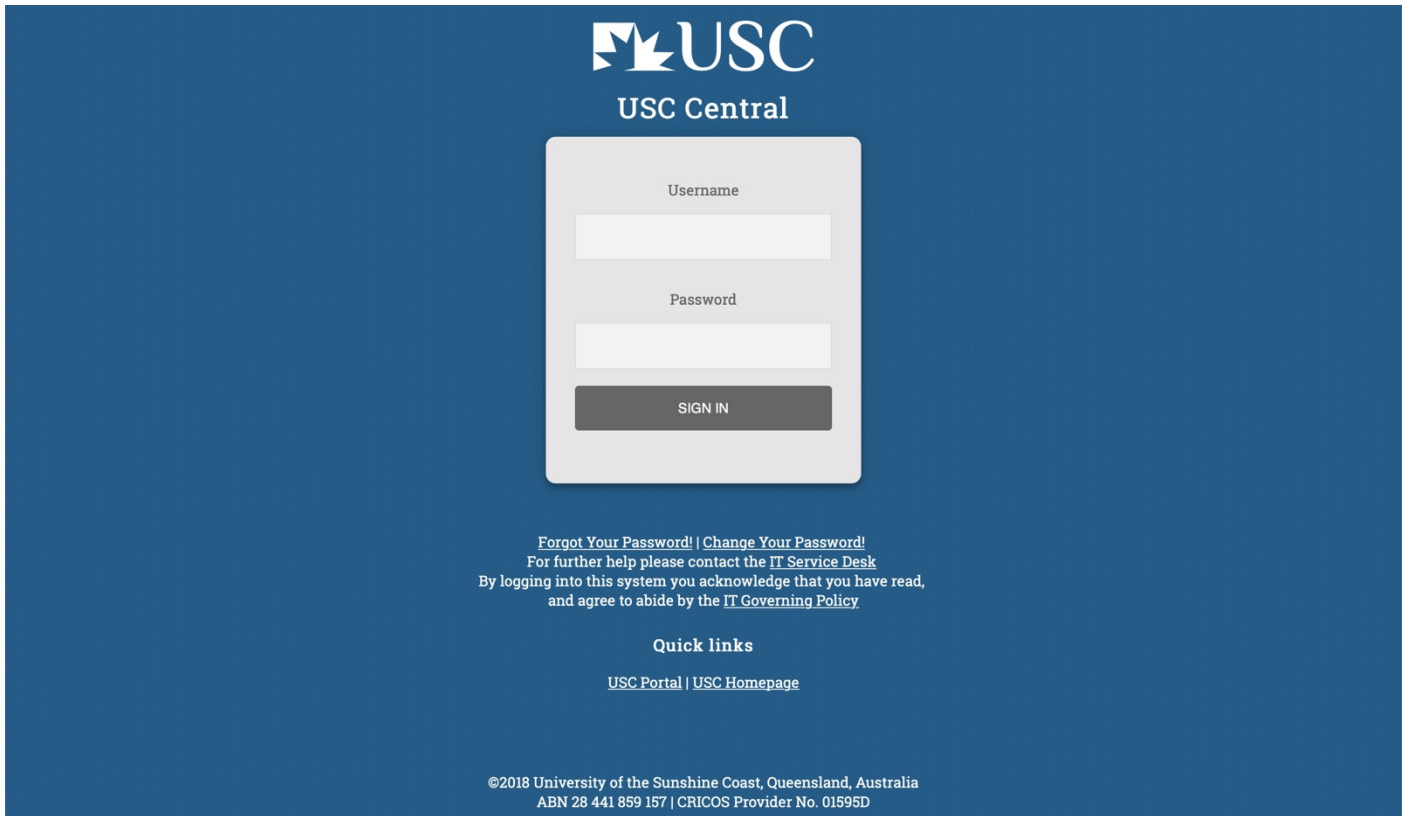
