



Australian Apprenticeship Support Loans Application (1289)

- When to use this form** Use this form if you are applying for loan payments under the Australian Apprenticeship Support Loans program when you are unable to access or submit an application in ADMS.
- Confirming your identity** You will need to confirm your identity with your Apprenticeship Network Provider when you lodge your application.
- You must ensure that the information you provide in your application is correct and matches the information the Australian Taxation Office (ATO) holds about you. If the ATO cannot identify you, you may not receive Australian Apprenticeship Support Loan payments.
- The easiest way to check and update your details is through myGov. MyGov is a simple and secure way to access a range of government services online with one username and password. To check your details, access your ATO account at my.gov.au, and then select 'update contact details'. Alternatively, you can call the ATO on 13 28 61.
- How to apply** You must complete this form and return it, along with any supporting documentation, to your Apprenticeship Network Provider. The completed form must be returned in person, by mail or by secure email.
- For more information** Contact your Apprenticeship Network Provider.
- Read the Australian Apprenticeship Support Loans information and fact sheets on <https://www.apprenticeships.gov.au/support-and-resources/financial-support-apprentices>.
- Returning your form** Please return the original form to your Apprenticeship Network Provider at the following address, either by mail or in person:

(Apprenticeship Network Provider stamp)

Do not return this form to the Department of Employment and Workplace Relations



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What is a Australian Apprenticeship Support Loan?

Australian Apprenticeship Support Loans can help you pay for your everyday living expenses while you undertake your apprenticeship or traineeship. It is a government funded loan that is paid in monthly instalments for up to six months at a time. Your debt is indexed annually which means the amount you repay in total will be more than the original amount of the loan.

You will get a 20 per cent discount on your debt when you have successfully completed your apprenticeship.

Please refer to the 'Australian Apprenticeship Support Loans – at a Glance' fact sheet for details, including payment rates. You can get this fact sheet on <https://www.apprenticeships.gov.au> or from your Apprenticeship Network Provider.

You will start repaying your Australian Apprenticeship Support Loan once you have reached the minimum repayment threshold. You should think about how this will affect you in the long-term before you apply. If you have any queries regarding loan repayments, please call the ATO on 13 28 61.

Who is eligible for a Australian Apprenticeship Support Loan?

You need to be understanding a qualifying apprenticeship which is an apprenticeship through which a person is undertaking a qualification:

- at level 3 (Certificate III), level 4 (Certificate IV), level 5 (Diploma) or level 6 (Advanced Diploma) in the Australian Qualifications Framework;
- that is included on the National Register; and
- leading to an occupation specified on the Australian Apprenticeships Priority List.

Australian Apprenticeship Priority List

The Australian Apprenticeship Support Loans Priority List identifies the qualifications and occupations eligible to receive a loan. This list is reviewed and updated annually. For the current list, go to <https://www.dewr.gov.au/skills-support-individuals/resources/appendix-australian-apprenticeship-priority-list>.

Before you apply for a Australian Apprenticeship Support Loan

If you have not already done so, it is recommended that you seek independent legal or financial advice before applying for a loan under the Australian Apprenticeship Support Loan program.

If you are under 18

If you are under 18 years of age, you are encouraged to seek the acknowledgment of a parent or guardian to demonstrate that you understand the responsibilities related to repaying the Australian Apprenticeship Support Loan. Minors and their parents or guardians are strongly encouraged to read the 'Australian Apprenticeship Support Loans Under 18s' and the 'Australian Apprenticeship Support Loans under 18s Parent/Guardian' fact sheets. You can get these fact sheets on <https://www.apprenticeships.gov.au/support-and-resources/financial-support-apprentices> or from your Apprenticeship Network Provider.

Applying for a Australian Apprenticeship Support Loan

If you wish to receive Australian Apprenticeship Support Loan payments and you are unable to access or submit an application in ADMS, you must apply using this form. Your Apprenticeship Network Provider will assess your eligibility to receive Australian Apprenticeship Support Loan payments.

Completing this form

You are encouraged to complete this form using a PDF application, then print it, date and sign the declaration. Alternatively, use black or blue pen. Write in block letters. If you make a mistake, cross out the incorrect information, insert the correct information and initial the change. Do not use correction fluid or white-out.



