

Department of Education International

Temporary Residents Program

Application for fee exemption based on low income

A fee exemption scheme provides assistance to low income families who are unable to pay the Temporary Residents Program education fees.

Each exemption application is considered on a case by case basis by the Exemption Review Panel and requires the applicant to supply information and evidence to support their claim. The Exemption Review Panel may grant the applicant an exemption from the education fees for a period of time, or offer the applicant the option to pay the education fees by way of an instalment plan or decline the exemption application.

Eligibility to request an exemption

Please refer to the [Schedule of Visa Subclasses and Enrolment Conditions](#) document on our website to determine the eligibility of a visa subclass to apply for a fee exemption.

Students who are the holders of, or applying for, a visitor visa (subclasses 600 to 686 or the electronic equivalent 900s including APEC business card), short term business visa holders (subclass 400, 456 & 459), dependant student (visa subclass 500, 560, 563 and 570 to 575), student guardian and their dependants (subclass 580 and 590), trade trainee (subclass 471), working holiday (subclass 417) or work and holiday (subclass 462) are not eligible to apply for an exemption from payment of the Temporary Residents Program education fee.

The Exemption Review Panel

The Exemption Review Panel will assess applications for exemption. All applications must be submitted in writing using the attached application form and forwarded to the postal address provided below with all supporting documentation.

To ensure parity to applicants in all socio-economic demographics, the use of disposable income, living expenses (rent, furniture, pay television, car, preschool and after school care fees, utility bills etc), immigration costs, the payment of Australian income tax or the purpose for which a visa was

issued are not criteria considered by the Exemption Review Panel in granting fee exemptions.

All exemption determinations by the Exemption Review Panel are final and not subject to an appeal process unless there is a subsequent proven decrease in the gross annual income of the family unit and/or a proven increase in the number of dependant children in the family unit.

Exemption Review Panel processing times will vary depending on seasonal work volumes. Once all the required documentation is received, applications are generally processed within 10 working days. Applicants will be advised the result of their application in writing.

Information Supplied in the Application

In the event that false or misleading information is supplied in the application, it may lead to termination of enrolment and legal action to recover education fees to the NSW Department of Education. The Exemption Review Panel may verify information with employers, the Department of Immigration and Border Protection and the Australian Taxation Office.



Inquiries

Temporary Residents Program
Locked Bag 7004
Wollongong NSW 2520 AUSTRALIA

For information on the Temporary Residents Program, please contact:

T 1300 300 229 (local call within Australia)
+61 2 9244 5555 (outside Australia)
W www.internationalschool.edu.au/trp

Providing evidence of income

Where applicants are receiving income from paid employment, the Exemption Review Panel requires evidence of the income. Evidence will be in the form of payslips covering the 3 most recent months of employment. Under the *Fairwork Act 2009*, all employers must provide their employees with a payslip. Where applicants have been employed for less than 3 months, applicants must supply the payslips that are available as well as a copy of their employment contract.

The exemption process for eligible applicants

Applicants making a claim for an exemption based on low income must complete the *Application for fee exemption based on low income* form. The application form is attached at the end of this information sheet.

New Applications for Enrolment in a New South Wales government School

For all new enrolments, the following is also required for each child:

- A completed Temporary Residents Program *Application Form for an Authority to Enrol*.
- Payment of the A\$110.00 (non refundable) administration fee.

Applicants Holding a Bridging Visa

If the applicant and dependents hold a bridging visa, the following additional information is required for all family members:

- A copy of the current Bridging Visa held by all family members.
- Evidence of the previous visa held by all family members.
- Evidence of the application for the new visa confirming the type of visa that has been applied for.

Payments by Instalments

In the event an application for exemption is declined, the Exemption Review Panel may decide to grant the applicant the option to pay the Temporary Resident education fee by way of an instalment plan. The applicant will be advised in writing regarding the result of the application and a tax invoice for the first instalment will be posted to the applicant.

Privacy Information

All information provided to the Exemption Review Panel is confidential and will only be used for the purpose of considering the request for an exemption, subject to any legal or legislative requirements.