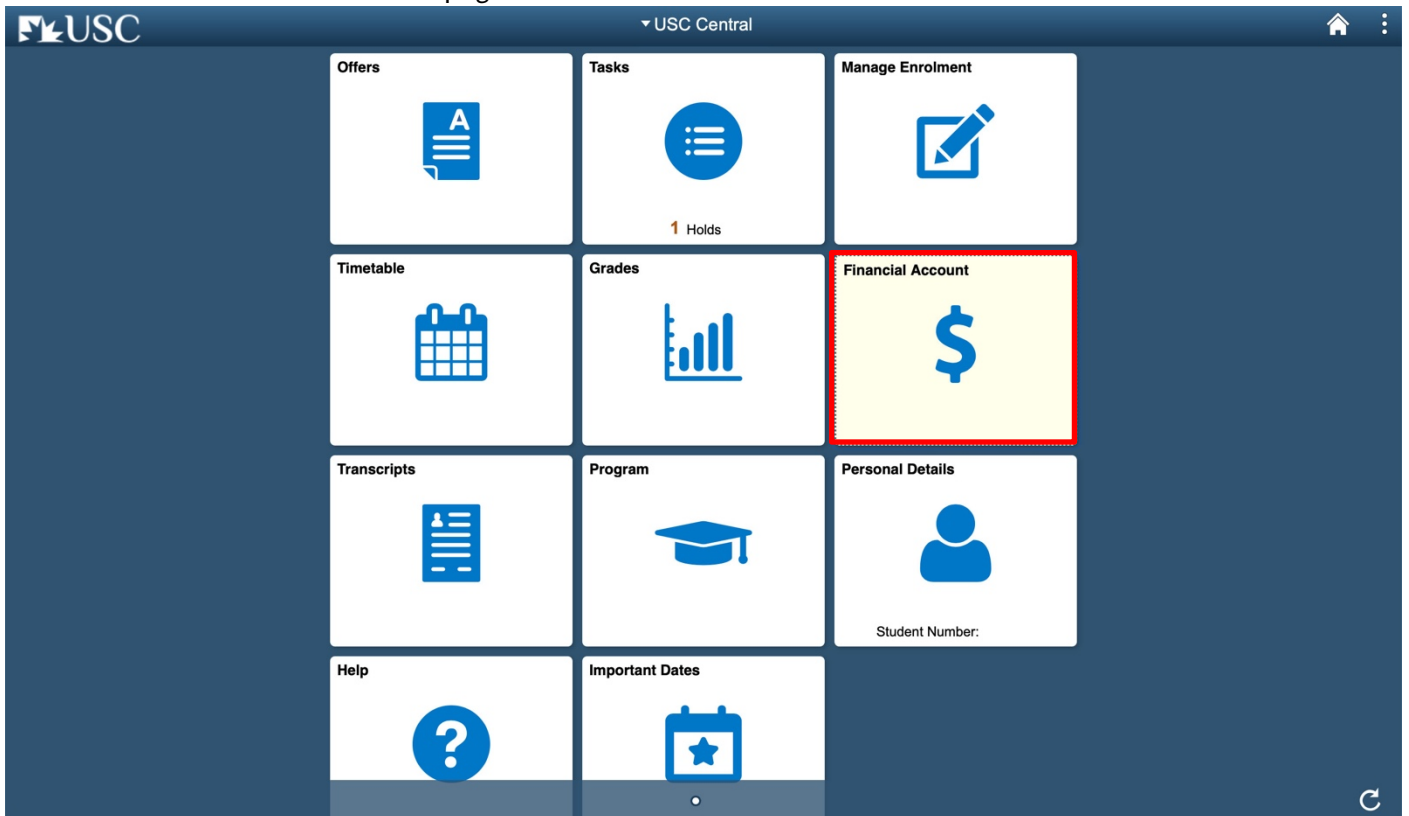


