

# VET STUDENT LOANS STUDENT OBLIGATIONS

## TO APPLY



- Once enrolled in your course, log in details to your electronic Commonwealth Assistance Form (eCAF) will be emailed to you from the eCAF system. The eCAF is your VSL application.
- Log in and check the details in your eCAF are correct – if not, contact TAFE Queensland.
- Insert your Tax File Number (TFN) in your eCAF and submit it once complete.

You must submit your eCAF on or **before** the first census day if you want the loan for all of your units

If you don't have your TFN yet, apply now. You can submit your eCAF with your Certificate of Application for a TFN, but you must contact TAFE Queensland to revise and re-submit your eCAF with your TFN as soon as it has been issued.

## TO CONTINUE

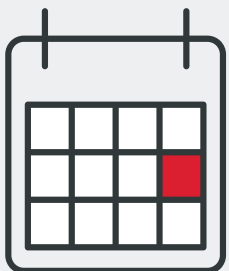


- You **must complete Progression Forms** throughout your study. This is how you tell the Australian Government you're still studying and want to continue accessing your VSL.
- Progression Forms will be sent to you every few months via email from eCAFsystem@education.gov.au

You must submit each Progression Form within 14 days or risk losing access to your loan!

Tell TAFE Queensland if you need another Progression Form sent to you.

## TO STOP



- You must withdraw from your course in writing according to TAFE Queensland's withdrawal process **before** the census day.
- Ask TAFE Queensland to send you a Progression Form. This is how you tell the Australian Government you want to stop accessing your VSL (and stop incurring debt) while you are not studying.
- Insert the effective date of your withdrawal in your Progression Form. This must be the same date you advised TAFE Queensland.

You will incur a debt if you do not withdraw before the census day!

If/when you re-start your course, you will need to add your recommencement date in the next Progression Form issued to you.

## CHECKLIST

- Apply for a TFN asap if you don't already have one!
- The personal details you give TAFE Queensland **must be the same** as the details given to the Australian Taxation Office when applying for your TFN.
- Look out for emails from eCAFsystem@education.gov.au Save the email address to your contacts so you never miss a Progression Form email.
- Keep your email contact details up-to-date with TAFE Queensland.
- Submit your Progression Forms within 14 days of them being sent to you.
- Tell TAFE Queensland if you're having any problems with your eCAF application or Progression Form.
- Make sure you know your course's census days.