

# GUIDELINES FOR APPLICATIONS FOR ASSESSMENT OF STUDENT CONTRIBUTION STATUS



- **Student Contribution Status for Accounting, Administration, Economics or Business (Commerce) units of study**

Effective 1 January 2008 all domestic students enrolling in accounting, administration, economics and business (commerce) units of study may be charged student contribution amounts up to the maximum of Band 3. In 2012 this maximum amount will be \$9,425 for an equivalent full-time student load.

The amount you will be charged will depend on when you began your course of study.

If you commenced your course of study before 1 January 2008 (pre 2008) and meet the eligibility criteria then the maximum student contribution amount you may be charged will be limited to Band 2 up until 31 December 2012 when this transitional arrangement will cease. In 2012 this maximum amount will be \$8,050 for an equivalent full-time student load.

As from 2013 all students in these disciplines will be covered by the same maximum student contribution amounts in Band 3.

## **Pre2008 Student Contribution Status**

To determine whether you may be eligible for pre2008 student contribution status in relation to your accounting, administration, economics or business (commerce) units of study consider the following criteria.

- Did you commence a course of study with a higher education institution before 1 January 2008?
- If yes, were you a Commonwealth supported student in relation to your units of study?
- If yes, did you complete this course of study before 31 December, 2007?
- If you did complete the course then to be eligible as a pre-2008 student this course must have been either:
  - an enabling course undertaken in 2007; or
  - a course of study relating to an honours course that you are now undertaking.
- If you did not complete your course of study you may be eligible for pre-2008 student contribution status.

Please note:- if you studied as a HECS student prior to 1 January 2005 but have not undertaken any study as a Commonwealth supported student between 1 January 2005 and 31 December 2007 then you will not be eligible to be a pre2008 student.

To satisfy the pre2008 criteria the course of study you commenced prior to 1 January 2008 does not have to be a course in accounting or related disciplines and you do not have to have undertaken any units of study in accounting or related disciplines prior to 2008.

The pre2008 arrangements will apply to you if you transfer from one course to another (including where one course of study is postgraduate and the other is undergraduate), or if you transfer between higher education institutions provided you meet the above criteria.

# GUIDELINES FOR APPLICATIONS FOR ASSESSMENT OF STUDENT CONTRIBUTION STATUS



- **Student Contribution Status for Mathematics, Statistics or Science units of study**

All students who commence their course of study on or after 1 January 2009 (post2009), regardless of the disciplines involved, will be charged a reduced maximum student contribution amounts for the mathematics, statistics or science units of study that they enrol in. This reduced maximum student contribution amount is the 'national priority' band amount which in 2012 will be \$4,520 for an equivalent full-time student load.

If you commenced your course of study before 1 January 2009 and are not eligible to have a post2009 contribution status in relation to your mathematics, statistics and science units of study you may be charged up to the maximum student contribution amount for Band 2 for these units. In 2012 this maximum amount will be \$8,050 for an equivalent full-time student load.

## Post 2009 Student Contribution Status for continuing students

To determine whether you may be eligible for post-2009 student contribution status in relation to your mathematics, statistics and science units of study consider the following criteria.

- Did you commence a course of study with a higher education institution before 1 January 2009?
- If yes, was all study not related to Natural and Physical Science?
- If yes, is this course of study still to be completed?
- If yes, are you transferring to a Natural and Physical Science course of study?
- If yes, you may be eligible for post-2009 student contribution status.

Please note:- if you commenced a course of study prior to 1 January 2009 and took a break from your studies then you will still be considered to be a pre2009 student on your return to that course or if you transfer to another course and do not complete the initial course of study.

Also, you will be considered to be a pre2009 student where you commenced your course of study as an international student before 1 January 2009 and subsequently obtained your permanent residency status or Australian citizenship thus continuing your course as a Commonwealth supported student.

As indicated above all continuing pre2009 students who do not satisfy these criteria will remain subject to the Band 2 maximum student contribution amount for these units of study. This status will continue until the course commenced prior to 1 January 2009, or the course the student then transferred into is completed.

## Students eligible for both Pre2008 and Post 2009 Student Contribution Status

There will be some instances where students will be eligible to be assessed as both pre2008 for their accounting, administration, economics or business (commerce) studies, and post 2009 for their mathematics, statistics or science studies. In these cases the student's study circumstances will need to satisfy both sets of criteria.

For example, a student enrolled in a pre2008 Bachelor of Business may apply to study a combined Bachelors of Business and Science in 2009. This student will be eligible for the lower national priority rate student contribution amount for the mathematics, statistics and science units to be undertaken because they are transferring to a Natural and Physical Science course, and as they are continuing their study as a Commonwealth supported student they will have a pre2008 student contribution status in relation to their accounting discipline units.

# GUIDELINES FOR EDUCATION OR NURSING APPLICATIONS FOR ASSESSMENT OF STUDENT CONTRIBUTION STATUS



As from 1 January 2010 all students commencing their course of study regardless of the disciplines involved, will be charged student contribution amounts up to the maximum of Band 1 for any education or nursing units of study that they enrol in. In 2012 this maximum amount will be \$5,648 for an equivalent full-time student load.