# View your completed eCAF

1. Log in to USC Central: [usccentral.usc.edu.au](https://usccentral.usc.edu.au)



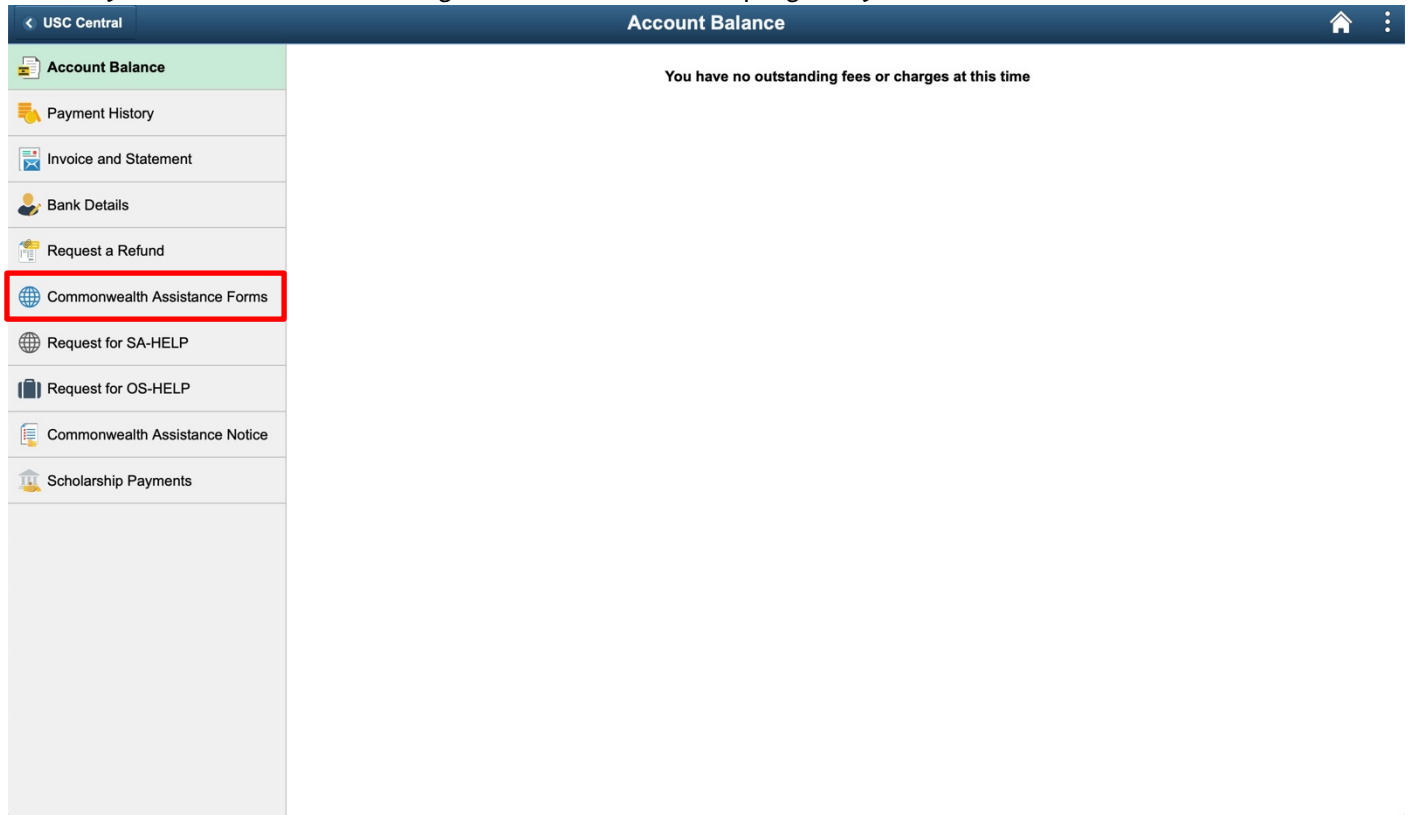
2. From the USC Central homepage select **Financial Account**.



