

## 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 education 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 [Visa subclasses and enrolment conditions](#) 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 education 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 low-income 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 education 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](http://www.deinternational.nsw.edu.au/trp)**

### Exemption decisions

The Exemption Review Panel may grant exemption from the education 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 education 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 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 administration 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.

## 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 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 education fee.

**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 about your financial position to 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** 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 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 currently live 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

**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.](#)

**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

**Your employment details – Questions 29-42 must be completed by the employer**

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 week

gross per week

40 In the past 12 months, did the employee receive an allowance, bonus, commission or 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 receive a fringe benefit or a non cash benefit of any kind?

Yes  [Attach details of benefit received and its cash value](#) No

42 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 from this employer. Under the Fair Work 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.](#)

[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.](#)

**Partner employment details – Questions 43-56 must be completed by the employer**

43 Employee name

44 Occupation title

45 Employer name

46 Employer address

Postcode

47 Employer ABN

48 Payroll contact name

49 Payroll phone

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 hours per week

53 Ordinary Gross Earnings (before tax) per week


gross per week

54 In the past 12 months, did the employee receive an allowance, bonus, commission or payment of any kind not disclosed at question 53?

Yes  Attach details of the allowance, bonus, commission, payment and its value

No

55 In the past 12 months, did the employee receive a fringe benefit or a non cash benefit of any kind?

Yes  Attach details of benefit received and its cash value

No

56 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 from this employer. Under the Fair Work 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.

 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.






**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

 For 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)
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 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 month year

**Partner signature**

**Date**

/ /  
day month 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.