



DEPARTMENT OF EDUCATION INTERNATIONAL Temporary Residents Program Application for fee exemption based on low income

A fee exemption scheme assists low-income families who are unable to pay the Temporary Residents Program tuition fee.

How to send the application

Email applications are not accepted. The application must be sent by post to Locked Bag 7004, Wollongong NSW 2520 using this application form.

Eligibility to request an exemption

Please refer to the <u>Visa subclasses and enrolment conditions</u> document on our website to determine the eligibility of each visa subclass to apply for a fee exemption. Students who are holding or applying for visa subclasses 400, 417, 462, 471, 500, 570, 572, 573, 574, 575, 580, 590, 600, 601, 651, 944, are not eligible to apply for exemption from the Temporary Residents Program tuition fee.

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 at the end of this information sheet.

The Exemption Review Panel

The Exemption Review Panel assess applications for lowincome exemption. The Exemption Review Panel includes representation from the Ethnic Communities Council of NSW. The Panel has delegation from the Secretary of Education to assess individual applications for fee exemption based on low income, make determinations for assessing applications and grant a fee exemption to a successful applicant.

Providing evidence of low 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 three (3) most recent months of employment. Under the Fair Work Act 2009, all employers must provide their employees with a payslip. Where applicants are employed less than three (3) months, applicants must supply all payslips that are available and a copy of their employment contract.

Information supplied in the application

Each exemption application requires the applicant to supply information and evidence to support their claim. The Exemption Review Panel will confirm information with your employer, the Department of Home Affairs and the Australian Taxation Office.

Where information is omitted, or false, or misleading information is provided to the Exemption Review Panel, the exemption will be cancelled. Where an exemption is cancelled, the enrolment may be terminated and the NSW Department of Education may commence legal proceedings to recover the tuition fee.

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.deinternational.nsw.edu.au/trp

Exemption decisions

The Exemption Review Panel may grant exemption from the tuition fee to a low-income family for a period. Where a family is not determined to be low-income, the Panel may decline the exemption application and offer the applicant the option to pay the tuition fee by quarterly or half yearly instalments.

The Exemption Review Panel will inform the applicant of the decision in writing. All exemption determinations by the Panel are final and not subject to appeal unless there is a proven decrease in the gross annual income of the family unit or a proven increase in the number of dependant children in the family unit.

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 is issued are not criteria considered by the Exemption Review Panel in the decision process.

New applications for enrolment in a NSW government school

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

- An online application lodged to the Temporary Residents Program at <u>deiparent.det.nsw.edu.au</u>
- Payment of the application fee (non refundable).

Applicants holding a bridging visa

If the applicant and dependents hold a bridging visa, additional information is required:

- A copy of the current bridging visa for all family members.
- Evidence of the previous visa held for all family members.
- Evidence of the application for the new visa confirming the type of visa applied.

Privacy information

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

Processing time for children starting school

Applications are generally processed in 14 days if all documentation is provided in the application. Processing times vary depending on seasonal work volumes.

Processing time for children attending school

Applications are generally processed in 35 days if all documentation is provided in the application. Processing times vary depending on seasonal work volumes.

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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 online application at deiparent.det.nsw.edu.au
- 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 visa subclasses 400, 417, 462, 471, 500, 570, 572, 573, 574, 575, 580, 590, 600, 601, 651, 944, are not eligible to apply for exemption from the Temporary Residents Program tuition fee.

Who is this form for? Provide the details of the student(s) that this form relates to.						
Student number #1	Student name #1					
Student number #2	Student name #2					
Student number #3	Student name #3					
Student number #4	Student name #4					
Student 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 tuition fee.					
Purpose of this form	This form will ask you questions about your financial position to allow the Exemption Review Panel to assess your claim.					
Who is the applicant	ne Applicant is the mother or father who is living with the student. If the student is not living with a parent, the applicant will e 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 are in a registered relationship (opposite or same sex), or usually live together, 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 $ \mathscr{D} $ you must attach the information requested.					
Returning your form	The application must be sent by post to:					
	Temporary Residents Program Locked Bag 7004 Wollongong NSW 2520					
	 Email applications are not accepted. Incomplete applications will not be processed. Make sure you, your partner and your employer answered all questions and attached all the documentation you were asked to provide. 					