# View your completed eCAF

3. On your Account Balance page, select **Commonwealth Assistance Forms**.

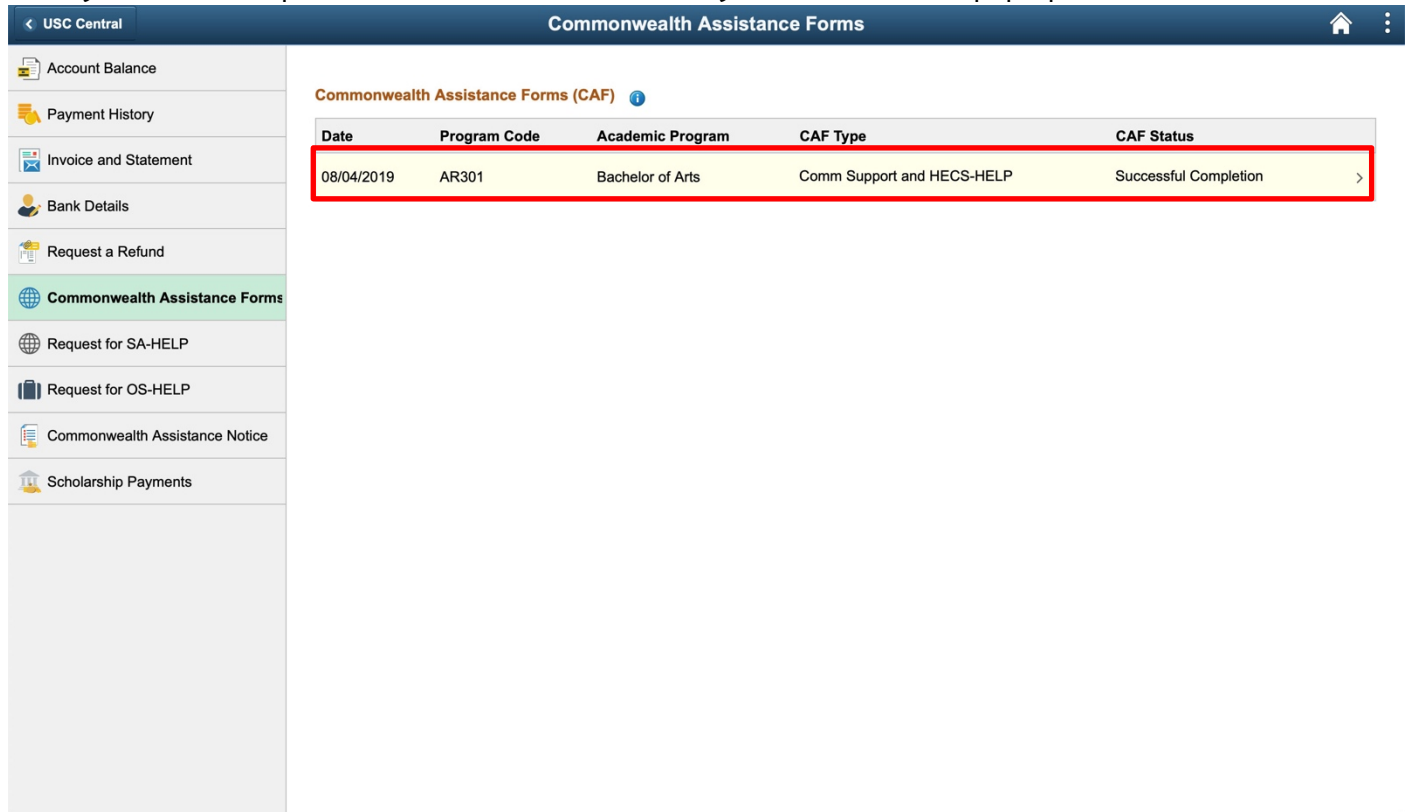
**Note:** If you are enrolled in Enabling courses and in another program, you will have two eCAF forms.



The screenshot shows the 'Account Balance' page in the USC Central system. The page title is 'Account Balance' and it displays the message: 'You have no outstanding fees or charges at this time'. On the left-hand navigation menu, the 'Commonwealth Assistance Forms' option is highlighted with a red rectangular box. Other menu items include Account Balance, Payment History, Invoice and Statement, Bank Details, Request a Refund, Request for SA-HELP, Request for OS-HELP, Commonwealth Assistance Notice, and Scholarship Payments.

4. Select the study period you would like to view.

**Note:** your eCAF will open in a new tab or window. Ensure your browser allows pop-ups.



The screenshot shows the 'Commonwealth Assistance Forms' page in the USC Central system. The page title is 'Commonwealth Assistance Forms'. Below the title, there is a section titled 'Commonwealth Assistance Forms (CAF)' with an information icon. A table is displayed with the following data:

