



VET STUDENT LOANS ALLOCATION EQUITY CRITERIA GUIDELINES

GUIDELINES			
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1. Purpose

- 1.1 These guidelines outline the eligibility and assessment criteria to be applied to determine the student allocation of the UOW College VET Student Loans provider fee limit.

2. Definitions

Word/Term	Definition
Assessment Panel	A panel, comprising at least two (2) staff members, convened to assess and determine VET Student Loan allocation.
Prospective Student	A student who intends to enrol in a course offered by UOW College.

3. Scope

- 3.1 These guidelines apply to prospective students in UOW College VET Student Loans approved courses who seek a VET Student Loan.
- 3.2 Eligibility and the VET Student Loan allocation will be determined by an Assessment Panel in accordance with these Guidelines.

4. VET Student Loan Allocation

- 4.1 The VET Student Loan allocation will be subject to the approved courses and associated provider fee limit imposed on UOW College by the Department of Education and Training.

5. VET Student Loan Eligibility

- 5.1 To be eligible for a UOW College VET Student Loan, a prospective student must:
- 5.1.1 be a new enrolment (ie, not a continuing student), and
 - 5.1.2 enrol in an approved UOW College VET Student Loans course, and
 - 5.1.3 meet the Federal Government's student eligibility criteria to be eligible to receive a VET Student Loan, including:
 - an Australian citizen; or
 - hold a permanent humanitarian visa and usually reside in Australia; or
 - be a qualifying New Zealand citizen; and
 - 5.1.4 meet at least one of the Equity Criteria outlined below, including Financial Hardship.
- 5.2 Equity Criteria:

- 5.2.1 Financial Hardship – student receives Centrelink Youth Allowance, Austudy, Abstudy or another income and asset tested entitlement (excluding Family Assistance) and can demonstrate exceptional financial circumstances that would impede full fee payment.
- 5.2.2 Disrupted Schooling – student attended three or more schools during Years 10, 11 and 12, moved interstate after beginning Year 11, or missed long periods of secondary schooling or experienced severe interruptions to studies due to refugee status or for reasons other than medical.
- 5.2.3 Severe Family Disruption – student experienced death of an immediate family member during Years 11 or 12, diagnosis of life-threatening or severe illness or disability of an immediate family member, divorce or separation of parents during Years 11 or 12, criminal proceedings, significant or deliberate interference to studies by family members, excessive home or family responsibility including care of children or other family members, or work requirements to support family or responsibility to work in family business.
- 5.2.4 English Language Difficulty – student originated from a non-English speaking country and began their education in an Australian high school in Year 7 or later and English is not the language spoken at home and student meets the English language requirement for entry.
- 5.2.5 Long Term Condition / Effects of Abuse – student has a severe long term or recurrent medical condition/illness or a learning, physical, psychiatric or other disability or has experienced long term abuse, eg, domestic violence or emotional or physical abuse.

6. VET Student Loan Application Process

- 6.1 Prospective students seeking a VET Student Loan must do so in writing.
- 6.2 Applications must be submitted via email to uowc-vocational@uow.edu.au after offer issue, prior to offer acceptance and no later than 1 week prior to course commencement.
- 6.3 Applications must include the following:
 - 6.3.1 Student's name and Student Number.
 - 6.3.2 A statement outlining how the student meets the Financial Hardship Equity Criterion and any other applicable Equity Criteria (refer Part 5.2).
 - 6.3.3 Documentary evidence to support the statement against the Equity Criteria, e.g. recent Centrelink entitlement statement.
 - 6.3.4 A statement confirming VET Student Loan eligibility against Federal Government criteria (refer Part 5.1.3).

7. Assessment

- 7.1 The Assessment Panel will comprise at least two (2) staff members and may include the UOW College General Manager, Manager Vocational Programs, Assistant Manager Vocational Programs and/or the Vocational Admissions Advisor.
- 7.2 The Assessment Panel will only consider complete applications (refer Part 6.3).
- 7.3 The Assessment Panel will assess each application on its merits and will determine and rank applications in order of merit.
- 7.4 The Assessment Panel will select successful applicants and allocate loan amounts in accordance with the approved course provider fee limit imposed on UOW College by the Department of Education and Training.
- 7.5 The Assessment Panel will inform successful applicants in writing and a new offer will be issued outlining payment arrangements.

8. Version Control and Change History

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1	Manager Vocational Programs	22 December 2016	<First Version>