The amount you may be charged will depend on when you began your course of study.

If you commenced your course of study before 1 January 2010 (pre2010) and meet the eligibility criteria then the maximum student contribution amount you may be charged will be limited to the National Priority band maximum. In 2012 this maximum amount will be \$4,520 for an equivalent full-time student load.

## Pre2010 Student Contribution Status

To determine whether you may be eligible for pre2010 student contribution status in relation to your education or nursing units of study consider the following criteria.

- Did you commence a course of study with a higher education institution before 1 January 2010?
- If yes, were you a Commonwealth supported student in relation to your units of study?
- If yes, did you complete this course of study before 31 December, 2009?
- If you did complete the course then to continue to be eligible as a pre2010 student this course must have been either:
  - an enabling course undertaken in 2009; or
  - a course of study relating to an honours course that you are now undertaking.
- If you did not complete your course of study you may be eligible for pre-2010 student contribution status.

To satisfy the pre2010 criteria the course of study you commenced prior to 1 January 2010 does not have to be a course in education, nursing or related disciplines and you do not have to have undertaken any units of study in education, nursing or related disciplines prior to 2010.

The pre2010 arrangements will apply to you if you transfer from one course to another (including where one course of study is postgraduate and the other is undergraduate), or if you transfer between higher education institutions provided you meet the above criteria.

If you believe that you may be eligible for pre2010 student contribution status but are not sure whether these guidelines cover your circumstances, please complete the application form and attach a statement and documents explaining your situation.

# GUIDELINES FOR APPLICATIONS FOR ASSESSMENT OF STUDENT CONTRIBUTION STATUS



If you believe that you may be eligible for any of these student contribution status classifications but are not sure whether these guidelines cover your circumstances, please complete the application form and attach a statement and documents explaining your situation.

Applications may be sent either by:

- Email to: [Fees.Unit@utas.edu.au](mailto:Fees.Unit@utas.edu.au)

(NOTE: If you need to include your academic record you must either submit your application in person or by post.)

**OR**

- Paper copy delivered to your Student Centre

**OR**

- Posted to: Fees Unit  
Student Centre  
Locked Bag 1345  
Launceston 7250

Determination of your eligibility will be based on your application and the accompanying documentation. It is **YOUR** responsibility to provide all relevant documentation. If your application is based on studies with another higher education institution, your application will NOT be assessed unless supporting documentation is provided.

## Deadline for applications

Applications must be received before the census date for a semester in order to be assessed.

Any applications received after that date cannot be accepted for that semester but may be assessed for the following semester. Once you have been granted a pre-2008 and/or post-2009 status for a course, you will not need to apply again for that course. However if you change course, you must complete another application for the new course.

An email will be sent to your University email account advising the outcome of your application.

Please also check your post-census date Commonwealth Assistance Notice (CAN) carefully – if you are eligible for either or both of the student contribution status rates and these amounts are not reflected in your CAN, you have only 14 days in which to write to the Student Centre requesting a correction.

Requests for a correction received more than 14 days from the date of the CAN will not be considered. If you are eligible for the either or both of the above student contribution status rates but you have not complied with this time limit regarding requests for corrections to the liability notices set by Section 169 of the Higher Education Support Act 2003, then you will remain liable for the student contribution status rate as initially determined for your course.

If you have any questions regarding your student contribution status or the assessment of your application please contact the Fees Unit by email or telephone on 6324 3840 or 6324 3313.

# APPLICATION FOR ASSESSMENT STUDENT CONTRIBUTION STATUS - BUSINESS



Before completing this application please read the "Guidelines for Application for Assessment of Student Contribution Status" to see if you may be eligible for a change in student contribution status.

Surname	Given names	Student ID Number
Current Course Title	Course Code	Year commenced

## Part A: Pre2008 Student Contribution Status for Accounting, Administration, Economics or Business (Commerce).

If you wish to be considered for pre2008 status for your Accounting, Administration, Economics or Business (Commerce) studies please complete this section.

1. Did you commence a course of study prior to 1 January 2008?	Yes	No	If yes, what year?	
2. What was the title of this Course?				
3. If you were not enrolled at UTAS for this Course where did you study?				
4. Were you enrolled in this Course as a Commonwealth Supported student?	Yes	No	<b>Note:</b> If your application is based on studies at another institution, please attach: <ul style="list-style-type: none"> <li>• An original or certified copy of your academic record and</li> <li>• A statement verifying your status as a Commonwealth Supported student.</li> </ul> <i>This could be a copy of an invoice, a copy of a Commonwealth Assistance Notice, a HECS Information Statement from ATO or a statement from the HECS Officer at your previous Australian University.</i>	
5. If yes, is this Course still to be completed?	Yes	No		
6. <b>Or</b> , if you did complete the Course was it an enabling Course or was it a Course relating to an Honours Course that you are now undertaking?	Yes	No		
7. If yes, detail the year in which this Course was completed.			<b>If you did not answer 'yes' to questions 1, 4, 5 and 6 you are not eligible for this status.</b>	

### All applicants must sign the following declaration:

I have attached documentation to support my application (*please circle*): Yes / Not Required  
(*study at UTAS only*).

