



New England College is the trading name of **New England Institute of Technology Pty Ltd**
RTO No: 31943 | CRICOS No: 03113M | ABN: 40 135 331 494

Reference: VET Student Loans Entry Procedure

Version: V1.1

Date: 01.07.2017

Status: Published



Copyright

Copyright © 2017 New England College (NEC). All rights reserved.

Disclaimer:

The information contained within this document is the property of NEC, which is confidential and protected by international copyright laws and any unauthorized use of this document or its contents may violate copyright, trademark, and other laws. No part of this document may be photocopied, reproduced or translated in any form or by any means, or stored in a retrieval system or transmitted electronically or otherwise, without the prior written consent of NEC.

NEC Website: www.nec.edu.au

NEC Campuses:

Head office

Brisbane campus

151 Wellington Road
East Brisbane, QLD 4169, Australia

New England College

Sydney Campus:

11 Parkes St, Harris Park,
NSW 2150, Australia

DOCUMENT CONTROL

Version History

Version		
V1.0	01.07.17	Published

Review Process:

This entry procedure shall be reviewed annually in compliance with education industry standards including the VET student Loans Act and VET Student Rules 2016.

Next Review Due: **June 2018**



Contents:

Step 1 Prior to Application..... 4

Step 2 Application 4

Step 3 Entry Requirements and Assessment 5

Step 4 Eligibility Criteria and Obligations 6

Step 5 Financial Obligations..... 7

Step 6: Enrolment in courses 7

Step 7: Procedure relating to loan Applications 7



Step 1 Prior to Application

- As part of application, all prospective applicants are required to read and agree to New England College's current policies which can be found on <https://www.nec.edu.au/apply-enrol/policies-and-procedures/>.
- Prospective students are also required to read and agree to the terms and conditions on their application form, **the student handbook** and the course details on our website.
- Prospective students who wish to access a Vet Student Loan must be aware of their obligations prior to accessing such loan, information about your obligations can be found at <http://studyassist.gov.au> and <https://docs.education.gov.au/node/42391>
- Prospective applicants will be asked a series of questions to:
 - Determine if the student meets the entry requirements required for the course.
 - Determine if prior education and or experience can attribute to any recognition of prior learning or credit transfer if requested by the student.
 - Determine if the applicant has any special study requirements that need to be assessed.
- All course information will be provided to the prospective applicant to:
 - Ensure that sufficient information has been provided for the prospective applicant to make an informed decision.

Step 2 Application

Once NEC is satisfied that all application information has been received, an assessment will take place.

NEC will assess all applications based on our Equal Opportunity and Fair Treatment Policy, which can be found on our website under the 'Policies and Procedures' page.

Applicants will be granted entry into a NEC course if they meet all of the course entry requirements and pre-requisites, as specified on the courses pages on our website, **the Student Handbook** and NEC believes that the applicant is suited academically to enrol into the course.

Students under the age of 18, will be required to have their application signed by their parent or legal guardian.

Students applying to access VET Student Loan:

- Applications may be submitted through our online application service at <https://www.nec.edu.au/how-to-apply/> under 'Online Application' or by contacting NEC directly on info@nec.edu.au.
- Once the Prospective student submits the online application form, they shall receive a link in the e-mail provided at the time of application which contains the i.e Conditional Letter of offer.
- The student will have to accept the Conditional Letter of Offer to confirm their wish to study at New England College.
- Once NEC receives acceptance of Conditional Letter of Offer, the administration officer shall assess the application and take further actions.



Step 3 Entry Requirements and Assessment

Entry requirements may vary according to qualifications. To confirm if you meet the entry requirements for a particular course, please refer to the course information on our website for any entry requirements and practical placement requirements.

Students with disabilities or impairments are required to provide a written medical opinion on their suitability for study with their application. NEC may from time to time conduct an additional professional conversation with the applicant to determine if the applicant displays suitability. If we are unable to contact you right away, your enrolment time may vary depending on your availability.

Academic Suitability for VET Student Loans students:

Students wishing to access the Vet Student Loans must be academically suited to undertake a VET course of study. This means that students must satisfy the below requirements:

- (a) NEC believes on reasonable grounds that the student is academically suited to undertake the course; and
- (b) The student meets any other specified entry requirements for the course; and
- (c) Student meets one of the requirements below:
 - i. NEC obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12; or
 - ii. The student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using the Core Skills Profile for Adults and NEC reasonably believes that the student displays that competence; or
 - iii. NEC obtains a copy of a certificate (however described) that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the student and the course was delivered in English.

Please note that students who cannot provide a copy of their Senior Secondary Certificate of Education or a Certificate for a level 4 qualification or above will have their reading and numeracy assessed via an online testing tool.

