

Financial Assistance Application Form

Eligibility: Applications for financial assistance will only be considered for students who:

- Are currently enrolled in a course/courses at Crown College International.
- Have completed at least six (6) months of study.
- Are in good academic standing.
- Demonstrate genuine financial hardship where continued study might be placed in jeopardy.

There are three types of financial assistance available:

- Extension of invoice due date (complete Section 1)
- Payment Plan for Tuition Fees (complete Section 2)
- Financial Hardship (complete Section 3 & section 4)

What is Financial Hardship?

Financial Hardship refers to an inability to pay tuition fees due to a change in economic circumstances beyond your control.

Financial Hardship can arise from a variety of situations that can be either short or long term. It may be experienced as a result of a sudden change in circumstances which leads to temporary financial difficulty; as a result of a low and/or fixed income which leads to ongoing financial difficulty; or from a combination of low income and an unanticipated change in expenses.

To apply for financial assistance, please email or hand deliver your completed documentation to the Student Support team. Email: studentadmin@crowncollege.edu.au

Once the documentation has been received, the Student Support team will contact you if a meeting is required or more information is needed.

Details	
Date of request:	
Name:	
Student ID:	
Course:	
Course Intake:	

Section 1

I request an extension for payment of the following:

Invoice Number:	
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Amount:	
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Extension Date:	
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Reason: (Please attach any supporting documentation)

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Section 2

I request an adjustment to my Payment Plan

Reason: (Please attach any supporting documentation)

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Acknowledgement

I understand that my application for financial assistance will be processed in accordance with Crown College International's Student Fees and Charges Policy.

Print Name:		Signature:	
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Section 3 – ONLY COMPLETE THIS SECTION FOR FINANCIAL HARDSHIP

I request an adjustment for Financial Hardship

1. Do you pay for your accommodation costs?	<input type="checkbox"/> YES (go to Q2) <input type="checkbox"/> NO (go to Q3)
2. If yes, are you:	<input type="checkbox"/> Living with family <input type="checkbox"/> Paying a mortgage <input type="checkbox"/> Renting <input type="checkbox"/> Other _____
3. Relationship status	<input type="checkbox"/> Single <input type="checkbox"/> In a relationship <input type="checkbox"/> De Facto <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
4. Do you have any other people who are dependent on your income?	<input type="checkbox"/> YES (go to Q6) <input type="checkbox"/> NO (go to Q7)
5. Please state the number of dependents you have, their age and relationship to you	Number of dependents _____ Age of dependents _____ Relationship to you _____
6. What is your current financial position today?	Total available funds (AUD) \$ Total saving funds (AUD) \$ Total current debts (AUD) \$
7. Describe the financial hardship you expect to affect you in the future. (if you require further space, please attach a separate statement)	
8. How much assistance do you require?	\$

Please attach any supporting documentation

Section 4 – ONLY COMPLETE THIS SECTION FOR FINANCIAL HARDSHIP
ESTIMATED ANNUAL INCOME AND EXPENSES

(This information remains confidential and is only used as a guide in the application process)

Income	\$ per month	\$ per year
Employment (part time / full time / casual)		
Partner's Income (if applicable)		
Allowance from Parents (if applicable)		
Government assistance (scholarships etc. if applicable)		
Other Income (e.g. rent, maintenance, investments)		
TOTAL ESTIMATED INCOME		
Expenses		
Rent / board / Mortgage		
Food / Groceries		
Phone		
Internet		
Public Transport (e.g. train, tram tickets)		
Car expenses & fuel (e.g. registration, insurance, maintenance, repairs)		
Electricity / Gas / Water		
Education expenses		
Medical expenses		
Childcare costs (if applicable)		
Recreation costs (e.g. sport, entertainment, socializing)		
Clothes / personal effects		
Other (give details)		
TOTAL ESTIMATED EXPENSES		
Total Estimated Income	\$	\$
	Less	
Total Estimated Expenses	\$	\$
BALANCE	\$	\$

Section 4 continued – ONLY COMPLETE THIS SECTION FOR FINANCIAL HARDSHIP

You must provide copies of the following:

Current Bank Statement for all accounts you hold, at least one full month of transactions

3 x Payslips or payment advice from employers

Valid evidence of costs (bills, rent receipts etc at least one month of transactions)

I certify that all documents and information submitted related to this application are complete, true and correct. I understand that giving false or misleading information is a serious offence. I understand that incorrect information may render my application invalid and in such a case, may impact on my enrolment.

Print Name:		Signature:	
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OFFICE USE ONLY

Action to be taken:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED AMOUNT
Extension Date:			
VETtrak Updated	<input type="checkbox"/>	Date:	Initial:
Salesforce Updated	<input type="checkbox"/>	Date:	Initial:
Student notified	<input type="checkbox"/>	Date:	Initial:

Document ID CCIS68	CRICOS Provider No 03582D	Version No 1.0	Controlled copy, uncontrolled when printed
Release Date Jan 2019	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\DOCUMENTS\STUDENT Forms\CCIS68 Financial Assistance Application Form.docx		