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Supporting documents



You must provide at least two supporting documents that allow the Apprenticeship Network Provider to confirm your identity and residency status. Please provide at least one document from Group A, and one document from Group B, below.

Group A

- full Australian Birth Certificate;
- Australian passport;
- Certificate of Citizenship;
- Permanent Visa; or
- Visa Entitlement Verification Online (VEVO) statement/results.

Group B

- current foreign passport;
- driver licence;
- proof of age card; or
- similar ID that meets the requirements below.

Your documents should meet the following requirements:

- Each document must show at least your first and last name.
- At least one document should include a photo of you.
- At least one document should show your current residential address.
- At least one document must show your citizenship status / visa status.

If you are unsure if your documents meet these requirements, you can provide additional documents, for example an electricity bill or rental contract. If you don't have any of the documents listed in Group B, you can provide your Medicare card, bank card, or similar.

If you are applying in person, you should bring the original documents for the Apprenticeship Network Provider to sight and file note or take a copy.

If you are sending your application via mail, you should attach legible photocopies of the documentation, preferably in colour.

You do **not** need to provide certified copies, unless you are requested to do so.

Payments

Australian Apprenticeship Support Loan payments are made monthly in arrears. They can only commence after you have submitted the completed application form to your Apprenticeship Network Provider and you have been found eligible to receive Australian Apprenticeship Support Loan payments. Payments cannot be made for previous months.

You will receive up to six Australian Apprenticeship Support Loan payments initially. Payments will be made by direct credit into a nominated bank account. This account must be maintained by you either alone or jointly.

Payments received under the Australian Apprenticeship Support Loans program are not classified as income and therefore not subject to income tax.

Applying for further payments

If you wish to receive Australian Apprenticeship Support Loan payments beyond the initial six month period, you can apply by submitting a completed form 1290 ('Australian Apprenticeship Support Loan Opt-in Request'). You can get a copy of form 1290 from your Apprenticeship Network Provider.

Cancelling payments

You can cancel your Australian Apprenticeship Support Loan payments at any time. If you wish to cancel your payments, please contact your Apprenticeship Network Provider.



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Before you return your completed form

Before you return this form ensure that you:

- have read and understood the information on these pages,
- have read and understood the form,
- completed the form in full,
- have signed and dated the declaration,
- have attached all supporting documents as necessary (identity and residency), and
- are submitting the original copy of the form with original signatures.

Unsigned, incomplete or copied forms will not be processed.

What if my circumstances change?



You **must** notify your Apprenticeship Network Provider **within 14 days** if:

- you cancel, suspend or withdraw from your apprenticeship
- you change your employer
- you change your qualification
- your workplace address changes (if you are working in the horticulture sector)
- your Tax File Number (TFN) changes
- your Australian residency status changes
- you are currently (or about to be) imprisoned
- anything else changes that may affect your eligibility to receive Australian Apprenticeship Support Loan payments.

These changes are called 'notifiable changes'. If you do not notify your Apprenticeship Network Provider of a notifiable change within 14 days, you may commit an offence and need to pay back the money received immediately.

You should also notify your Apprenticeship Network Provider if your contact or bank details have changed.

Please also note the 'Australian Apprenticeship Support Loans Change of Circumstances' fact sheet. You can get this fact sheet on <https://www.apprenticeships.gov.au/support-and-resources/financial-support-apprentices> or from your Apprenticeship Network Provider.

What happens next?

Once you have submitted a complete application with all supporting documentation, your Apprenticeship Network Provider will assess your application and advise you in writing whether you are eligible for payments under the Australian Apprenticeship Support Loans program.



Australian Apprenticeship Support Loan Application (1289)

Applicant (you)

Client ID (if known)

Mr Mrs Ms Miss

First Name

Middle Name(s)

Last Name

Residential Address

Suburb

State

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Phone number

Email

Date of Birth

Your residency status

Do you currently reside in Australia?

