

GENERAL INFORMATION

A concession fee rate applies to students who meet certain eligibility requirements and provide the necessary supporting evidence prior to commencement of their relevant enrolment period. The concession fee applies to tuition fees only and is charged at 20% of the rate that is charged to a non-concession student in a Government Subsidised Place (GSP) in the same course at that time.

General Concession

For enrolments in Government Subsidised Places at the Certificate IV level and below, a concession fee rate will be provided to a student who provides evidence to William Angliss Institute indicating that they hold (or in the case of a Health Care/Pensioner card are the dependant spouse, or dependent child of a holder of), a current and valid:

- Health Care Card issued by the Commonwealth; or
- Pensioner Concession Card; or
- Veteran's Gold Card; or
- Alternative card or concession eligibility criterion approved by the Minister; or
- Endorsed referral document, or appropriate Visa type (verified through VEVO), confirming a supported Asylum Seeker status

Aboriginal Access Fee Waiver

Aboriginal and/or Torres Strait Islander students who meet the Skills First eligibility criteria will also be eligible for a tuition fee waiver at all VET course levels. This is to be identified in the first instance via the institute's Pre-Training Review process, or students can self identify post admission using this form.

HOW TO APPLY

Concession applications must be made prior to attending the first scheduled class for your enrolment period, excepting in special circumstances (see: Grace Periods).

- Complete the details on page 1 of this form (below) and read and sign the student declaration.
- Before your first scheduled class, attend the Information Centre (Ground Floor of Building A, 555 La Trobe Street, Melbourne), along with your valid concession entitlement, to have your evidence sighted and this form completed

Submission of this form does not guarantee that it will be approved. You will be notified by William Angliss Institute if your application is unsuccessful and you are not eligible for a concession fee rate. In these circumstances, you will remain liable for tuition fees charged at the non-concession rate, unless you withdraw from the course prior to your first census date in the relevant enrolment period.

GRACE PERIODS

You are able to make an application for concession up to 3 months after your first scheduled class in special circumstances (such as delayed receipt of a valid concession entitlement or late enrolment/commencement into the course). The approval of a grace period will be at the discretion of the relevant Authorised Delegate, after reviewing additional documentation supplied (if required, see below matrix). Even in grace period applications, the start date of your valid concession entitlement must be prior to your first scheduled class for it to apply to that enrolment period.

Authorised Delegate	Grace Period	Additional Documents Required
Supervisor Admissions and Customer Experience, or Administrative and Reporting Services Team Leader	1 month	Complete Section 7 of this form
Manager Admissions and Customer Experience, or Manager Student Administration	3 months	Attach and complete Sections 8 - 9 of this form

Section 1: Student Personal Details	
Student ID:	
First Name:	Last Name:
Course Code & Title:	
Section 2: Student Declaration	
<i>I have read and accept the eligibility criteria on this form and declare that the information provided by me is true and correct. I understand that submission of this form does not guarantee that the concession or exemption indicated above will be approved. I understand that the concession rate applies to tuition fees only. I understand if I am assessed as ineligible for the category selected above I will remain liable for all tuition fees if I do not formally withdraw before my first census date in the relevant enrolment period.</i>	
Signature of Student:	Date:

Section 4: Concession Details

WAI Code

☐ H

☐ P

☐ V

☐ ATFW

☐ O

Concession Category

Health Care Card holder (or dependent of the holder)

Pensioner Card holder (or dependent of the holder)

Veteran's Gold Card holder

Aboriginal and/or Torres Strait Islander

Other (Please specify):

Name of card holder:

Address of card holder:

Card start date:

IF DEPENDENT

Relationship to card holder:

Family name match: ☐ Yes ☐ No

Residential address match: ☐ Yes ☐ No

Section 5: Authorised Delegate Sighting of Concession

I declare that under the Skills First Concession Guidelines for sighting and retention of evidence, I have met the requirements as per below, and approve this concession entitlement as valid for application to the relevant enrolment period.

Name & Position:

Signature:

Date:

SIGHT

Either:

- the original card
- correspondence from the card issuer confirming they can start claiming their entitlement
- the concession card displayed on a Digital Wallet through a Centrelink Express Plus mobile app.

OR

- A record from Centrelink confirmation eservices

OR

- Confirmation the student's name and concession card number match a current and valid record in the Document Verification Service (DVS)

RETAIN

This written declaration stating you've sighted the evidence showing the:

- name of the Authorised Delegate who sighted the evidence
- date the evidence was sighted
- concession holder's name
- card type.

REMEMBER: DO NOT KEEP A RECORD OF THE CRN

Section 6: Authorised Delegate Verifying of Concession

Enrolment period concession applied to:

Date document/s verified and uploaded to SMS:

Grace Period application? ☐ Yes ☐ No

Name & Position:

Signature:

Section 7: Grace Period Approval (within 1 month of commencement)

I understand my responsibilities as prescribed in the Eligibility Assessment for Fee Concession and Fee Waiver Procedure.

Grace Period application approved: ☐ Yes ☐ No

Name & Position:

Signature:

Date:

Please note any extenuating circumstances you wish to have included for consideration, such as Centrelink error preventing card being issued, late enrolment or commencement into classes, etc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I understand my responsibilities as prescribed in the Eligibility Assessment for Fee Concession and Fee Waiver Procedure. I have considered the above statement and any additional documentation/evidence to be attached to this form (such as Centrelink emails, medical certificates, etc) and

- ☐ I approve the concession to be entered to enrolment period
- ☐ I do not approve the concession to be entered, reason and actions to be taken provided below

Name & Position:	Date:
Signature:	