Important information:

- All questions must be answered in English
- This is not an application to enrol into a NSW government school
- Temporary resident students who have not commenced enrolment in a NSW government school must firstly complete the Temporary Residents Program *Application form for an Authority to Enrol*
- Before completing any fee exemption application, check your eligibility by carefully reading all information pages in this document
- Students who are holding or applying for the following visa subclasses are not eligible to apply for a fee exemption under financial hardship:
400, 417, 456, 459, 462, 471, 500, 570, 571, 572, 573, 574, 575, 580, 590, 600, 601, 651, 675, 676, 679, 685, 944, 956, 976, 977.

Who is this Form for? Provide the details of the student(s) that this form relates to.

Application number #1 **Student name #1**

Application number #2 **Student name #2**

Application number #3 **Student name #3**

Application number #4 **Student name #4**

Application number #5 **Student name #5**

When to use this Form Use this form if you are a low income family applying for an exemption from the Temporary Residents Program education fee.


Purpose of this Form This form will ask you questions regarding your financial position and will allow the Exemption Review Panel to assess your claim.

Who is the applicant The Applicant is the mother or father who is living with the student. If the student is not living with a parent, the applicant will be the legal guardian.

Who is a dependant child A dependant child must reside at the same address as their parent and be financially dependant on their sponsoring parent. A dependant child must be aged under 25. If aged 18 or over, the child must be a full-time student studying 20 hours per week.

If you have a partner You must provide details of your partner where requested. A person is considered to be your partner if you and the person:

- are married,
- or usually live together,
- or are in a registered relationship (opposite or same sex),
- or are in a de facto relationship (opposite or same sex).

Filling in this form Use a black pen and mark boxes with a or a
All questions must be answered in English. Where you see  you must attach the information requested.

Returning your form Completed Application Forms are to be returned by post to:
Temporary Residents Program:
Locked Bag 7004 Wollongong NSW 2520

Check that you, your partner and your employer have answered all questions and attached all documentation you have been asked to provide.

Incomplete applications will not be processed.

Application for fee exemption – low income**1 Name of applicant** (The applicant is the mother, father or guardian living with the student)Title *For example, Mr / Mrs / Ms / Miss / Dr / Prof / Other*

Family name

Given name

2 Relationship to student*Mother / Father / Guardian***3 Address**


Postcode

Telephone numbers

Email



4 Date of birth/ /
day month year**5 Passport number****6 Country of issue****7 Visa subclass**

This is a three digit number

 Attach evidence of the current visa & passport for you and all dependant children**8 Are you holding a Bridging Visa (subclass 010, 020, 030, 040, 041, 050, 051, 060, 070)?**

Yes Go to the next question

No Go to question 11

9 What visa subclass did you previously hold? Attach evidence of the previous visa held by you and all dependant children**10 What visa subclass have you applied for?** Attach evidence of the application for the new visa for you and all dependant children**11 Do you have a partner?****A person is considered to be your partner if you and the person are married, or usually live together, or in a registered relationship (opposite or same sex), or in a de facto relationship (opposite or same sex).**

Yes Go to the next question

No Go to question 22

12 Partner name

Title *For example, Mr / Mrs / Ms / Miss / Dr / Prof / Other*

Family name

Given name

13 Relationship to student

Mother / Father / Guardian

14 Address

Postcode

Telephone numbers


Email

15 Date of birth

 / /
day month year

16 Passport number**17 Country of issue****18 Visa subclass**

This is a three digit number


 Attach evidence of the current visa & passport for your partner and all dependant children

19 Is your partner holding a Bridging Visa (subclass 010, 020, 030, 040, 041, 050, 051, 060, 070)?


Yes Go to the next question

No Go to question 22

20 What visa subclass did your partner previously hold?

 Attach evidence of the previous visa held by your partner and all dependant children

21 What visa subclass has your partner applied for?

 Attach evidence of the application for the new visa for your partner and all your dependant children

22 How many dependant children do you and/or your partner have that are currently living with you?

Number of children

23 Provide the application number, full name and date of birth for all dependant children (including children not in a NSW government school).

You will only have an application number if you have lodged an application for the child to enrol through the Temporary Residents Program. Leave the application number blank if you do not have one.

Application number	Full name	Date of birth		
1.		/	/	
		day	month	year
2.		/	/	
		day	month	year
3.		/	/	
		day	month	year
4.		/	/	
		day	month	year
5.		/	/	
		day	month	year

24 Are any of the dependant children listed above currently enrolled in full-time education in a private school, private college, TAFE or university?

Full-time education is undertaking study equivalent to a minimum 20 hours per week.