The tool used by NEC is the Core Skills Profile for Adults, published by the Australian Council for Educational Research.

A link will be provided to students undertaking this assessment. Students must complete the assessment themselves with honesty and integrity, and NEC reasonably believes that the results are not a true reflection of the student's ability they will not be permitted to submit an application for a VET Student Loan.

NEC will not complete anything the student is required to complete for the purposes of determining whether a student is academically suited to undertake an approved course.

NEC will ensure that the results of a student's reading and numeracy assessment are communicated to them as soon as practicable after the assessment, and will be retained for a period of 5 years.

NEC will also communicate these results to the Secretary in the form, manner and by the time requested by the Secretary.



Step 4 Eligibility Criteria and Obligations

Students applying to access a VET Student Loan must also meet the eligibility criteria as follows:-

- Citizenship and residency requirements as specified within the VET Student Loans Act 2016; [https://docs.education.gov.au/system/files/doc/other/vet_student_loan_student_information_booklet_2017_0.pdf]
- Valid Tax File Number (TFN); - If the student wants to use a VET Student Loan to pay for their study, they must meet the TFN requirements:
 - The student must provide a valid TFN by the Census Day, or
 - If the student does not have a TFN, they can obtain a Certificate of application for a TFN from the ATO, after they have applied for a TFN. The copy of the Certificate of application for a TFN must be uploaded to eCAF before you submit the eCAF.

The student is required to inform NEC via e-mail that they have received their TFN, so as to enable NEC to put their eCAF into revision status for them to update. The student will then receive an email with a link to the eCAF where they can then update the TFN. The eCAF is then resubmitted to NEC.

If the student does not provide their TFN, they will not be able to use VET Student Loan for that study period.

- Sufficient Fee-Help balance;

Any other eligibility requirements as specified within the VET Student Loans Act 2016.

All applications for a VET Student Loan require the collection and verification of the following information and documents relating to:

- Information about the student's identity and date of birth;
- Information about the student's citizenship and residency;
- Information about the student's **USI (Unique Student Identifier)** or the creation of the USI;
- If the **student is under 18**, information that:
 - One of the signatories to the application is a responsible parent of the student; or
 - The student has received youth allowance (within the meaning of the Social Security Act 1991) on the basis that the student is independent (within the meaning of Part 2.11 of that Act);

[The student will be required to provide the evidence of the same in the form of their Centrelink Income Statement.]

- Any other requirements as specified within the VET Student Loans Act 2016.

Once assessed, you will receive:

An enrolment confirmation outlining your course details (start date, duration, location etc). This confirmation incorporates your 'Covered Fees Notice' outlining how your tuition fees are to be covered (i.e. wholly under the VET Student Loan).

OR a decline email if your application has been unsuccessful.



Step 5 Financial Obligations

All potential applicants are provided with a link, email or physical brochure containing information on the Vet Student Loan scheme, including but not limited to, loan repayment obligations prior to enrolment.

The VET Student Loan 'Schedule of Tuition Fees' is published on NEC's website that provides details of course fees and census dates.

<https://www.nec.edu.au/vet-student-loans/>

- Please refer to the <https://www.nec.edu.au/apply-enrol/policies-and-procedures/-> Cancellation/Withdrawal and Refund Policy, for information in relation to refunds for VET Student Loan students.

Step 6: Enrolment in courses:

NEC has open, fair and transparent procedures that our based on our **Fair Treatment and Equal Benefits and Opportunity**, which can be found on our website under the 'Policies and Procedures' page.

The Procedure is explained in the same document.

Step 7: Procedure relating to loan Applications

To apply for a VET Student Loan the student must complete the Request for a VET Student Loan eCAF by the census day.

Once NEC is satisfied that the student meets the eligibility requirements, it will then give the department the student's enrolment information, including the nearest applicable census day, through the electronic Commonwealth Assistance Form (eCAF) system.

The student will then receive an email from the department allowing the student to sign into the eCAF system. Once the student will sign-in, they will need to verify the pre-populated information and complete the mandatory fields.

The student must then wait at **least two full business days** after they have enrolled in their studies before submitting the eCAF.

The student must submit the eCAF on or before the first census day for which they would like the loan to apply.

Once the student submits their eCAF, they will receive an email confirming their loan approval and providing them with a copy of their completed form. The student should keep this form for their records.

If the student does not completes the eCAF, or other permitted form, by the required date for their course, they will have to wait until the next part of their course /unit, next semester or trimester to request a VET Student Loan for future study.

*Retrospective access to VET Student Loans is **not allowed** under any circumstances.*