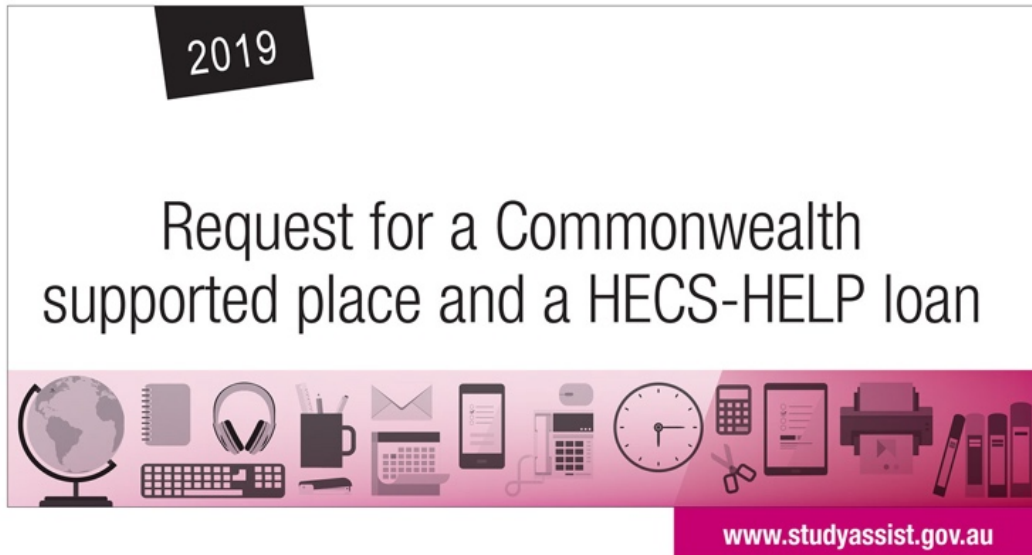
Date	Program Code	Academic Program	CAF Type	CAF Status
08/04/2019	AR301	Bachelor of Arts	Comm Support and HECS-HELP	Successful Completion

The table row is highlighted with a red rectangular box. The left-hand navigation menu is visible, with 'Commonwealth Assistance Forms' selected and highlighted in green.

# View your completed eCAF

5. View your eCAF.

**Note:** this is for your personal information only and is available to view at any time in USC Central. USC does not require hard copy versions of your eCAF.



Read the booklet. **1**

Complete each section and question that is relevant to you. **2**

Section C is to access a CSP and if eligible, section D is to get a HECS-HELP loan. **3**

Sign the form at section E. **4**

Return the completed form to your provider. **5**

Keep the student copy for your records. **6**

You must use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP) and to apply for a HECS-HELP loan (if you are eligible). A student enrolled in a CSP is called a Commonwealth supported student.

**WHAT IS A CSP AND WHAT IS A HECS-HELP LOAN?**  
 The total cost of a CSP is split into two parts: the Australian Government (Government) pays one part—this is a subsidy, and you pay the other part—this is called your student contribution amount. You will either pay your student contributions upfront, or if you are eligible, you can use a HECS-HELP loan. If you do not pay your student contributions (either upfront or if eligible, with a HECS-HELP loan) by the census date, then your approved education provider (provider) will cancel your enrolment in the CSP.

**HOW TO COMPLETE THIS FORM**

1. You **MUST** read the *Commonwealth supported places and HECS-HELP information* booklet before completing this form. You can download your copy from [www.studyassist.gov.au](http://www.studyassist.gov.au). This booklet contains detailed information about:
  - who can get a CSP and how it works,
  - who can get a HECS-HELP loan and how it works,
  - the terms and conditions of the loan, and
  - an explanation of the words and terms used in this form.
2. To complete this form read the **Notes** on the back page.
3. Complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly.
4. Return the completed **PROVIDER COPY** of this form to the student administration or enrolments office at your provider on or before the census date for your unit(s) of study.
5. Keep the **STUDENT COPY** of this form for your records.

**REMEMBER**

- Your provider may set an earlier **administrative date** for the submission of the form—you should check with them.
- The Government-issued duplicate form is the **only valid** paper version of this form. PDF printouts are **not valid** and you will **not** be eligible for a CSP or a HECS-HELP loan if you submit a PDF printout of this form.

# View your completed eCAF

6. If you have already provided your Tax File Number in USC Central, you are eligible to defer your Tuition fees to HECS-HELP.

**Note:** If you haven't provided your Tax File Number in USC Central yet, you must do so by the next fee due date to defer your tuition fees to HECS-HELP.

