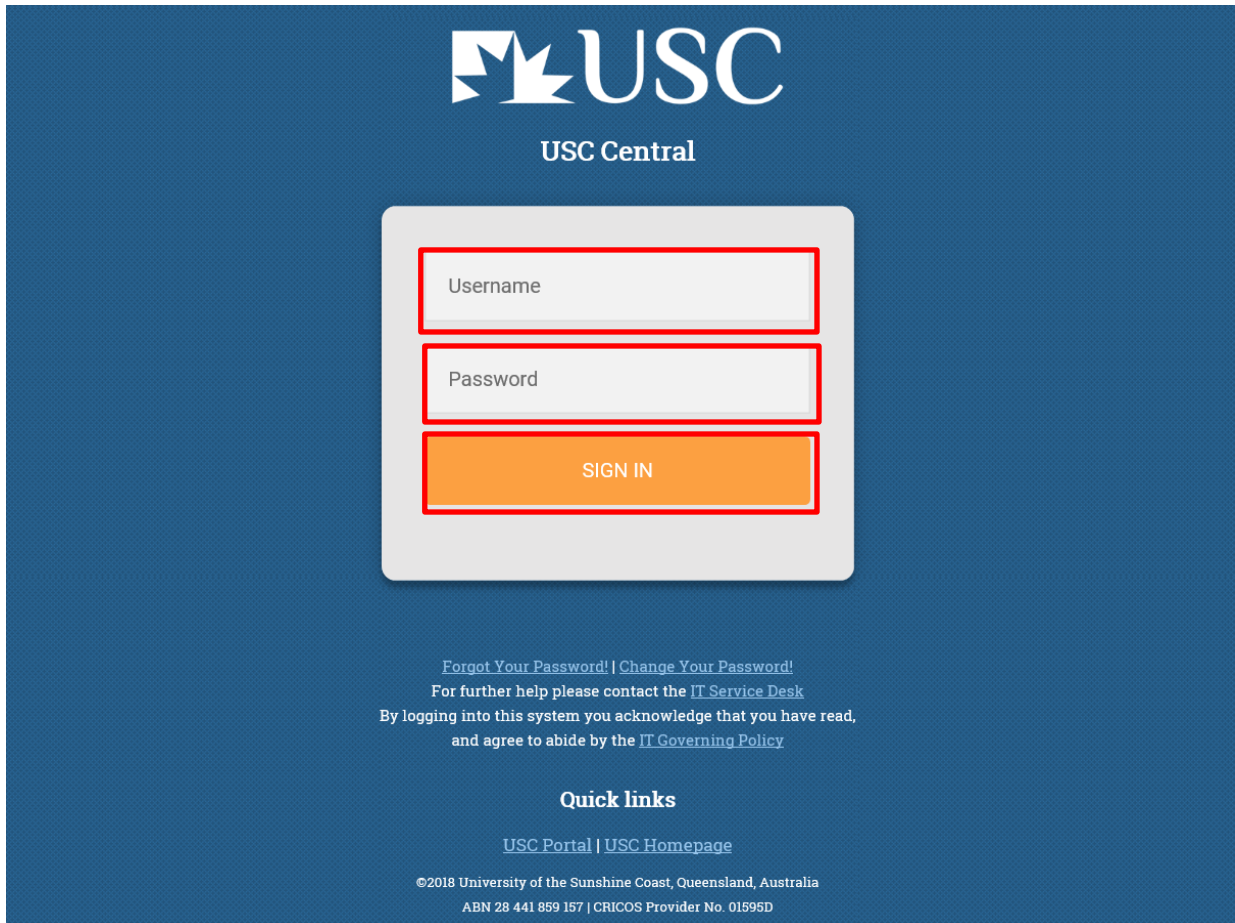


How to view your completed eSAF

Your electronic Student Services and Amenities Form (eSAF) is your 'Request for SA-HELP Assistance'. This guide shows you how to view your eSAF.

1. Go to the USC Central login page: usccentral.usc.edu.au.

- Login using your **username** and **password**.
- Click **Sign in**.



