



## Information relating to applications for VET Student Loans (VSL)

Prior to accepting the enrolment of any student, ACBC will seek to verify the authenticity of the information provided by the student.

There are specific criteria students must meet to be eligible for a loan through VET Student Loans. Students must have been assessed as academically suited to undertake the eligible course and their FEE-HELP balance must be greater than zero. Furthermore, a student must be:

- an Australian citizen; or
- hold a permanent humanitarian visa and usually reside in Australia; or
- be a qualifying New Zealand citizen.

For the purposes of VSL, ACBC requires applicant students to provide the following information

1. information about the student's identity and date of birth. This includes Australian Citizenship, a valid Australian Passport, a valid Australian Driver's Licence, evidence of a permanent humanitarian visa if applicable.
2. if the student is under 18, information that:
  - one of the signatories to the application is a responsible parent of the student; or
  - the student has received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the student is independent (within the meaning of Part 2.11 of that Act);
  - information and documents to establish that the student meets the requirements of section 11 of the Act;
  - if the student has applied for, but not been issued with, a tax file number—a certificate from the Commissioner that the student has applied for a tax file number.
3. **Unique Student Identifier (USI)**  
As part of the enrolment process, ACBC staff shall collect details of students USI and/or facilitate the creation and recording of the USI. This process addresses in general the requirements of RTO Standard 3.6.
4. Evidence of completion of Year 12 of the NSW Higher Certificate or its equivalent in other states within Australia. If the student has not completed Year 12, evidence of competency in the the Core Skills Profile for Adults (CSPA)LLN assessment test.

To verify the authenticity of information provided by applicants for VSL, ACBC:

1. ACBC staff member must sight an original document, make a copy of the document, stamp the document with the verification stamp and sign and date. The copy is then uploaded into the student's portfolio on the aXcelerate Student Management System and the copy placed in the student's hard copy file.
2. This applies to students, and if they are under 18, their parents or legal guardians.