Southern Cross University

Application for Pre-2005 and Pre-1997 Student Status

Read these instructions before completing the form

1. Pre-2005 and Pre-1997 Student Status

Under the provisions of the Higher Education Support Act 2003, transitional arrangements have been made that will allow Higher Education Contribution Scheme (HECS) and Postgraduate Education Loan Scheme (PELS) students who commenced their award before 1 January 2005 to complete their studies without experiencing an increase in their student contributions or a change in their eligibility for income contingent loans to pay their student contributions or tuition fees. Students who wish to take advantage of these transitional arrangements may need to apply on the attached application form for Pre-2005 and Pre-1997 Student Status. Students who commenced tertiary study for the first time after 1 January 2005 need read no further. These arrangements do not apply to you.

2. Transitional Arrangements

Pre-2005 or Pre-1997 HECS Status students:

- Will have access to HECS-HELP assistance based upon the eligibility criteria that applied under pre-2005 or Pre-1997 HECS payment arrangements; and
- Are protected from any increases in student contributions (excluding CPI indexing) introduced by the University from 1 January 2005

Pre-2005 PELS Status students will:

- Have access to FEE-HELP assistance based upon the eligibility criteria that applied under PELS
- This provision specifically affects permanent residents of Australia who, had the PELS scheme not been abolished, would have continued to be eligible to receive a PELS loan.

Time Limit

All transitional arrangements will remain in place up to and including 31 December 2008. In 2009, all students will be subject to post-2005 arrangements, regardless of whether they have completed their award or not.

3. Ineligible Students

Students who have withdrawn, discontinued or allowed their enrolment to lapse without formal authorization from their University are not eligible to claim a pre-2005 student status.

4. Students Enrolled at Southern Cross University in 2004

Important Notice

Continuing students who were either enrolled in units or on an approved leave of absence from their course at Southern Cross University in 2004 **do not need to apply for pre-2005 student status** (HECS or PELS). Pre-2005 student status will be recorded automatically on our student systems. However, all students must complete a new Request for Commonwealth Assistance Form prior to census date*. Note that Southern Cross University will issue all continuing 2004 students with the appropriate Commonwealth Assistance Form prior to Census date.*

5. Pre-2005 Student Status Categories

Students must apply for Pre-2005 Student Status under one of the pre-2005 Student categories defined below:

- In these guidelines, the use of the term “at the same level” means from one undergraduate course to another undergraduate course (or related honours program) or from one postgraduate course to another postgraduate course.
- In these guidelines, “not completed requirements” means that the student has not been, nor will not be, granted the award i.e. graduated.

5.1 Pre-2005 HECS Status Categories

Category 1 Eligibility based upon incomplete studies at Southern Cross University

This category applies to Southern Cross University students who are resuming a course of study (at the same level) that they had commenced, but not completed on 1 January 2005.

<u>Eligibility Requirements</u>

- Students must be resuming studies at the same level with Southern Cross University; and
- Students must have incurred a HECS liability prior to 1 January 2005 for a course of study at the same level at Southern Cross University; and
- Students must not have completed the requirements of a course at the same level at any other Institution.

<u>To Apply</u>

Prior to census date, the student must

- Submit an Application for Pre-2005 Student Status to Southern Cross University
- Use category 1 as the application basis.
- No documentation is required unless specifically requested by Southern Cross University.

Category 2 Eligibility based upon incomplete studies at another Institution

This category applies to students admitted to a course at Southern Cross University, who had commenced but not completed the requirements of an award (at the same level) at another Australian Institution prior to 1 January 2005.

Eligibility Requirements

- Students must have incurred a HECS liability prior to 1 January 2005 for a course at another Australian Institution **and** be able to prove that liability; and
- Students must be admitted to a course at Southern Cross University at the same level as the course on which eligibility is based; and
- Students must not have completed the requirements of a course at the same level at any other Institution.

To apply

Prior to census date, the student must

- Submit an Application for Pre-2005 Student Status to Southern Cross University
- Use category 2 as the application basis.
- Send a 'Request for Enrolment Information of a former student" to the previous institution, asking that the institution:
    1. fax a copy of the completed form to Southern Cross University prior to the census date; and
    2. return the originals to the student.