USC
USC Central

Username

Password

SIGN IN

[Forgot Your Password!](#) | [Change Your Password!](#)
For further help please contact the [IT Service Desk](#)
By logging into this system you acknowledge that you have read,
and agree to abide by the [IT Governing Policy](#)

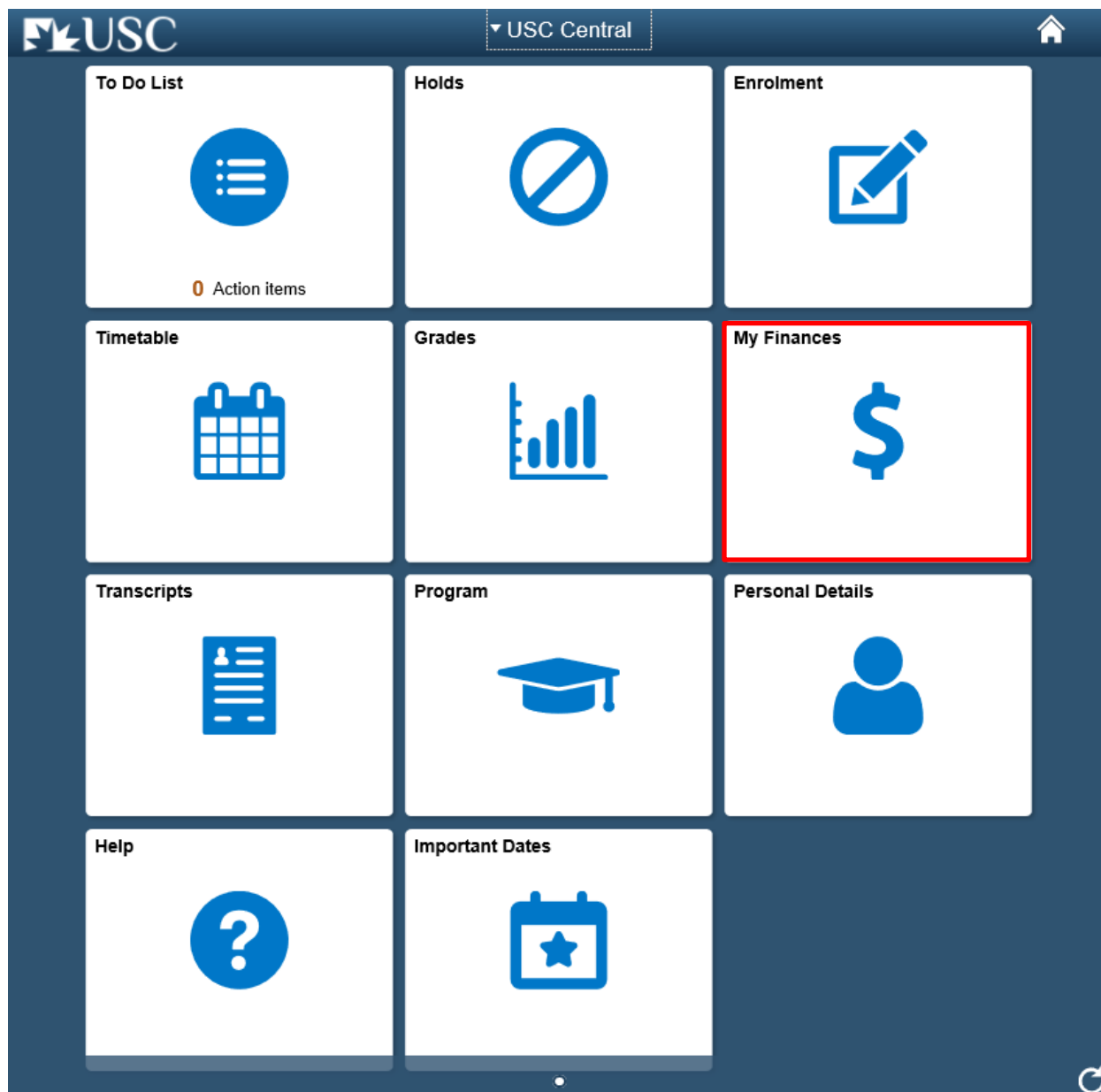
Quick links

[USC Portal](#) | [USC Homepage](#)

