

Canberra Institute  
of Technology  
and  
Education  
Canberra  
Australia

Canberra Institute





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## About this handbook

This handbook provides information on the various financial aid programs available to eligible students. It is intended to be a guide to help you understand the different options and how to apply for them. The information is current as of the date of publication, but is subject to change without notice. For the most up-to-date information, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com).

For more information on the various financial aid programs, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com). We are here to help you every step of the way.

## What are VET Student Loan and FEE-HELP

The VET Student Loan (VSL) and FEE-HELP are two types of federal student aid. The VSL is a loan that is guaranteed by the federal government and has a [0% interest rate](#) while you are in school. The FEE-HELP is a grant that does not need to be repaid. For more information on the eligibility requirements, [repayment threshold](#), [minimum](#), and [voluntary repayments](#), please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com).

The VSL and FEE-HELP are available to eligible students who are attending an eligible institution. The VSL is available to students who are attending a program of study that is approved by the Department of Education. The FEE-HELP is available to students who are attending a program of study that is approved by the Department of Education. For more information on the eligibility requirements, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com).

[VET Student Loan](#) is a loan that is guaranteed by the federal government and has a 0% interest rate while you are in school. For more information on the eligibility requirements, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com).

[FEE-HELP](#) is a grant that does not need to be repaid. For more information on the eligibility requirements, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com).

For more information on the various financial aid programs, please contact the Financial Aid Office at (800) 875-5283 or visit our website at [www.aidcentral.com](http://www.aidcentral.com). We are here to help you every step of the way. [Study Assist](#)

## ▶ International Students

International students are those who are not citizens or permanent residents of Australia. They are required to have a valid visa to study in Australia. The most common visa for international students is the Student Visa (subclass 501). The visa application process is complex and can take several weeks. It is important to start the process early and to provide all the required documents. The Australian Department of Home Affairs website provides detailed information on the visa application process.

International students are also required to have a valid passport and a return ticket. They must also have sufficient funds to cover their tuition fees and living expenses. The Australian Department of Home Affairs website provides detailed information on the financial requirements for international students.

## ▶ Financial Support

- ▶ International Students can apply for a [cit.edu.au/fees](http://cit.edu.au/fees) scholarship.
- ▶ CITaskUs (Citizenship and Immigration) can provide information on financial support.
- ▶ Tuition Fee Waivers are available for international students. [cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)
- ▶ Financial Support for international students is available. [cit.edu.au/fees](http://cit.edu.au/fees)

## CIT Census Dates

For more information on CIT census dates, please refer to the following links:

- ▶ VET Student Loans [cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)
- ▶ FEE-HELP [cit.edu.au/feehelp](http://cit.edu.au/feehelp)

For more information on CIT census dates, please refer to the following links:

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- ▶ [cit.edu.au/feehelp](http://cit.edu.au/feehelp)
- ▶ [cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)
- ▶ For more information on CIT census dates, please refer to the following links: [infoline@cit.edu.au](mailto:infoline@cit.edu.au)
- ▶ For more information on CIT census dates, please refer to the following links: [infoline@cit.edu.au](mailto:infoline@cit.edu.au)

## Tax File Numbers (TFN)

For more information on Tax File Numbers (TFN), please refer to the [Australian Taxation Office \(ATO\)](http://www.ato.gov.au)

For more information on Tax File Numbers (TFN), please refer to the [Australian Taxation Office \(ATO\)](http://www.ato.gov.au). The ATO provides a Certificate of application for a TFN. For more information on TFN, please refer to the [ATO website](http://www.ato.gov.au).

## Fees

Students are responsible for paying their own fees. Fees are payable by direct debit to the University of Technology Sydney. For more information on how to pay your fees, visit [cit.edu.au/feehelp](http://cit.edu.au/feehelp).

Students who are unable to pay their fees may be eligible for a fee waiver or concession. For more information, visit [cit.edu.au/feehelp](http://cit.edu.au/feehelp).

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- ▶ [cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)
- ▶ [cit.edu.au/feehelp](http://cit.edu.au/feehelp)

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## Financial Options

There are two options available to students who are unable to pay their tuition fees. The first option is the Course Assurance option, which allows students to continue their studies without paying their tuition fees. The second option is the Tuition Fee Repayment option, which allows students to repay their tuition fees over a period of time.

### 1. The Course Assurance option:

This option allows students to continue their studies without paying their tuition fees. It is available to students who are unable to pay their tuition fees due to financial hardship. Students who are approved for this option will have their tuition fees waived for the duration of their course.