### SECTION C. CITIZENSHIP/VISA STATUS



Read Note 2 about residency requirements.

10.  I am a permanent visa holder  
(contact your provider if you need help to determine your subclass).

Will you be resident in Australia for the duration of your unit(s) of study?

Yes You are only eligible for a CSP.

Go to section E.

No You are not eligible for a CSP or a HECS-HELP loan.

11.  I am a permanent humanitarian visa holder  
(contact your provider if you need help to determine your subclass).

Will you be resident in Australia for the duration of your unit(s) of study?

Yes Go to section D.

No You are not eligible for a CSP or a HECS-HELP loan.

IF NOT ELIGIBLE UNDER ITEM 7, 8, 9, 10 OR 11,  
DO NOT COMPLETE THIS FORM

### SECTION D. TAX FILE NUMBER (TFN)



Read Note 3 about TFNs.

ONLY complete this section if you answered 'yes' at item 7, 8 or 11 in section C.

To be eligible for a HECS-HELP loan, you MUST supply your valid TFN or your *Certificate of Application for a TFN (certificate)* in this section.

Declining to quote your TFN or provide your certificate is not an offence. However, by not doing so you will be unable to get a HECS-HELP loan for the amount of your student contribution that remains unpaid on the census date.

Your provider is authorised under the *Higher Education Support Act 2003* (HESA) to collect and retain your TFN only for the purpose of reporting details of your HECS-HELP loan to the Australian Taxation Office (ATO). To be eligible for a HECS-HELP loan, your TFN and personal information provided in this form needs to be verified with the ATO. If, by the unit's census date, your information is not assessed as correct, your application will not be finalised and you will be ineligible for a HECS-HELP loan.

12. Your tax file number (it will have 9 digits e.g. 123 456 789)

TFN Provided

*Certificate of Application for a TFN* attached.  
You must submit your certificate with your form as proof that you have applied for a TFN. You must advise your provider of your TFN within 21 days of receiving it.

Go to section E.



#### WARNING

Your enrolment as a Commonwealth supported student will be cancelled if you do not either:

- pay your student contributions upfront, or
- if you are eligible, give your TFN (or the certificate from the ATO) to your provider, on or before the census date, to get a HECS-HELP loan.

### SECTION E. DECLARATION/SIGNATURE

For this *Request for a Commonwealth supported place and a HECS-HELP loan form* to be valid, you MUST tick all the boxes which apply to you in this section and sign and date the form.

13. By signing this form, you are declaring that you agree to the following statements:



Read Note 4 about repaying your HELP debt.

#### Students requesting a HECS-HELP loan

- You request that:
- the Government lends you the student contribution amount for unit(s) of study in your course outstanding at the census date. You will not receive the money but it will be paid to your provider on your behalf.
- You understand that:
- you have an obligation to repay to the ATO the amount that the Government has loaned you, regardless of whether you complete your studies or not, and regardless of where you live, including overseas.
  - your Higher Education Loan Program (HELP) debt with the Government will remain if you withdraw or cancel your enrolment after the census date but your debt may be removed by your provider in special circumstances.
  - your HELP debt will be indexed annually in line with HESA, which you also agree to repay to the ATO.
  - you are able to cancel this request, in writing, at any time, with your provider, and it will no longer apply from that time. However, this must be done on or before the census date, otherwise you will have a debt to the Government that you are legally required to repay.



Read Note 5 about use of personal information.

#### All students

- You declare that:
- the information on this form is complete and correct and you can produce documents to verify this if required.
  - you have read and understood the Notes on the back page of this form.
  - you have read the *Commonwealth supported places and HECS-HELP information* booklet and you are aware of your obligations as a Commonwealth supported student.
- You understand that:
- you must either make a full upfront payment or provide your TFN (or the certificate from the ATO) to your provider on or before the census date otherwise your enrolment as a Commonwealth supported student in the unit(s) of study will be cancelled.
  - if your eligibility for a CSP and/or a HECS-HELP loan changes, you must notify your provider.
  - by signing this form, you consent to the collection, use and disclosure of your personal information as outlined in **Note 5**.
  - giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Go to item 14.

#### 14. Declaration

##### Signature

Under Graduate

##### Date (dd/mm/yy)

08/04/19

STUDENT COPY