

# 2012 Application for an Exemption from a Higher Qualification

Application Number:



## INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

### NOTE:

Skills Victoria has allocated a small amount of funds for Higher Qualification Exemptions and defined stringent guidelines for granting an Exemption. Swinburne MUST therefore allocate our Higher Qualification Exemptions on the basis of the most in need.

The onus is on the applicant to provide sufficient information for a full assessment of their application

1. Read ALL information carefully as it outlines the eligibility criteria your application will be based on.
2. Access VET FEE-HELP at: [www.deewr.gov.au/vetfeehelp](http://www.deewr.gov.au/vetfeehelp)  
Are you eligible for VET FEE Help?  Yes  No
3. Do you meet VTG citizenship requirements  Yes  No
  - a. Australian citizen OR
  - b. Australian Permanent Resident (holder of a permanent visa) OR
  - c. holder of a Special Category Visa (sub-class 444, New Zealand citizen) OR
  - d. East Timorese asylum seeker, OR
  - e. Holder of a Temporary Protection Visa.
4. Do you hold a Humanitarian Visa?  Yes  No
5. Do you hold a Health Care Card?..... Eligibility code: ..... Card Number: ..... Expiry: .....

**Applications will ONLY be considered against the criteria below and you MUST be able to tick at least TWO (2) boxes before proceeding with the application:**

- Twenty (20) years of age or over
- Seeking training in specified areas of critical skills shortage  or  
*Refer to Critical shortage lists: [http://www.swinburne.edu.au/corporate/registrar/student/SSL\\_VIC.pdf](http://www.swinburne.edu.au/corporate/registrar/student/SSL_VIC.pdf)*
- Significantly disadvantaged in the labour market.   
*Refer to page 3 Question 3*

Include any financial disadvantage

FOR SEMESTER ONE (1): **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR EACH ROUND**

**Round one (1) applications closed: Friday 17<sup>th</sup> February 2012**

Round two (2) applications close: **Friday 13<sup>th</sup> April 2012** – (five places available)

Mid Year - round (3) applications close: **Friday 20<sup>th</sup> July 2012** – (ten places available)

Round four (4) applications close: **Friday 14<sup>th</sup> September 2012** – (five places available)

PLEASE NOTE: If granted a Higher Qualification Exemption it is only valid for an enrolment commencing in 2012 and cannot be deferred. An exemption provides access to a government funded place only and does not extend to student tuition or other fees. This means is that if you are granted an exemption you will still have to pay all fees associated with your enrolment. That will include tuition fees, amenities fees and any materials and or ancillary fees associated with the course.

However, if you are enrolling in a VET Fee Help approved course, you may be eligible for a VET FEE-HELP loan if you meet the criteria. A VET Fee Help Loan allows you to defer any payment for the course until you are earning an income amount outlined at the VET Fee Help Web Site: <http://www.skills.vic.gov.au/get-training/financial-assistance>

PLEASE FORWARD COMPLETED FORM TO:

By email: [exemphq@swin.edu.au](mailto:exemphq@swin.edu.au)

By post: ExemphQ Mail No W88, Swinburne University of Technology, 369 Stud Road, Wantirna South, VIC 3152

By fax: 03 9837 5479

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<b>PERSONAL DETAILS:</b>  Family Name/Surname .....	Date of Birth    /    / Current Age..... Sex:    M <input type="checkbox"/> F <input type="checkbox"/>
Given Name/s .....	
Swinburne Student ID (if applicable) .....	
<b>ADDRESS:</b> Email address: .....	
Number and Street .....	Suburb .....
	Postcode .....
Phone (home).....	(bus).....
	(mobile).....
COURSE OF STUDY for which exemption is being sought: .....	
Note: This is the course the exemption (if granted) will be for.	
Campus of study:.....Highest Qualification Completed:.....Year Attained.....	
Are you already enrolled in 2012 in this course?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No    ID No: .....
Have you already paid fees for this course if already enrolled	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to complete the enrolled qualification for which exemption is being sought?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed and submitted a VET Fee Help application? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?    YES:    Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
	NO:    Not Employed <input type="checkbox"/>
	Pension <input type="checkbox"/>
<b>❖ What prevents you from gaining employment with your current qualification? (please answer in this box)</b>	

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PLEASE COMPLETE THESE QUESTIONS FULLY with as much information as possible for EACH CRITERIA.

Insufficient information or evidence may disadvantage your application.

1. What made you choose this course or field of study?

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2. Is this course a requirement for your employment?

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3. Please explain in depth how you are significantly disadvantaged in the Labour market? The Labour market is defined as 'the market in which workers compete for jobs and employers compete for workers'

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4. Are there any other disadvantages you experience, that could also influence this application? These could be: financial, social, educational, and physical.

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Applicant use ONLY  
Please read carefully and sign the declaration below:

I understand that this Exemption is only for the one (1) course enrolment as per this application.

If I am granted an Exemption and if for any reason I need to withdraw my course enrolment, I will submit a withdrawal form as soon as practicable and I will also notify [exemphq@swin.edu.au](mailto:exemphq@swin.edu.au) of my intention to withdraw.  
*(This will allow any of your unused exemption to be possibly granted to another applicant in need)*

I declare the information I have provided to support this application is correct and complete

Applicant's signature ..... Date: .....

OFFICE USE ONLY

**APPROVED**                       **NOT APPROVED**                       Date:

**Signatures**

**TAFE Finance Manager**                      Signature .....

**TAFE Liaison Manager**                      Signature .....

**HQexemption Coordinator**                      Signature .....

DATE DEPARTMENT CONTACTED.....DEPARTMENT CONTACT NAME.....

DATE TSAU / STUDENT CENTRAL NOTIFIED.....

DATE STUDENT NOTIFIED .....CONTACT METHOD.....

Total hours for course..... Length of course.....

Application assessment notes .