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ABN 28 441 859 157 | CRICOS Provider No. 01595D

How to view your completed eSAF

2. In your Student Centre select 'My Finances'



How to view your completed eSAF

3. On your Summary page, click 'eSAF' in the left-hand menu.

The screenshot shows the 'My Finances USC' interface. On the left is a navigation menu with items: Summary, Activity, Fees due, Payments, Invoice, Bank Details, Refund, eCAF, and eSAF. The 'eSAF' item is highlighted with a red border. The main content area shows an 'Account Summary' with the text 'You owe 1,773.20.' and a breakdown: Due Now (0.00) and Future Due (1,773.20). Below this is a table titled 'What I Owe' with columns for Term, Outstanding Fees and Charges, and Total Due. The table shows data for '2018 Semester 2' and a 'Total' row. A note below the table states 'Currency in Australian Dollars only.'

Term	Outstanding Fees and Charges	Total Due
2018 Semester 2	1,773.20	1,773.20
Total	1,773.20	1,773.20

Your electronic Student Services and Amenities Form (eSAF) is required to be completed with a Tax File Number provided if you wish to defer your Student Services and Amenities Fee (SSAF) to a SA-HELP loan.


4. Click 'View eSAF'.

Your eSAF will open in a new tab/browser window. You may need to unblock pop-ups to view.

The screenshot shows the 'My eSAFs' section of the 'My Finances USC' interface. It includes a navigation menu on the left and a main content area. The main content area has a heading 'My eSAFs' and a sub-heading 'Your electronic Student Services and Amenities Form (eSAF) is your 'Request for SA-HELP Assistance'. For more information, click on 'Help' from the Home page.' Below this is a table with columns: Effective Date, Program Code, Academic Program, Course of Study Code, CAF Type, and Action. One row is highlighted with a red border, showing '02/12/2015', 'SC355', 'B of Biomedical Science', 'SC301', 'SA-HELP Assistance', and a 'View eSAF' link. A 'Home' button is located at the bottom right of the table area.


Effective Date	Program Code	Academic Program	Course of Study Code	CAF Type	Action
02/12/2015	SC355	B of Biomedical Science	SC301	SA-HELP Assistance	View eSAF

How to view your completed eSAF



1297A

Request for SA-HELP assistance



SA-HELP
Information for 2015

www.studyassist.gov.au

**Before completing this form,
you must read the *SA-HELP information* booklet,
available at www.studyassist.gov.au.**

You must:

- complete this form if you are requesting SA-HELP assistance to pay your student services and amenities fee;
- **complete each question correctly, otherwise your form will not be valid;**
 - complete this form electronically in USCCentral on or before the fee due date for your unit(s) of study; and
 - You will be provided with a copy of this form for your records in USCCentral.

How to view your completed eSAF

If your Tax File Number is provided, you are eligible to defer your Student Services and Amenities Fee to SA-HELP.

Note: If you haven't provided your Tax File Number in USC Central, you must do so by the next fee due date to defer your Student Services and Amenities Fee to SA-HELP.

