

Guide to Completing your eCAF

What is an eCAF?

eCAF stands for electronic Commonwealth Assistance Form and is an electronic version of the Request for Commonwealth Support and HECS-HELP form. For more information, please visit studyassist.gov.au/sites/StudyAssist

Who should complete an eCAF?



All students studying a course at university are required to complete an eCAF. A course may be a Diploma, Associate Degree, Bachelors Degree etc. Each course is made up of individual units. For example, HAA007 *Convict Ancestors* is a **unit**, which may be studied under the **course** Diploma of Family History, Associate Degree in Arts or Bachelor of General Studies. You only need to complete an eCAF for each **course** you enrol in, not each individual unit. For example, if you are studying HAA007 *Convict Ancestors* under the Diploma of Family History, you will only complete the eCAF once, even if you study further units under the Diploma.

If you can recall previously submitting an eCAF and are unsure whether you need to complete another, please contact the Arts Student Central Contact team on (03) 6226 6365 or ASC.Contact@utas.edu.au and we can confirm this for you.

Please complete the eCAF as soon as possible to avoid your enrolment being cancelled.

How do I complete an eCAF?



Please follow the instructions on this document carefully to complete your eCAF. If you need assistance, please contact the Arts Student Central Contact Team on (03) 6226 6365 or ASC.Contact@utas.edu.au

STEP 1.

Log into eStudent by clicking the link provided (this will open in a new window):

<https://estudent.utas.edu.au/>

The first page you will see is shown below:



Log In

Enter your log in information below, then select **Log In**.
All fields are required.

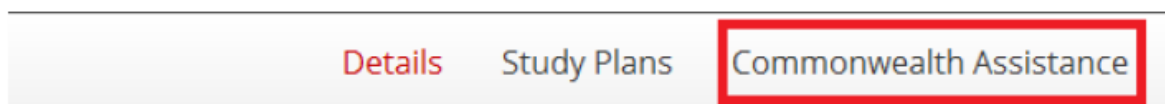
User Name*

Password*

Log in by entering your username and password. If you have difficulty accessing eStudent please contact the Arts Student Central Contact Team- email ASC.Contact@utas.edu.au or phone (03) 6226 6365.

STEP 2.

Click the "Commonwealth Assistance" tab (third from the left). Then select "add new" for the degree you are enrolled under. If you are unsure what degree you are enrolled under, please contact the Arts Student Central Contact Team- email ASC.Contact@utas.edu.au or phone (03) 6226 6365.



STEP 3.

Click the "Request for Commonwealth Support and HECS-HELP" form.

Commonwealth Assistance Forms > Choose a form

Information

Study Plan: 13J - Bachelor of Arts and Bachelor of Business, Version 2 Attempt 1

Which Commonwealth Assistance Form (eCAF) do I complete?

The term 'eCAF' is used when referring to electronic versions of the Commonwealth assistance request forms, available to domestic students.

There are four types of eCAFs, with the most appropriate one for you depending on your circumstances, eligibility, and where you intend to study:

1. **Request for Commonwealth Support and HECS-HELP** - This form should be completed by students who have been offered a Commonwealth supported place.
2. **Request for FEE-HELP assistance** - This form should be completed by eligible domestic fee-paying students intending to defer their tuition fees.
3. **OS-HELP Debt Confirmation** - This form should be completed by students who have received an offer of an OS-HELP loan to study overseas.
4. **Request for SA-HELP Assistance** - This form should be completed by eligible students who are liable for the Student Services and Amenities fee and intend to defer payment of their fee.

There are no recommended forms to show.

Available Forms	
Complete Form	OS-HELP Debt Confirmation
Complete Form	Request for FEE-HELP assistance
Complete Form	Request for Commonwealth Support and HECS-HELP
Complete Form	Request for SA-HELP Assistance

STEP 4.

Complete the form, ensuring the details you enter are the same as those you entered on your original application form. For example, if you did not enter a middle name on your original application form, do not enter a middle name on this form.

- **Question 4:** The campus is Hobart.

Commonwealth Assistance Form > Request for Commonwealth Support and HECS-HELP

Advice to students who are required to complete a HECS-HELP form

You must apply for a Tax File Number (TFN) if you do not have one and you wish to defer ALL or PART of your student contribution amount.

If you have not yet applied or are in the process of obtaining a TFN you can select **Full up-front payment of my student contribution amount** as your Payment option to proceed to enrolment.

Note: This is only an indication of your payment option. Your actual payment option is determined on the census date for each unit of study on the basis of any up-front payments you have made.

You must provide your TFN or a certificate of proof of application from the ATO on or before the census date.

If you are the recipient of a scholarship or sponsorship, please select **Full up-front payment of my student contribution amount** as your Payment option.

STEP 5.

Enter your citizenship details, making sure to tick that Yes, you will be studying in Australia, before skipping ahead to Section D

SECTION C. CITIZENSHIP/VISA STATUS

To be eligible for a CSP, or a HECS-HELP loan, you MUST meet the relevant requirements at item 7, 8, 9, 10 or 11 in this section. Please tick the box(s) that apply to you.

7. I am an Australian Citizen


Yes

Will you be studying at least part of your course of study in Australia?

Yes No (if 'Yes', go to section D.)

If 'No', you are not eligible for a CSP, or a HECS-HELP loan.


DO NOT COMPLETE THIS FORM.

 Read [Note 1](#) about residency requirements.

STEP 6.

Either enter your Tax File Number with no space OR tick that you do not want a HECS-HELP loan and will be paying your Student Contribution Amount.

SECTION D. TAX FILE NUMBER (TFN)

 Read [Note 3](#) about TFNs.

ONLY complete this section if you answered 'yes' at item 7, 8 or 11 in section C.

To be eligible for a HECS-HELP loan, you MUST supply your valid TFN or your *Certificate of application for a TFN* in this section.

Declining to quote your TFN is not an offence. However you will not be able to get a HECS-HELP loan for the amount of your student contributions that remains unpaid on the census date unless you give your provider, on or before the census date, either your TFN or the certificate from the Australian Taxation Office (ATO), stating that you have applied for a TFN.

Your provider is authorised under the *Higher Education Support Act 2003* (the Act) to collect and retain your TFN only for the purpose of reporting details of your HECS-HELP loan to the ATO.

12. Your tax file number (It will have 9 digits e.g. 123 456 789)

OR

Certificate of application for a TFN attached. (You must submit your certificate with your form as proof that you have applied for a TFN. You must advise your provider of your TFN within 21 days of receiving it.)

OR

I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution amounts upfront and in full.

[Go to section E.](#)

WARNING

Your enrolment as a Commonwealth supported student will be cancelled if you do not either:

- pay your student contributions upfront, or
- if you are eligible, give your TFN (or the certificate from the ATO) to your provider, or or before the census date, to get a HECS-HELP loan.

STEP 7.

If you entered your TFN in Section D make sure to tick the two boxes for Students Requesting a HECS-HELP loan. If you chose not to include your TFN do not tick these boxes.

SECTION E. DECLARATION

For this *Request for a Commonwealth supported place and a HECS-HELP loan form* to be valid, you **MUST** tick all the boxes which apply to you in this section and tick the declaration at item 14.

13. By submitting this form, you are declaring that you agree to the following statements:



Read **Note 4** about repaying your loan.

Students requesting a HECS-HELP loan

You request that:

- The Government lends you the student contribution amount for unit(s) in your course outstanding at the census date (unless full upfront payment of your student contribution amount is made) and pays the outstanding amount to your provider on your behalf.

You understand that:

- you have an obligation to repay to the ATO the amount that the Government has loaned you, even if you do not complete your studies.
- your Higher Education Loan Program (HELP) debt with the Government will remain if you withdraw or cancel your enrolment after the census date but your debt may be removed by your provider in special circumstances.
- your HELP debt will be indexed annually in line with the Act.
- you are able to cancel this request, in writing, at any time, with your provider, and it will no longer apply from that time. However, this must be done by the census date, otherwise you will have a debt to the Government that you are legally required to repay.



Read **Note 5** about use of personal information.

STEP 8.

Make sure to tick the two boxes for All Students and the Declaration in Question 14.

All Students

You declare that:

- the information on this form is complete and correct and you can produce documents to verify this if required.
- you have read and understood the **Notes** at the end of this form.
- you have read the [Commonwealth supported places and HECS-HELP Information for 2017](#) booklet and you are aware of your obligations as a Commonwealth supported student.

You understand that:

- you must either make a full upfront payment or provide your TFN (or the certificate from the ATO) to your provider on or before the census date otherwise your enrolment as a Commonwealth supported student in the unit(s) of study will be cancelled.
- if your eligibility for a CSP and/or a HECS-HELP loan changes, you must notify your provider.
- by submitting this form, you consent to the collection, use and disclosure of your personal information as outlined in **Note 5**.
- giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

[Go to item 14.](#)

14. Declaration

I Agree

Step 9.

Ensure you click the red "submit" button at the bottom of the page. Once you have clicked the submit button, wait to see whether the page says your form has been successfully submitted (this may take a couple of minutes). If not, scroll to the top of the page, and it will notify you of any errors made on the form. If you need any assistance, please contact Arts Student Central- email ASC.Contact@utas.edu.au or phone (03) 6226 6365.

Submit

Print

Reselect