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 curve	urrent visa & passport for you and all dependant children
8	Are you holding a Bridgi	ng Visa (subclass 010, 020, 030, 040, 041, 050, 051, 060, 070)?
	Yes Go to the next qu	lestion
	No Go to question 11	
9	What visa subclass did y	ou previously hold?
	Attach evidence of the providence of the prov	revious visa held by you and all dependant children
10	What visa subclass have	you applied for?
	Attach evidence of the approximation	pplication for the new visa for you and all dependant children
11	Do you have a partner?	
	A person is considered to (opposite or same sex), o	o be your partner if you and the person are married, or usually live together, or in a registered relationship or in a de facto relationship (opposite or same sex).
	Yes Go to the next qu	
	No Go to question 22	

Title For example, Mr / Mrs / Miss / Dr / Prof / Other Family name Given name 13 Relationship to student Address	Father / Guardian
Given name 13 Relationship to student Mother /	Father / Guardian
Given name 13 Relationship to student Mother /	Father / Guardian
13 Relationship to student Mother /	Father / Guardian
	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?	
 What visa subclass did your partner previously hold? Attach evidence of the previous visa held by your partner and all dependant children 	
20 What visa subclass did your partner previously hold?	

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

Number of children

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

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

Student number	Full name	Date of birth				
1.			/		/	
		day		month		year
2.			/		/	
		day		month		year
3.			/		/	
		day		month		year
4.						
		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 29-42
- Attach a copy of the last 3 months payslips for each employer. If you have been employed for less than 3 months, attach all available payslips. Attach a copy of the employment contract from your employer if you are the principal holder of a temporary work 457/482 visa, or applying for a temporary work 457/482 visa.

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 57
- 28 How many employers does your partner currently work for?

Number of employers

- Each of your partner's employers must separately complete questions 43-56
- Attach a copy of the last 3 months payslips for each employer. If your partner has been employed for less than 3 months, attach all available payslips. Attach a copy of the employment contract from your employer if your partner is the principal holder of a temporary work 457/482 visa, or applying for a temporary work 457/482 visa.

Then go to Question 57

Yo	ur employment details – Questions 29-4	12 must be completed by the emp	ployer
29	Employee name		
30	Occupation title		
31	Employer name		
32	Employer address		
	Postcode		
33	Employer ABN		
34	Payroll contact name		
35	Payroll phone		
36	The employee listed at question 29 works	Full Time	
		Part Time	
		Casual	
		Seasonal	
37	Employment commencement date	/ /	
		day month year	
38	Base hours worked per week		base hours per week
39	Ordinary Gross Earnings (before tax) per wee	k	gross per week
33	orunnary cross Lannings (before tax) per wee	n	gross per week
40	In the past 12 months, did the employee rece	ive an allowance, bonus, commission o	r payment of any kind not disclosed at question 39?
	Yes Attach details of the allowance, bonus	, commission, payment and its value	No
41	In the past 12 months, did the employee receiption	ive a fringe benefit or a non cash bene	fit of any kind?
	Yes Attach details of benefit received and i	its cash value	No
42	Employer declaration		
	later prove to be false or misleading, any decision ma	de as a result of this application may be reve t recovery may commence. I understand Infor	complete. I recognise that should information in this form rsed, the enrolment of the temporary resident student in the mation collected will be used and stored consistent with the <i>v</i> Act 2002.
	Payroll officer signature	Date	/ /
			day month year
			all employers must provide their employees with a payslip.
	These payslips must show the name of the employer, gross amount of pay and the net amount of pay	the Australian dusiness number (ABN), the e	employee name, the date of payment, the pay period, the

Attach a copy of the employment contract from this employer if you are the principal holder of a temporary work 457/482 visa, or applying for a temporary work 457/482 visa.

