



**AUSTRALIAN  
FILM TELEVISION  
AND RADIO SCHOOL**



**Australian Government**  
**AFTRS**

# APPLICATION FOR SPECIAL FINANCIAL ASSISTANCE

Student Centre staff can provide further information and assist students to complete the form.

- You need to make an appointment with the Student Centre Manager by calling (02) 9805 6444 or emailing [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)
- **Complete the application form before your interview and attach supporting documents.** Each application must include details of weekly living expenses and income, living arrangements and a description of the circumstances that led to the current financial position, including any appropriate supporting documentation.
- Students must include evidence that they have sought external financial assistance (eg credit card, student loan, etc) and have been unsuccessful.
- Bring your completed application including all support material and your student ID card to the interview.

All applications are assessed on a case-by-case basis and are for students who are experiencing severe or sudden financial hardship. Each case is approved based on the merits. Applications will be approved or declined within 10 working days from receipt by the Student Centre. Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds. AFTRS will not approve support for retrospective funding. AFTRS' decision is final. The Student Centre Manager will advise AFTRS' decision in writing.

**Note: Attach a separate page if more space is required. A contribution to relocation costs will only be considered where applied for prior to relocation and the student can demonstrate an inability to relocate to Sydney without this assistance.**

## 1. STUDENT DETAILS

<b>Name</b>		<b>Student No.</b>	
<b>Course</b>			

## 2. STUDENT FINANCIAL POSITION

Please estimate as accurately as possible your weekly income and expenditure for a normal week:

Income		Expenditure	
Austudy/Youth Allowance	\$	Rent/Board/Other accommodation costs	\$
Other Centrelink Benefit	\$	Bills	\$
Family/Parental Allowance	\$	Food	\$
Scholarships, bursary or other forms of income support	\$	Study related costs (books, stationary etc)	\$
Employment	\$	Transport	\$
Draw on savings	\$	Spending money	\$
Other income	\$	Credit cards and/or other loans	\$
		Other expenditure	\$
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

## Other Financial Support

Please indicate the type of external financial assistance you have applied for and/or obtained. Attach evidence wherever possible.

Type of financial assistance:	Applied and/ or Obtained	
FEE-HELP	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Abstudy / Austudy / Youth Allowance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
AFTRS Financial Assistance eg; Equity Scholarship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (please list)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 3. REASON FOR APPLICATION AND TYPE OF FINANCIAL SUPPORT

Please indicate why you are applying for financial assistance and what circumstances have led to this situation. Supporting documentation should be attached e.g. relocation expenses, bank statement, etc. (please attach an additional page if more space is required).

<b>Amount requested:</b>	<b>\$</b>

### 4. PROPOSED PAYMENT SCHEDULE FOR PERSONAL LOAN

**Applicable**  **Not Applicable**

If AFTRS agrees to provide a personal loan you are required to pay back the funds provided to you. Please provide a proposed schedule of payments. This can be discussed with the Student Centre Manager when you apply for the support. Please note in the event of monies being outstanding you will not be able to graduate until they are paid.

Whilst enrolled, I propose repayment by instalment as set out below:

<b>First instalment of:</b>	<b>\$</b>	<b>Due on:</b>
<b>And thereafter:</b>	<b>\$</b>	<b>Per:</b> <b>Fortnight</b> <input type="checkbox"/> <b>Month</b> <input type="checkbox"/>
I propose to repay the amount by (date):		

### 5. BANK DETAILS

Please provide bank details:

<b>Name of Account:</b>	
<b>BSB:</b>	
<b>Account Number:</b>	
<b>Bank:</b>	
<b>Amount</b>	

### 5. STUDENT DECLARATION

I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the *Criminal Code*. [I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.]

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

### 6. PRIVACY INFORMATION

AFTRS requires the information you give in this application and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

**OFFICE USE ONLY**

7. RECOMMENDATION AND APPROVAL				
Application received in the Student Centre:			Date:	
Application complete with all required documents:			Date:	
Student interviewed:			Date:	
Student Centre Manager recommendation:				
Student Centre Manager:				
Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>		Amount: \$
Signed:				Date:
Type of financial support recommended:				
• A personal loan <input type="checkbox"/>				
• A grant <input type="checkbox"/>				
Chief Operating Officer approval:				
Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>		Amount: \$
Signed:				Date:
Statement of reasons (if not approved or a reduced amount is approved or any conditions imposed by the delegate such as being a loan rather than a grant):				
10. STUDENT CENTRE ACTION				
Applicant advised of decision			Date:	
Purchase Requisition forwarded to Finance			Date:	
11. FINANCE OFFICE ACTION				
Payment made to student <input type="checkbox"/>				
If a loan payment schedule confirmed:				
First instalment of:	\$	Due on:		
And thereafter:	\$	Per: Fortnight <input type="checkbox"/>	Month <input type="checkbox"/>	
Proposed final date of loan repayment:				
Payment	Due Date	Date Paid	Follow up if required	Date
1 <sup>st</sup> payment:				
2 <sup>nd</sup> payment:				
3 <sup>rd</sup> payment:				
4 <sup>th</sup> payment:				
Loan finalised:				