTS

Approvals should be made by the appropriate person at WAIFS. Supporting documentary evidence must be retained by WAIFS and scanned and saved in the student's electronic file.

All fee waivers granted by WAIFS must be reported to the Department. Failure to comply is a breach of WAIFS' delivery agreement and contract of service.

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