

INSTRUCTIONS TO USE THIS FORM -

This application is available only for students who are studying under a DTWD funded Traineeship or Priority Industry Training Program.

AIWT under the guidance of DTWD Fees and Charges policy will consider a student to be in extreme financial hardship if the student's circumstances are exceptional, such that the concession fee charges could not realistically be met. Should the circumstances of extreme financial hardship occur after the payment of fees, there is no refund from fees already paid.

In making this request to AIWT, the student should include the reason(s) behind their hardship. This may include (but not limited to):

- receipt of pension / government support;
- single carer status;
- dependents living with you;
- unexpected medical or other health issues, especially if likely to be prolonged;
- young person who is refused school entry;
- young person (under 25) living independently (with no parental support);
- homelessness;
- long term unemployed;
- recent loss of job, and enrolment at AIWT is for purposes of retraining;
- career change required due to reduced physical capacity;

Documents Required:

- Concession Card (if applicable)
- Three most recent payslips
- Bank Statements for the last three months (minimum)
- any other documents that will support your application

1. Applicant Details

AIWT Student ID Number			
Family Name:			Given Name:
Phone contact:			Email:
Address:			Suburb: Postcode:
Course enrolled:	Course Fees: Concession Card:		

2. Employment Details

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No if no go to section 3
Employer Name: Employer Address: Contact Person:	Length of employment: Income per fortnight (please attach the 3 most recent payslips):

3. Description of Financial Hardship

Please describe your situation and circumstances that explain your financial hardship and how many dependants you are living with.

Financial Details

Part A - Your income (convert all income to fortnightly figures)	
Salary/wages/pension income - after tax	
Bank Interest	
Rent or board received	
Other Income (include any support from Centrelink, spouse maintenance and others)	
Total Income	
Part B - Living Expenses (for each fortnight)	
Food	
Mortgage/Rent	
Gas, electricity, water, heating, telephone, rates, insurance	
Car/travel	
Superannuation	
Clothing, medical and other personal expenses	
Children's expenses (include child support, child care, school fees, children's clothing and so on)	
Other expenses (specify and give details)	
Total Expenses	

4. Student Declaration

I declare that the information set out in this application is true and any estimate given is in good faith.

I have disclosed all relevant financial information

I am aware that it is an offence to provide false or misleading information.

Student Signature: _____ Date: _____

Legal Guardian Signature: _____ Date: _____

OFFICE USE ONLY		Officer	Date
Assessment of Application			
Application has been submitted by student	Yes/ No		
Accounts has assessed the application and analysed if the student meets the guidelines set out in the DTWD Fees and Charges Policy	Yes/ No		
This application meets the criteria	Yes/ No		
This application is borderline and due to the circumstances accounts recommends forwarding the application to DTWD Training Markets to seek an exceptional application	Yes/ No		
The student has been informed of the outcome in writing	Yes/ No		
Accounts/Invoices have been adjusted	Yes/ No		
All relevant correspondence has been uploaded to Axcelerate	Yes/ No		