I declare that the above information and the attached documents (if any) are a complete and true record of my previous higher education studies and that, other than indicated above (if applicable), I have not completed any other courses as a Commonwealth supported student with any other Australian University.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please return this form to:- Student Centre, Locked Bag 1345, Launceston, Tasmania 7250**

#### Staff Use Only- Part A:

Date received: / /	Approved/Rejected	Authorised by: _____	Date authorised: / /	Date student notified: / /
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# APPLICATION FOR ASSESSMENT STUDENT CONTRIBUTION STATUS – MATHS/STATISTICS/SCIENCE



Before completing this application please read the "Guidelines for Application for Assessment of Student Contribution Status" to see if you may be eligible for a change in student contribution status.

Surname	Given names	Student ID Number
Current Course Title	Course Code	Year commenced

## Part B: Post2009 Student Contribution Status for continuing students for Mathematics, Statistics or Science.

As a continuing student if you commenced studying prior to 2009 and wish to be considered for post2009 status for your Mathematics, Statistics or Science studies please complete this section.

1. Did you commence a course of study prior to 1 January 2009?	Yes	No	If yes, what year?	
2. What was the title of this Course?				
3. If you were not enrolled at UTAS for this Course where did you study?				
4. Was all study <u>not</u> related to natural and physical science?	Yes	No	<b>Note:</b> If your application is based on studies at another institution, please attach: <ul style="list-style-type: none"> <li>• An original or certified copy of your academic record and</li> <li>• A statement verifying your status as a Commonwealth Supported student.</li> </ul> <i>This could be a copy of an invoice, a copy of a Commonwealth Assistance Notice, a HECS Information Statement from ATO or a statement from the HECS Officer at your previous Australian University.</i>	
5. If yes, is this Course still to be completed?	Yes	No		
6. If yes, are you transferring to a Natural and Physical Science course of study?	Yes	No		
<b>If you did not answer 'yes' to questions 1, 4, 5 and 6 you are not eligible for this status.</b>				

### All applicants must sign the following declaration:

I have attached documentation to support my application (*please circle*): Yes / Not Required  
(*study at UTAS only*).

I declare that the above information and the attached documents (if any) are a complete and true record of my previous higher education studies and that, other than indicated above (if applicable), I have not completed any other courses as a Commonwealth supported student with any other Australian University.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please return this form to:- Student Centre, Locked Bag 1345, Launceston, Tasmania 7250**

### Staff Use Only- Part B:

Date received: / /	Approved/Rejected	Authorised by: _____	Date authorised: / /	Date student notified: / /
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# APPLICATION FOR ASSESSMENT STUDENT CONTRIBUTION STATUS – EDUCATION/NURSING



Before completing this application please read the “Guidelines for Application for Assessment of Student Contribution Status” to see if you may be eligible for a change in student contribution status.

Surname	Given names	Student ID Number
Current Course Title	Course Code	Year commenced

## Part C: Pre2010 Student Contribution Status for Education or Nursing.

If you wish to be considered for pre2010 status for your Education or Nursing studies please complete this section.

1. Did you commence a course of study prior to 1 January 2010?	Yes	No	If yes, what year?	
2. What was the title of this Course?				
3. If you were not enrolled at UTAS for this Course where did you study?				
4. Were you enrolled in this Course as a Commonwealth Supported student?	Yes	No	<b>Note:</b> If your application is based on studies at another institution, please attach: <ul style="list-style-type: none"> <li>• An original or certified copy of your academic record and</li> <li>• A statement verifying your status as a Commonwealth Supported student.</li> </ul> This could be a copy of an invoice, a copy of a Commonwealth Assistance Notice, a HECS Information Statement from ATO or a statement from the HECS Officer at your previous Australian University.	
5. If yes, is this Course still to be completed?	Yes	No		
6. <b>Or,</b> if you did complete the Course was it an enabling Course or was it a Course relating to an Honours Course that you are now undertaking?	Yes	No		
7. If yes, detail the year in which this Course was completed.			<b>If you did not answer ‘yes’ to questions 1, 4, 5 and 6 you are not eligible for this status.</b>	

### All applicants must sign the following declaration:

I have attached documentation to support my application (*please circle*): Yes / Not Required  
(study at UTAS only).

I declare that the above information and the attached documents (if any) are a complete and true record of my previous higher education studies and that, other than indicated above (if applicable), I have not completed any other courses as a Commonwealth supported student with any other Australian University.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please return this form to:- Student Centre, Locked Bag 1345, Launceston, Tasmania 7250**

### Staff Use Only- Part A:

Date received: / /	Approved/Rejected	Authorised by: _____	Date authorised: / /	Date student notified: / /
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