Application for fee exemption I	oased on l	low income
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Partner employment details – Questions 43-56 must be completed by the employer

				1				
43	Employee name							
44	Occupation title							
45	Employer name							
46	Employer address							
	Postcode							
47	Employer ABN							
48	Payroll contact name							
49	Payroll phone							
45								
50	The employee listed at question 43 works	Full Time						
		Part Time Casual						
		Seasonal						
51	Employment commencement date	/ / day month	year					
			,					
52	Base hours worked per week				base ho	urs per v	veek	
53	Ordinary Gross Earnings (before tax) per week				gross pe	er week		
54	In the past 12 months, did the employee receive	e an allowance, bonus, com	mission or	payment o	f any kin	d not d	lisclosed at questi	on 53?
	Yes Attach details of the allowance, bonus, c	ommission, payment and its val	ue	No				
55	In the past 12 months, did the employee receive	e a fringe benefit or a non c	ash benefi	t of any kir	ıd?			
	Yes Attach details of benefit received and its	cash value		No				
56	Employer declaration							
	I declare the information provided on this form and the later prove to be false or misleading, any decision made NSW government school may be terminated and debt re <i>Privacy and Personal Information Protection Act 1998</i> a	e as a result of this application me ecovery may commence. I under	nay be revers stand Inform	sed, the enro nation collect	lment of t	he temp	orary resident studer	nt in the
	Payroll officer signature		Date	/		/		
				day	month		year	
	Attach a copy of the last 3 months payslips from this These payslips must show the name of the employer, the gross amount of pay and the net amount of pay.							
	Attach a copy of the employment contract from this work 457/482 visa.	employer if you are the principa	<mark>l holder of a</mark>	temporary w	ork 457/4	<mark>82 visa,</mark>	or applying for a ten	nporary

57 Have you ceased working with an employer in the past 3 months?

- Yes 🖉 Attach a copy of the Employment Separation Certificate
- No Go the question 58

58 Has your partner ceased working with an employer in the past 3 months?

Yes Attach a copy of the Employment Separation Certificate

No Go the question 59

- 59 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 60 to 73
 - No Complete all questions from 68 to 73

60 Business name

61	Business type	Sole trader	Go the question 62
		Partnership	Go the question 62
		Company	Go the question 62

62 Business ownership

Business owner name	Business ownership %
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/

63 Main business activity

64 Business ABN

65 Is the business operated from your residential address?

- Yes Attach a copy of the lease agreement for your residential address
- No Attach a copy of the lease agreement for the business premesis

66 What date did you or your partner commence this business?

day month year

67 Provide Profit & Loss documents for the business. If the Profit & Loss is not provided, the exemption cannot be assessed

I provided the Profit & Loss statement for each financial year from the business start date to the current date

If there are wages expenses in the Profit & Loss, I provided a breakdown of wages for each employee

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

- Yes Attach a letter from the registered charity that explains the support they give you
 - No

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

Yes Attach a letter from Centrelink, employer, agency, or sponsor that explains the support you receive No

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

- Yes Provide details of the support you receive in the box below
- No

71 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 explaining the assistance, financial support, or income received

No

72 Do you or your partner have a bank account, savings account, or any cash holding account in Australia or overseas?

 Yes
 Complete the table below for all accounts you or your partner hold in Australia and overseas

 Image: Por each account, attach a copy of the bank statement to show the balance and transactions for the past 6 months

No Should the information in this form later prove to be false or misleading, the exemption application will be declined

Bank name	Account holder name	Account number	Current balance (AUD)
		•	

For each account, attach a copy of the bank statement to show the balance and transactions for the past 6 months

73 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 Home Affairs 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	mor	nth	year	
Partner signature	Date		/	/		
		day	mor	nth	year	

Reminder

The application must be sent by post to:

Temporary Residents Program Locked Bag 7004 Wollongong NSW 2520

- Email applications are not accepted.
- Incomplete applications will not be processed.

• Make sure you, your partner and your employer answered all questions and attached all the documentation you were asked to provide.