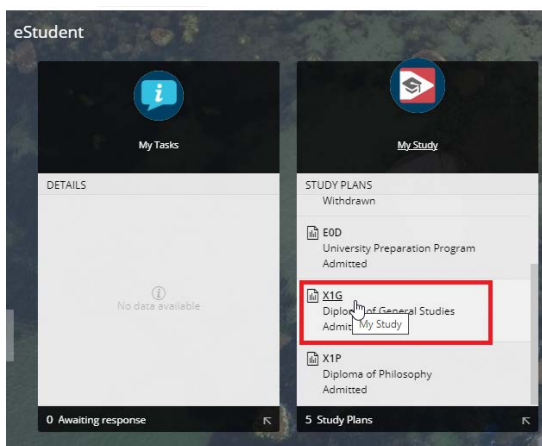


Completing your eCAF for UCP under course X1G – Diploma of General Studies

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”



Government Assistance

No records found.



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

SECTION B. PROVIDER

4. Name of provider
University of Tasmania

Campus

5. Student identification number
094208

Unique Student Identifier (USI)

To be eligible for a HECS-HELP loan or Commonwealth supported place, you MUST supply your valid USI in this section. By providing your USI on this form, you are requesting a HECS-HELP loan or Commonwealth supported place from the Government to be paid to your course provider on your behalf. The Department and your education provider are authorised under the Student Identifiers Act 2014, to collect and retain your USI for the purposes of administering your loans under the Higher Education Support Act 2003, including to report details of your HECS-HELP loan or Commonwealth supported place to the Australian Taxation Office (ATO) and to connect you to your loan information. The Privacy Act 1988 and the Student Identifiers Act 2014 protect your USI information.

Note: From 2021, new students, will need a USI to be eligible for a Commonwealth supported place (CSP) and other Commonwealth financial assistance (HECS-HELP, FEE-HELP, OS-HELP) under the Higher Education Support Act 2003. If you have undertaken vocational education or training previously, you may already have a USI. Check if you have a USI, or create your USI easily here: <https://portal.usi.gov.au/student>

You should only have one USI, as you keep the same USI for life. Please ensure your account details on the USI Registry system are up to date and correctly match the details (first name, last name, date of birth) with the detail provided here in your eCAF. If these details do not match, verification will fail, and you will need to resubmit this form. You can check your details by logging into your USI account here: <https://portal.usi.gov.au/student>

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.

Request for a Commonwealth supported place and a HECS-HELP loan

Page 2 of 2  



Form Submitted

Thank you for your submission.

You can review and track the forms you have filled out by clicking [Forms](#) on your home page.

A downloadable version of the Form is available [here](#).



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.

All Students

I declare that:*

- the information on this form is complete and correct and I ca
- have read and understood the Notes on this form.
- have read the [Commonwealth supported places and HECS-H](#)

I understand that:*

- I must either make a full upfront payment to my provider, or
- wealth supported student in the unit(s) of study will be cance
- if my eligibility for a CSP and/or a HECS-HELP loan changes, I
- by signing this form, I am consenting to the collection, use an
- giving false or misleading information is a serious offence un

14. Declaration

I Agree to the declaration above*

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.