

## APPLICATION FOR SPECIAL FINANCIAL ASSISTANCE

If you are experiencing severe or sudden financial hardship that may affect your ability to take up the offer of a place or continue in your course of study you may apply for special financial assistance up to a maximum amount of \$1,000.

Depending on your circumstances, the financial support may be available as:

- a grant that does not need to be repaid; or
- a personal loan with a schedule of repayments to be negotiated by AFTRS with you.

The following criteria apply without exception:

- You will not be provided with financial assistance for the purpose of paying rental bonds or rent.
- You will not be provided with assistance for repayment of debts or loans, or HECS or Fee- HELP.

All applications are assessed on a case-by-case basis. Decisions will be made at AFTRS' discretion on the merits of each case and are dependent on availability of funds.

Student Centre staff can provide further information and assist you to complete this form. The following is the process regarding application:

- Complete the application form and attach supporting documents and send by email to [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au) or drop your application into the Student Centre. All details of your financial situation are strictly confidential.
- Make an appointment with a Student Engagement Manager by calling (02) 9805 6444 or emailing [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au) to discuss your application.
- Your 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 for example bank statement or rental agreements.

Applications will be approved or declined within 10 working days from receipt by the Student Centre. You will be advised in writing as to whether your application is approved. AFTRS' decision is final.

*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

Name:

Student No:

Course:

## 2. STUDENT FINANCIAL POSITION

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/ Fares	\$
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

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	
Abstudy / Austudy / Youth Allowance	Yes	No
AFTRS Financial Assistance e.g. Equity Scholarship	Yes	No
Other (provide list)	Yes	No

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

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. (attach an additional page if more space is required).

Amount requested:	\$

#### 4. PROPOSED PAYMENT SCHEDULE FOR PERSONAL LOAN

If AFTRS agrees to provide a personal loan you are required to pay back the funds provided to you. You are asked to provide a proposed schedule of payments. You can discuss this with a Student Engagement Manager when you apply for support.

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

First instalment of:	\$	Due on:
And thereafter:	\$	Per: Fortnight                      Month

I propose to repay the amount by (date):

#### 5. BANK DETAILS

Provide bank details to allow us to pay you:

Name of Account:	
BSB:	
Account Number:	
Bank:	
Amount	

#### 6. 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.]

Signed:		Date:	
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#### 7. 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****8. RECOMMENDATION AND APPROVAL**

Application received in the Student Centre:	Date:	
Application complete with all required documents:	Date:	
Meeting with Student Engagement Manager:	Date:	

<b>Student Engagement Manager:</b> <b>Recommended</b> <b>Not Recommended</b>	<b>Amount:</b> \$		
<b>Type of financial support recommended:</b> <ul style="list-style-type: none"> <li>• A personal loan</li> <li>• A grant</li> </ul>	<b>Signature:</b>	<b>Date:</b>	

<b>Registrar &amp; Director of People and Culture or delegate:</b> <b>Approved</b> <b>Not Approved</b>	<b>Signature:</b>	<b>Date:</b>	
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):			

**9. STUDENT CENTRE ACTION**

Applicant advised of decision:	Date:	
Purchase Requisition forwarded to Finance:	Date:	

