



Australian Professional Skills Institute
 CRICOS Provider Code: 03255G, RTO Provider Number: 52007 A.B.N. 65-131-433-433
 Unit 12, 40 Lord Street, East Perth, WA 6004, Australia
 www.apsi.edu.au Email: info@apsi.edu.au

Future Skills WA
 Training for tomorrow's opportunities

APPLICATION FOR WAIVING OF TUITION FEES FOR GOVERNMENT FUNDED PROGRAMS

Student Full Name: _____

Date of Birth: _____

Course Name: _____

Course Start Date: _____

Name of JSA & Case Manager if applicable: _____

Non Concession Tuition Fee: _____ Concession Tuition Fee: _____

Resource Fee: _____ NET Payment: _____

Please see over for Criteria for Severe Financial Hardship and Supporting Documentary Evidence.

Please outline below the grounds for waiving the above fees and charges and attach supporting documentation as detailed over:

I, _____ hereby confirm that the information supplied is true and correct.

Student Signature: _____ Date: _____

Office Use only - Approved / not approved

Authorising Officer: _____ Date: _____

Remarks: _____

FEE WAIVER GUIDELINES

1. Severe Financial Hardship Definition

A person is considered to be in severe financial hardship only where they are unable to provide food, accommodation, clothing, medical treatment, or other basic necessities for themselves and/or their dependents.

Meeting the concession eligibility requirements entitles the individual to a fee concession, but is not sufficient grounds for the granting of a fee waiver.

Forms of entertainment or recreation are not basic necessities.

2. Financial Hardship Assessment

The assessment of whether an applicant qualifies for a fee waiver is to be made on the basis of their individual circumstances and those of any dependent family members.

Subject to the exceptional circumstances outlined below, a fee waiver cannot be given unless ALL of the following criteria are met:

Criteria for Severe Financial Hardship			
1	The student's income must not exceed the Department of Human Services income thresholds for the low income health care card, as outlined below.		
	Status	Weekly Income	Total Income in the 8 Week Period Prior to Applying
	Single, no children	\$543.00	\$4,344.00
	Couple combined, no children	\$939.00	\$7,512.00
	Single, one dependent child	\$939.00	\$7,512.00
	For each additional child, add	\$34.00	\$272.00
2	The student does not have the disposable income to pay the fees 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 within a reasonable period (e.g. 12 months).		

Where these criteria are not met, instalment plans are appropriate and extended payment periods may also be considered.

3. Supporting Documentary Evidence

The student must provide relevant supporting documentation to evidence their claim, including detailed evidence as to their financial circumstances. The nature of the evidence provided will depend on the individual circumstances of the student.

Example evidence for assessing income includes pay slips and bank statement.

Example evidence for assessing outgoings includes tenancy agreements and utility bills.

Essential Supporting Documents:

- Copy of bank statement for the past three months
- Detailed budget for the past three months and an estimate for the coming 12 months

4. Exceptional circumstances

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

An exceptional circumstance is when one of the following events occurs, which compromises the student's ability to meet their essential living needs or those of their dependents.

- The student or family member has a sudden or unexpected health issue or disability
- Death of a significant wage earner in the family
- Relationship breakdown or domestic violence
- Natural disaster

In other circumstances a payment plan should be considered.