

## GENERAL INFORMATION

A concession fee rate applies to students who meet certain eligibility requirements and provide the necessary supporting evidence prior to commencement of their relevant enrolment period. The concession fee applies to tuition fees only and is charged at 20% of the rate that is charged to a non-concession student in a Government Subsidised Place (GSP) in the same course at that time.

### General Concession

For enrolments in Government Subsidised Places at the Certificate IV level and below, a concession fee will be provided to a student who, prior to the commencement of the relevant enrolment period, provides evidence to William Angliss Institute indicating that they hold (or in the case of a Health Care/Pensioner card are the dependant spouse, or dependant child of a holder of), a current and valid:

- a) Health Care Card issued by the Commonwealth;
- b) Pensioner Concession Card; or
- c) Veteran's Gold Card; or
- d) Alternative card or concession eligibility criterion approved by the Minister; or
- e) Endorsed referral document, or appropriate Visa type (verified through VEVO), confirming a supported Asylum Seeker status

### Aboriginal Access Fee Waiver

Aboriginal and/or Torres Strait Islander students who meet the Skills First eligibility criteria will also be eligible for a tuition fee waiver at all VET course levels. This is to be identified in the first instance via the institute's Pre-Training Review process, or students can self-identify post admission using this form.

## HOW/WHEN TO APPLY

Concession applications must be made prior to attending the first scheduled class for your enrolment period, in special circumstances they may be accepted up to 30 days after this point at the discretion of the relevant department manager (supporting documentation should be retained to explain the reason for delayed application).

- 1) Complete the details on the form (below) and read and sign the student declaration.
- 2) Before your first scheduled class, present your completed "Application for Fee Concession" form at the Information Centre, Ground Floor of Building A, 555 La Trobe Street, Melbourne, along with your valid concession entitlement, or any other documentation which will support your application for a fee concession

Submission of this form does not guarantee that a concession fee or exemption will be approved. You will be notified by William Angliss Institute if your application is unsuccessful and you are not eligible for a fee concession or exemption. In these circumstances, you will remain liable for tuition fees at the relevant non-concession rate, unless you withdraw from the course prior to your first class census date in the relevant teaching period.

Section 1: Personal Details	
Student ID:	
Family Name:	Given Name:
Course Code + Title:	
Section 2: Concession Type (Please tick the concession or exemption that you are applying for)	
WAI Code	Concession Category
H	<input type="checkbox"/> Health Care Card holder (or dependant of the holder)
P	<input type="checkbox"/> Pensioner Card holder (or dependant of the holder)
V	<input type="checkbox"/> Veteran's Gold Card holder
ATFW	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander
O	<input type="checkbox"/> Other (Please specify): .....
Section 3: Student Declaration	
I have read and accept the eligibility criteria on this form and declare that the information provided by me is true and correct. I understand that submission of this form does not guarantee that the concession or exemption indicated above will be approved. I understand that the concession rate applies to tuition fees only. I understand if I am assessed as ineligible for the category selected above I will remain liable for all tuition fees if I do not formally withdraw before my first census date in the relevant teaching period.	
Signature of Student:	Date:

## TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE INSTITUTE

Section 4	
Student ID:	Course Code:
Course Commencement Date:	
WAI Code	Concession Category
H	<input type="checkbox"/> Health Care Card holder (or dependant of the holder)
P	<input type="checkbox"/> Pensioner Card holder (or dependant of the holder)
V	<input type="checkbox"/> Veteran's Gold Card holder
ATFW	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander
O	<input type="checkbox"/> Other (Please specify): .....
Name of card holder:	
Address of card holder:	
Card start date:	
<b>IF DEPENDANT</b>	
Relationship to Cardholder: .....	
Family name match: <input type="checkbox"/> Yes <input type="checkbox"/> No	Residential address match: <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5	
I declare that under the Skills First Concession Guidelines for sighting and retention of evidence, I have met the requirements as per below, and approve this concession entitlement as valid for application to the relevant enrolment period.	
Name:	Title:
Signature:	Date:
SIGHT	RETAIN
<p>Either:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the original card</li> <li><input type="checkbox"/> correspondence from the card issuer confirming they can start claiming their entitlement</li> <li><input type="checkbox"/> the concession card displayed on a Digital Wallet through a Centrelink Express Plus mobile app.</li> </ul> <p><u>OR</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A record from Centrelink confirmation eservices</li> </ul> <p><u>OR</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirmation the student's name and concession card number match a current and valid record of a concession entitlement in the Document Verification Service (DVS).</li> </ul>	<p>This written declaration stating you've sighted the evidence showing the:</p> <ul style="list-style-type: none"> <li>• name of your authorised delegate who sighted the evidence</li> <li>• date the evidence was sighted</li> <li>• concession holder's name</li> <li>• card type.</li> </ul> <p><b>REMEMBER: DO NOT KEEP A RECORD OF THE CRN</b></p> <p><u>OR</u></p> <p>A transaction record that shows:</p> <ul style="list-style-type: none"> <li>• the concession holder's name</li> <li>• that their name and card number were verified to match a current and valid concession entitlement in the DVS.</li> </ul>

## TO BE COMPLETED BY INSTITUTE ADMINISTRATIVE STAFF

Section 6
Date concession entered in SMS (and completed form uploaded to student documents):
Enrolment period concession to apply from:
Name of staff member:
Signature: