Completing your Commonwealth Assistance Form online (eCAF)

Now that your enrolment in UCP has been confirmed, it’s time to complete your Commonwealth Assistance Form.

What is a Commonwealth Assistance Form?
The Commonwealth Assistance Form (CAF) allows you to confirm with the Federal Government that you are undertaking Tertiary study at UTAS. This in turn allows UTAS to collect funding from the Federal Government which we then use to provide you with your teaching.

Do you have to complete a CAF form?
Yes, all students studying at University are required to fill in a CAF form.

What happens if you don't complete a CAF form?
If you do not complete a CAF form, your enrolment will be cancelled and you will not be able to access your study materials online.

How will you know that you have to complete a CAF form?
Once your enrolment is completed, the UTAS Enrolments team will send you an email asking you to log in and complete your eCAF.

What is an eCAF?
An eCAF is an electronic version of the CAF form and you access that through eStudent.

What is eStudent?
eStudent is the platform where you will be able to review information about your study with UTAS. It holds your results, your study plan and enrolment details and where you can update us on any changes to your address or details.

Before you begin –
Before you begin, you will need

- Your UTAS username and password
  these details would have been emailed to you once your enrolment was completed.

You didn't receive your username and password?
If you have not received your username and password, or you are a returning student to UTAS and have forgotten your details, please ring our IT helpdesk on 0362 261 818. IT provides support to all students 8:00am-6:00pm weekdays, 10:00am-1:00pm weekends & statewide public holidays.

Do you have to ring?
Yes, you have to ring the IT helpdesk because they need to verify your details before providing security information.
Completing your eCAF

Step 1 - Logging into eStudent

You can log into eStudent by clicking on this link and typing in your username and password.

Step 2 – Reviewing your details

The first screen that you see will show you the personal details we hold for you. If you need to make changes, you can email us and we will update them for you.
Step 3 – Completing your eCAF

From the top tool bar, please select Commonwealth Assistance

And select the Add New button next to your Course Code

This will allow you to commence your eCAF

Step 4 – read the information provided at the top of your eCAF to ensure you understand what you are agreeing to.
**Step 5 – complete your eCAF**

Once you have read the information about the eCAF, scroll down the page where you will see that the system has pre-populated the fields for you. I have identified in the screen shots the areas you need to complete by using an arrow.

**SECTION A. STUDENT DETAILS**

1. Family name: Student
   First given name: Tricia
   Other given names: 

2. Date of birth: ____________ (dd/mm/yyyy)

3. Gender: [ ] Male [ ] Female

**SECTION B. PROVIDER**

4. Name of provider: University of Tasmania
   Campus: Distance - Launceston

5. Student identification number: 123456

6. Name of course: Diploma of University Studies
   Course Code: X1G

**If you are an Australian Citizen**, please select Yes to Question 7. Also select Yes to the question, will you be studying at least one unit of study of your course in Australia.

**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 [ ] No (If Yes, go to section D.)

   Will you be studying at least one unit of study of your course 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.

**Proceed to Section D**
Other citizenship types for an eCAF

If you are a New Zealand Citizen, please read Note 2 about residency requirements and complete either Question 8 or 9.

If you are the holder of a permanent non-humanitarian visa, please read and confirm via the Visa Entitlement Verification Online (VEVO) and answer question 10.

If you are the holder of a permanent humanitarian visa, please read and confirm via the Visa Entitlement Verification Online (VEVO) and answer question 11.

If you need assistance with other citizenship types, please email us your name and phone number and we will ring you to discuss. Email HAPUCP.enquiries@utas.edu.au

Section D

- You do not have to provide your Tax File Number (TFN) because you are sponsored by UTAS for your studies. This means we pay this part of the fee for you.
- Please select 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. (You select this because UTAS pays this part of the fee for you and we will take care of that.)
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.

You do not have to complete this section

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.
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 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

The fine print: this is important information you need to know about:
• completing your form,
• your CSP, and
• your HECS-HELP loan (if applicable).

Scroll down the page, past the notes that relate to the eCAF and submit your form

You also have the option to print your form, if you would like to keep a copy.

Please do not press reselect, or you will have to complete the form again.

If you have any questions about submitting your eCAF please contact us by emailing UCPHAP.enquiries@utas.edu.au