Note that students must ensure that their former institution replies to Southern Cross University prior to census date if their application for pre-2005 status is to be considered. Southern Cross University does not follow-up outstanding requests.

5.2 Pre-2005 PELS Status Categories

Important Note for Australian Citizens
Australian citizens do **not** need to claim pre-2005 student status to be eligible for FEE-HELP

Category 3 Eligibility for FEE-HELP Assistance based upon a Pre-2005 PELS liability incurred at Southern Cross University

This category applies to students who are Australian permanent residents who wish to claim FEE-HELP assistance based upon a pre-2005 PELS liability incurred at Southern Cross University.

Eligibility Requirement

- Students who are Australian Permanent Residents must have incurred a PELS debt prior to 1 January 2005 at Southern Cross University for the course on which eligibility is based; and
- Students must not have completed the requirements of a course at the same level; and
- Students must prove that, had the PELS scheme not been abolished, they would still be eligible to incur a PELS liability under pre-2005 eligibility criteria.

To Apply

Prior to census date, the student must

- Submit an Application for Pre-2005 Student Status to Southern Cross University
- Use category 3 as the application basis.
- No documentation is required unless specifically requested by Southern Cross University.

Category 4 Eligibility for FEE-HELP Assistance based upon a Pre-2005 PELS liability incurred at another Institution

This category applies to students who are Australian permanent residents who wish to claim FEE-HELP assistance based upon a pre-2005 PELS liability incurred at an institution other than Southern Cross University.

Eligibility Requirement

- Students who are Australian Permanent Residents must have incurred a PELS debt prior to 1 January 2005 for the course on which eligibility is based and be able to prove that debt; and
- Students must not have completed the requirements of the course on which eligibility is based; and

- Students must prove that, had the PELS scheme not been abolished, they would still be eligible to incur a PELS liability under pre-2005 eligibility criteria.
- Students must be admitted to a course at Southern Cross University that is at the same level as the course on which student eligibility is based.

To Apply

Prior to census date, the student must

- Submit an Application for Pre-2005 Student Status to Southern Cross University
- Use category 4 as the application basis.
- Send a 'Request for Enrolment Information of a former student" to the previous institution, asking that the institution:
  1. fax a copy of the completed form to Southern Cross University prior to the census date; and
  2. return the originals to the student.

Note that students must ensure that their former institution replies to Southern Cross University prior to census date if their application for pre-2005 status is to be considered. Southern Cross University does not follow-up outstanding requests.

Southern Cross UNIVERSITY
A new way to think

Southern Cross University

Student Services, Lismore Campus

Telephone: 02 6620 3444 Fax: 02 6622 4341 Email: enrol@scu.edu.au

Request for Enrolment Information about a Former Student at your Institution

I am currently a student at Southern Cross University but have previously been enrolled at your institution. In order to assess whether I can be regarded as a pre-2005 student for the purposes of determining Commonwealth Government assistance eligibility, I request that you provide the information requested on the back of this form to Student Services at Southern Cross University.

Please fax a copy of the completed form to Student Services at Southern Cross University on 02 6622 4341 and return the original to me at the address below:

Student Name (please print)

Student Signature

Date:

Note: Student must complete PART 1 of the form overleaf

Student to complete:

Address for return of this form once faxed to Southern Cross University:

FAX THIS SIDE ONLY TO SOUTHERN CROSS UNIVERSITY: (02) 6622 4341

PART 1 To be completed by the student:

Student Name:

Student Date of Birth:

Institution Name (from which information is requested):

Student ID at above institution:

Course of Study commenced at above institution:

Year of last enrolment at the above institution:

Student ID at Southern Cross University:

PART 2 To be completed by an authorized officer at the above Institution

Year in which the above student was last enrolled at your institution?

Is the course listed by the student above the only course of study in which he/she was enrolled at your institution? Yes/No

If No, please comment

Did the student incur a pre-2005 HECS or PELS liability at your institution? Yes/No

If Yes, please specify:

Year of last recorded liability:

HECS / PELS:

Course of study:

Has the student completed this or any other course of study at your institution? Yes/ No

If Yes, please specify:

Name of award conferred:

Year of conferral:

Was the student a non differential (Pre-97) student? Yes/No

Name of authorized officer (please print):

Position:

Contact Phone Number:

Signature:

Date: