Completing your eCAF for UCP under course X1G – Diploma of General Studies

The eCAF (electronic Commonwealth Assistance Form) is a government form that is available online through eStudent. Completing the form is a requirement of studying a UCP unit but you only need one eCAF per course no matter how many units you undertake under that course.

- The eCAF form is in your “My Study” section on eStudent
- Click on X1G – Diploma of General Studies in the “My Study” section. Select “Government Assistance” from the options on the left and click “Add”. Select “request for Commonwealth supported place and HECS-HELP Loan”

- Follow the steps to complete the form.
- Ensure that you enter your USI number under Section B

You can find more information about the Unique Student Identifier (USI) and how to create a number here: Create USI number
• Section D – click the button that states you DO NOT wish to apply for a HELP Loan – HAP is covered by a scholarship. We cover your student contribution.

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.

• Ensure you press the Submit button.

You will only be required to complete the Commonwealth Assistance Form. The SA-Help form is not applicable for UCP students as the fee has been sponsored by the University.
Section A: Student Details

Your name will automatically appear in this section.

You will need to complete;

- Date of Birth (DD/MM/YYYY format)
- Gender (as per Legal Documentation/Birth Certificate)

These will need to match our Student Management System at UTAS. You will receive a warning if they do not match.

Section B: Provider

Click drop down arrow on the question 6 and select the X1G - Diploma of General Studies course

Section C: Citizenship/ Visa Status

Please complete the relevant section;

- Australian Citizen: Answer No.7 (Yes)
- New Zealand Citizen – Special Category Visa: Answer No.8
- New Zealand Citizen: Answer No.9
- Permanent Resident Visa Holder (born outside of Australia): Answer 10
- Permanent Humanitarian Visa Holder: Answer 11

Section D: Tax File Number (TFN)

This is not required for the UCP program.

Section E: Declaration

You are required to tick all boxes in this section when you submit the form it is the same as signing the form.

When everything is correct you will see APPROVED in GREEN next to your eCAF form.

If you receive a message that the details do not match, please check the information you have entered. Go to the 'Commonwealth Assistance' tab in eStudent and click the 'View' button to check the details as they appear on the form.

If this is not APPROVED you are at risk of having your enrolment cancelled.