### 2. The Tuition Fee Repayment option:

This option allows students to repay their tuition fees over a period of time. It is available to students who are unable to pay their tuition fees due to financial hardship. Students who are approved for this option will have their tuition fees repaid over a period of up to 12 months.

For more information on these options, please contact the Financial Aid Office at [financialaid@cit.edu.au](mailto:financialaid@cit.edu.au) or call 1300 799 999.

- ▶ To apply for the Course Assurance option, visit [cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)
- ▶ To apply for the Tuition Fee Repayment option, visit [cit.edu.au/feehelp](http://cit.edu.au/feehelp)
- ▶ For more information, contact the [CIT Student Services](#) team.

## Financial Support

There are a number of financial support options available to students who are unable to pay their tuition fees. These include the Course Assurance option, the Tuition Fee Repayment option, and the Financial Hardship Grant.



## ▶ **Financial Support**

▶ **Financial Support** – CIT offers a range of financial support options for students who are experiencing financial hardship. This includes:

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[cit.edu.au/vetstudentloans](http://cit.edu.au/vetstudentloans)

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[cit.edu.au](http://cit.edu.au) 0 0.343 0.535 scn280 0 8 34.0158 223.7 32.7 (Dma(280 0 8 34(Dma(27

## Applying for a VET Student Loan

- Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) to apply for a VET Student Loan. You will need to provide your VET Student ID number, your course details and your contact information. You will also need to provide your bank details for direct deposit of your loan.

Note: You will need to be a resident of Australia to apply for a VET Student Loan. You will also need to be enrolled in a VET course that is eligible for a VET Student Loan.

- Visit [www.cit.edu.au](http://www.cit.edu.au) or contact [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information. You can also contact [www.cit.edu.au](http://www.cit.edu.au) or [infoline@cit.edu.au](mailto:infoline@cit.edu.au) for more information.

Visit [www.cit.edu.au](http://www.cit.edu.au) and click on the 'Study' link in the top navigation bar. Then click on 'Study Support' in the left-hand navigation bar.

[CIT Student Services](#)

Visit [www.humanservices.gov.au](http://www.humanservices.gov.au) and click on the 'Services' link in the top navigation bar. Then click on 'Request a document' in the left-hand navigation bar.

Click on 'Request a document using your Centrelink online account' in the left-hand navigation bar. Then click on 'Request a document using your Centrelink online account' in the main content area.

Click on [www.humanservices.gov.au/customer/enablers/request-document-using-your-centrelink-online-account](http://www.humanservices.gov.au/customer/enablers/request-document-using-your-centrelink-online-account)

Click on 'Request a document using your Centrelink online account' in the main content area.

## Applying for a FEE-HELP loan

Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and click on the 'Study Assist' link in the top navigation bar.

1) Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and click on the 'Study Assist' link in the top navigation bar. Then click on 'Apply for a FEE-HELP loan' in the left-hand navigation bar.

[Study Assist](#)

Note: If you are a current student, you may be able to apply for a FEE-HELP loan through your university or college.

2) Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and click on the 'Study Assist' link in the top navigation bar. Then click on 'Apply for a FEE-HELP loan' in the left-hand navigation bar. Then click on 'Apply for a FEE-HELP loan' in the main content area.

[infoline@cit.edu.au](mailto:infoline@cit.edu.au)

[CIT Student Services](#)

3) Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and click on the 'Study Assist' link in the top navigation bar. Then click on 'Apply for a FEE-HELP loan' in the left-hand navigation bar. Then click on 'Apply for a FEE-HELP loan' in the main content area. Then click on 'Apply for a FEE-HELP loan' in the main content area.

4) Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) and click on the 'Study Assist' link in the top navigation bar. Then click on 'Apply for a FEE-HELP loan' in the left-hand navigation bar. Then click on 'Apply for a FEE-HELP loan' in the main content area. Then click on 'Apply for a FEE-HELP loan' in the main content area.