- yes
 no

Residency details

- Australian citizen
 permanent resident

Your bank account

Name of account holder

BSB

Account number

<input type="text"/>	<input type="text"/>
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Name of Bank, Credit Union or Building Society

Your Tax File Number (TFN)

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your occupation and qualification

Indicate the occupation on the Australian Apprenticeship Loans Priority List you are working towards (e.g. motorcycle mechanic):

Qualification Code (e.g. CPC30211)

Qualification Level and Name

(e.g. Certificate III in Carpentry)

Your employment details

Apprenticeship

Recommendation date

Commencement date

(if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your employer

Employer Business Name

Workplace address

Suburb

State

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Australian Apprenticeship Support Loan Application (1289)

Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*).

The Australian Apprenticeship Support Loans program is jointly delivered by the contracted Australian Apprenticeship Support Network providers (Apprenticeship Network Providers), the Australian Government Department of Employment and Workplace Relations (the department) and the Australian Taxation Office (ATO).

Apprenticeship Network Providers collect your personal information, including your Tax File Number (TFN), to process and manage your Australian Apprenticeship Support Loan application and payments. This information is accessible by the department, and, as relevant to managing your Australian Apprenticeship Support Loan debt, the ATO. Your information may also be used by the department for the purposes of research, statistical analysis and policy development.

The collection and use of your information is authorised under the *Australian Apprenticeship Support Loans Act 2014*. You are not required by law to provide the information requested in this form, however you will not be able to receive a Australian Apprenticeship Support Loan if you fail to do so.

The department only shares your information with other parties where you have agreed, or where the law allows or requires it. The department's privacy policy, which includes information on how the department handles personal information, how you can access or correct personal information, and how to make a complaint, can be found at <http://dewr.gov.au/privacy>. Please refer to your Apprenticeship Network Provider for details on their privacy policy.

Declaration

I declare that:

- I have read and understood the information provided with this form.
- To the best of my knowledge, the details entered in this form are true and correct.

I acknowledge and accept that:

- **If my application is successful, I will receive up to six Australian Apprenticeship Support Loan payments.**
- I am required to repay the amount borrowed through the Australian Apprenticeship Support Loans program, plus any indexation, when my income reaches or exceeds the minimum repayment income threshold.
- **I am responsible for requesting further Australian Apprenticeship Support Loan payments if needed.**

- I am responsible for seeking to cancel Australian Apprenticeship Support Loan payments as needed.
 - **I must notify my Apprenticeship Network Provider of:**
 - any changes to my contact details;
 - any changes to my circumstances which could affect my eligibility to receive Australian Apprenticeship Support Loan payments.
- Where I fail to update my details, I may incur a debt that I need to repay immediately.
- Intentionally giving false or misleading information is a serious offence.

Parents/guardians of an applicant aged under 18 ONLY

I acknowledge that the applicant is fully aware of the commitment into which they are entering.

(only sign here if you are the parent/guardian of an applicant aged under 18)

Printed name of parent/guardian

Date

/ /

Where parent/guardian acknowledgement could not be obtained

Reason/s:

Your signature

Applicant's signature

Date

/ /

Please return the completed form to your Apprenticeship Network Provider.

Keep a copy of this form for your records.



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Office Use Only

Office Use Only

Apprenticeship Network Provider – Declaration

Apprenticeship Network Provider – Signature

This application to receive Australian Apprenticeship Support Loan payments is approved and meets all criteria for payment.

I declare that:

- I have verified the details provided;
- I am satisfied that the applicant is qualified for a Australian Apprenticeship Support Loan;
- The application form has been completed in accordance with the Australian Apprenticeship Support Loans Program Guidelines and the Australian Apprenticeship Support Network Operating Guidelines;
- I have taken due care in ensuring that the applicant is aware of the obligations and implications of taking on an income contingent loan, in particular where the applicant is under the age of 18.

Evidence of identity and residency has been:

- received (refer attached)
- sighted and file noted

If sighted, provide document type/s and number/s:

I acknowledge and accept that intentionally giving false or misleading information is a serious offence.

This application to receive Australian Apprenticeship Support Loan payments is not approved.

Reason/s:

Signature of the person making the declaration

Printed name of the person making the declaration

Date

/ /

Name of Apprenticeship Network Provider