Australian Government 1297A	
Request for SA-HELP assistance	
<i>When completing this form, please use a black or blue ballpoint pen and write neatly in BLOCK LETTERS. You MUST read the SA-HELP information booklet before completing this form.</i>	
<p>1. Family Name: [REDACTED]</p> <p>Given names: [REDACTED]</p> <p>2. Date of birth: (dd/mm/yyyy) <input type="text" value="26/11/1997"/></p> <p>3. Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Gender X</p> <p>4. Name of approved institution (institution): <input type="text" value="University of the Sunshine Coast"/> Campus: <input type="text" value="Sippy Downs"/> Name of course of study: (e.g. Master of Business Administration) <input type="text" value="B of Biomedical Science"/> Institution use – course of study code: <input type="text" value="SC301"/></p> <p>5. Student identification number: [REDACTED]</p>	<p>Note: as TFNs are usually provided within 28 days of application, it is essential that you apply early to ensure that you have your TFN on or before the date on which the fee is payable. For more information on requesting a TFN visit the ATO website at www.ato.gov.au or phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday. USC is authorised to retain your TFN information only for the purpose of reporting details of your SA-HELP assistance to the ATO. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken.</p> <p>8. By signing this form, you:</p> <ul style="list-style-type: none">• declare that:<ul style="list-style-type: none">– you have read the SA-HELP information booklet and are aware of your obligations if you receive SA-HELP;– the information on this form is complete and correct and you can produce documents to verify this if required.• request that:<ul style="list-style-type: none">– the Commonwealth lend to you the amount of the fee outstanding on the date on which the fee is payable and to use the amount so lent to pay the fee outstanding to USC on your behalf.• understand that:<ul style="list-style-type: none">– you will repay to the ATO the amount that the Commonwealth has loaned to you when your income reaches a certain level, even if you have not completed your studies;– your HELP debt will be indexed annually in line with the Act;– you will not be able to obtain a SA-HELP loan if you do not meet the TFN requirements;– you are able to cancel this request, in writing, at any time, with USC, and that it will no longer apply from that time. However, this must be done before the day on which the fee is payable to USC. <p>otherwise you will have a debt to the Australian Government that you are legally required to repay;</p> <ul style="list-style-type: none">– if your eligibility for SA-HELP changes you must notify USC;– the Department of Education collects your information in accordance with the Australian Privacy Principles for the purpose of administering Commonwealth assistance, including verifying eligibility for a HELP loan. It is also collected for the purpose of research, statistics and programme assurance. If you do not provide the information required on this form you may not be eligible for Commonwealth Assistance;– the authority to collect and share this information with other government agencies including, but not limited to, the ATO and the Department of Immigration and Border Protection for the purpose of verifying your eligibility is contained in Part 5-4 Division 179-20 of the Act;– the information may not otherwise be disclosed without your consent unless authorised or required by law;– full details of how the department handles personal information for the purpose of the Higher Education Loan Programme can be found at www.studyassist.gov.au;– the Department of Education's Privacy Policy, including information on access and correction of personal information and how to make a complaint, can be found at www.education.gov.au/condensed-privacy-policy; and– giving false or misleading information is a serious offence under the Criminal Code Act 1995.
<p>6. What is your citizenship status? (please tick the box that applies to you)</p> <p>I am an Australian citizen <input checked="" type="checkbox"/></p> <hr/> <p>Did you commence your course of study prior to 1 January 2013?</p> <p>Yes <input type="checkbox"/> Go to item 7 No <input checked="" type="checkbox"/></p> <hr/> <p>Will you be studying at least part of your course of study in Australia?</p> <p>Yes <input checked="" type="checkbox"/> Go to item 7 No <input type="checkbox"/></p> <hr/> <p>You are not eligible for SA-HELP assistance. Do not complete this form.</p> <p>I am a permanent humanitarian visa holder resident in Australia and I will undertake at least some of my course of study in Australia</p> <p>Yes <input type="checkbox"/> Go to item 7 No <input type="checkbox"/></p> <hr/> <p>You are not eligible for SA-HELP assistance. Do not complete this form.</p>	
<p>7. Tax File Number (TFN): <input type="text" value="TFN Not Provided"/></p> <p><small>USC is authorised under the Higher Education Support Act 2003 (the Act) to collect your TFN. You will not be able to obtain SA-HELP assistance for the amount of your student services and amenities fee (the fee) that remains unpaid on the day the fee is payable unless you give USC, on or before that day, either your TFN, or the required evidence from the Australian Taxation Office (ATO), stating that you have applied for a TFN.</small></p>	<p>9. Declaration</p> <p>Signature: [REDACTED] Date: <input type="text" value="02/12/2015"/></p>