[CIT Self Service](#)



# Request for VET Student Loan or FEE-HELP assistance

Visit [www.cit.edu.au](http://www.cit.edu.au) for more information or Request for VET Student Loan or FEE-HELP assistance. Email [info@cit.edu.au](mailto:info@cit.edu.au) or call [1300 350 000](tel:1300350000)

- ▶ [Request for VET Student Loan](#)
- ▶ [Request for FEE-HELP](#)
- ▶ [Request for VET Student Loan or FEE-HELP assistance](#)

Visit [www.cit.edu.au](http://www.cit.edu.au) for more information or Request for VET Student Loan or FEE-HELP assistance. Email [info@cit.edu.au](mailto:info@cit.edu.au) or call [1300 350 000](tel:1300350000)

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# Leading up to and after a Census Date

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- ▶ All the resources for the course are available on the Canvas LMS. If you have any questions, please contact the course coordinator at [infoline@cit.edu.au](mailto:infoline@cit.edu.au).
- ▶ The course is designed to be self-paced, so you can complete it at your own pace.
- ▶ The course is available in both English and Spanish.





## CIT policies and procedures



- ▶ **Unlawful Discrimination, Harassment, Retaliation**  
 Unlawful discrimination, harassment, and retaliation are prohibited by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Equal Pay Act of 1963.

### **Unlawful Discrimination, Harassment, Retaliation**

- ▶ **Unlawful Discrimination**  
 Unlawful discrimination is the treatment of an individual differently from others because of race, sex, age, religion, or disability.
- ▶ **Harassment**  
 Harassment is the treatment of an individual differently from others because of race, sex, age, religion, or disability.

- ▶ **Retaliation**  
 Retaliation is the treatment of an individual differently from others because of race, sex, age, religion, or disability.

### **Unlawful Discrimination, Harassment, Retaliation**

- ▶ **Unlawful Discrimination**  
 Unlawful discrimination is the treatment of an individual differently from others because of race, sex, age, religion, or disability. Unlawful discrimination can be direct or indirect. Direct discrimination is when an individual is treated differently from others because of race, sex, age, religion, or disability. Indirect discrimination is when an individual is treated differently from others because of race, sex, age, religion, or disability.

- ▶ **Harassment**  
 Harassment is the treatment of an individual differently from others because of race, sex, age, religion, or disability. Harassment can be direct or indirect. Direct harassment is when an individual is treated differently from others because of race, sex, age, religion, or disability. Indirect harassment is when an individual is treated differently from others because of race, sex, age, religion, or disability.

- ▶ **Retaliation**  
 Retaliation is the treatment of an individual differently from others because of race, sex, age, religion, or disability. Retaliation can be direct or indirect. Direct retaliation is when an individual is treated differently from others because of race, sex, age, religion, or disability. Indirect retaliation is when an individual is treated differently from others because of race, sex, age, religion, or disability.

- ▶ **Unlawful Discrimination, Harassment, Retaliation**  
 Unlawful discrimination, harassment, and retaliation are prohibited by Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Equal Pay Act of 1963.

### **Non-Academic Grievances**

- ▶ **Unlawful Discrimination, Harassment, Retaliation**

### **Academic Grievances**

- ▶ **Unlawful Discrimination, Harassment, Retaliation**
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## Education and Other Legislation Amendment Act (No.1) 2017

The Education and Other Legislation Amendment Act (No.1) 2017 (the Act) is a significant piece of legislation that amends various laws related to education and other areas.

- ▶ The Act amends the Education Act 1984 to provide for the establishment of a new body, the Education Review Board, to monitor and report on the performance of schools and other educational institutions.
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## Trusts Legislation Amendment Act (No.1) 2017


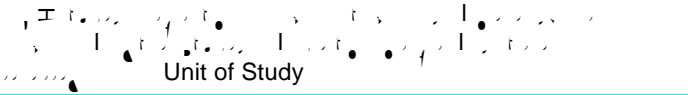
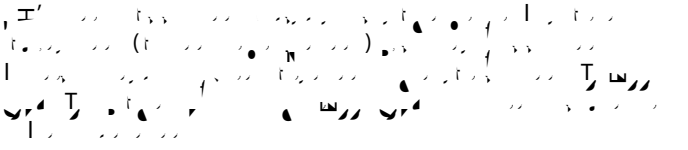
The Trusts Legislation Amendment Act (No.1) 2017 (the Act) is a significant piece of legislation that amends various laws related to trusts and other areas. [Education and Other Legislation Amendment Act \(No.1\) 2017](#)

The Act amends the Trusts Act 1986 to provide for the establishment of a new body, the Trusts Review Board, to monitor and report on the performance of trusts and other financial institutions. It also amends the Trusts Act 1986 to provide for the establishment of a new body, the Trusts Review Board, to monitor and report on the performance of trusts and other financial institutions.

For more information, visit [www.ombudsman.gov.au/How-we-can-help/vslo](http://www.ombudsman.gov.au/How-we-can-help/vslo)





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