Yes Attach evidence of the enrolment

No Go to the next question

25 Do you currently receive any income from paid employment?

Employment includes any type of full time, part time, casual or seasonal employment.

Yes Go to question 26

No Go to question 27

26 How many employers do you currently work for?

Number of employers

Each employer must separately complete Questions 29-41

Attach a copy of the last 3 months payslips for each employer and a copy of your employment contract. If you have been employed for less than 3 months, attach all available payslips and a copy of your employment contract.

Then go to Question 27

27 Does your partner currently receive any income from paid employment?

Employment includes any type of full time, part time, casual or seasonal employment.

Yes Go to question 28

No Go to question 55

28 How many employers does your partner currently work for?

Number of employers

Each of your partner's employers must separately complete questions 42-54

Attach a copy of the last 3 months payslips for each employer and a copy of your partners employment contract. If your partner has been employed for less than 3 months, attach all available payslips and a copy of your partners employment contract.

Then go to Question 55

Partner employment details – Questions 42-54 must be completed by the employer**42 Employee name****43 Employer name****44 Employer address**

Postcode

45 Employer ABN**46 Payroll contact name****47 Payroll phone****48 The employee listed at question 42 works**

Full Time

Part Time

Casual

Seasonal

49 Employment commencement date/ /
day month year**50 Base hours worked per week**

base hours per week

51 Ordinary Gross Earnings (before tax) per week

gross per week

52 In the past 12 months, did the employee receive an allowance, bonus, commission or payment of any kind not disclosed at question 51?Yes Attach details of the allowance, bonus, commission, payment and its value No**53 In the past 12 months, did the employee receive a fringe benefit or a non financial benefit of any kind?**Yes Attach details of benefit received and its cash value No**54 Employer declaration**

I declare the information provided on this form and the accompanying documents is accurate and complete. I recognise that should information in this form later prove to be false or misleading, any decision made as a result of this application may be reversed, the enrolment of the temporary resident student in the NSW government school may be terminated and debt recovery may commence. I understand Information collected will be used and stored consistent with the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

Payroll officer signature**Date**/ /
day month year Attach a copy of the last 3 months payslips and the employment contract (for principal holders of a 457 visa) from this employer.

Under the Fairwork Act 2009, all employers must provide their employees with a payslip. These payslips must show the name of the employer, the Australian Business Number (ABN), the employee name, the date of payment, the pay period, the gross amount of pay and the net amount of pay.


55 Are you or your partner self-employed, have a share in a business or operate a business as a sole trader, partnership or company (inside or outside of Australia)?

- Yes Complete all questions from 56 to 64
 No Complete all questions from 60 to 64


56 Business name**57 Business ABN****58 Is the business operated from your residential address?**

- Yes
 No


59 What date did you or your partner commence this business? / /

-  Attach the following documents for the business: day month year
- A copy of the Profit & Loss Statement for the last 12 months of trading
 - A full copy of the last individual or company tax return lodged for the business
 - A copy of the last four (4) Business Activity Statements for the business


60 Do you or your partner currently receive financial support from a registered charity?

- Yes  Attach a letter from the charity detailing the support being provided
 No


61 Do you or your partner currently receive financial support, accommodation or rental assistance from an employer, government agency, charity, church or non family member?

- Yes  Attach a letter from the sponsor detailing the support being provided
 No

62 Do you or your partner currently receive financial support, accommodation or rental assistance from family members?

- Yes  Attach a letter from the sponsor detailing the support being provided
 No

63 Do you or your partner receive any other assistance, financial support or income (including business income, director fees, child support or rental income) not already mentioned in this form?

- Yes  Attach a letter from the sponsor detailing the support being provided
 No

64 Declaration by applicant and partner

I/We declare the information provided on this form and the accompanying documents is accurate and complete. Changes to personal information provided can be corrected by contacting the Temporary Residents Program. I/We recognise that should information in this form later prove to be false or misleading, any decision made as a result of this application may be reversed, the enrolment of the temporary resident student in the NSW government school may be terminated and debt recovery may commence. While the provision of information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of this application. I/We authorise the Department of Education to confirm the details contained in this application with my/our employer or accountant or the Department of Immigration & Border Protection or the Australian Taxation Office. I/We understand information collected will be used and stored consistent with the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

Applicant signature

Date

 / /
 day month year

Partner signature

Date

 / /
 day month year