

## GENERAL INFORMATION

A concession fee rate applies to students who meet certain eligibility requirements and provide the necessary supporting evidence prior to commencement of training. 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 training, 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 dependent child of a holder of), a current and valid:

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

### Indigenous Completions Initiative

Students enrolled in a Government Subsidised Place who are of Aboriginal and/or Torres Strait Islander descent, are able to access concession fees at all Vocational levels: Certificate; Diploma; Advanced Diploma; Graduate Certificate; and Graduate Diploma.

## HOW/WHEN TO APPLY

Concession applications are required for each new teaching period (e.g. semester), prior to attending the first scheduled class for that period. Information on class start dates is available from your Department.

- Complete the details on the form (below) and read and sign the student declaration.
- Before your first scheduled class, present your completed "Application for Fee Concession" form at the Information Centre, Building A, Level 1, 555 La Trobe Street, Melbourne (or other relevant campus location), along with the original, or a certified copy, of your valid concession card (or letter confirming eligibility from Centrelink), or any other documentation which will support your application for a fee concession (e.g. presentation of a card via the Centrelink Express Plus mobile app).

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									
<b>Student ID:</b>									
<b>Family Name:</b>	<b>Given Name(s):</b>								
<b>Course Name(s):</b>									
SECTION 2: CONCESSION TYPE (Please tick the concession or exemption that you are applying for)									
	<b>WAI Code</b>	<b>Concession Category</b>							
<input type="checkbox"/>	H	Health Care Card holder (or dependent spouse or child of the holder)							
<input type="checkbox"/>	P	Pensioner Card holder (or dependent spouse or child of the holder)							
<input type="checkbox"/>	V	Veteran's Gold Card holder							
<input type="checkbox"/>	ATSI	Aboriginal/Torres Strait Islander without concession card							
<input type="checkbox"/>	O	Other (Please specify) : .....							
SECTION 3: STUDENT DECLARATION									
<p>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 I will need to apply for concession at the start of each teaching period prior to the commencement of training to be eligible for concession fees. 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.</p>									
<b>Signature of Student:</b>					<b>Date:</b>				

**Office use only** (To be completed by authorised staff member)

**Section 4:** (All staff to complete this section)

Student ID: \_\_\_\_\_

Expected Training Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Is the student eligible for concession?: If **NO** complete Section 5a. If **YES** complete Section 5b

**Section 5a:** (Complete this section only if you answered “No” to concession eligibility)

Please provide the reason(s) for not deeming the student eligible for a concession rate and then complete the staff declaration (Section 6). You are also required to contact the student to inform them why their application for concession has been denied.

Reason(s) student is NOT eligible for a concession:

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**Section 5b:** (Complete this section only if you answered “Yes” to concession eligibility)

Concession Type:  Health Care  Pensioner  Veteran’s Gold  ATSI  Other: \_\_\_\_\_

Card Holder or Dependant?  Holder  Dependant

Dates Concession Applied: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date processed on SMS: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Course Code(s): \_\_\_\_\_

**A copy of documentation to support eligibility for concession or exemption must be retained with this form.**

**Section 6** (All staff to complete this section)

**Staff Member Declaration:**

I, \_\_\_\_\_ (insert full name) declare that in relation to the above student’s application for concession, sighted the evidence to support the application on the date of \_\_\_\_\_ (insert sighted date) and have retained a copy of this evidence.

**Sighting via a Digital Wallet** (complete this section only if you sighted evidence through a digital wallet)

Tick this box and complete the declaration below if you sighted the evidence via a digital wallet

I declare that where evidence was presented via a Digital Wallet through a Centrelink Express Plus mobile application, I sighted and authenticated the card by viewing the card directly through the Centrelink Express Plus mobile application on the cardholder’s mobile device, on the aforementioned sighted date, and have retained the following information:

Document Number of Concession Card: \_\_\_\_\_

Name of Concession Holder: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_