

How to Arrange your Fees and submit a HECS-HELP form for a Commonwealth Supported Course.

This is a guide to assist you with completing your [HECS-HELP](#) form at Southern Cross University.

You must accept your offer into your chosen course prior to lodging a **Commonwealth Assistance form (CAF)**. Complete your HECS-HELP form to accept your Commonwealth Supported Place. You will need to complete a CAF once for each admitted course. You can enrol in units once an approved CAF is submitted.



First Steps

1. Open and log in to [My Enrolment](#) using your student ID and password.

Your unique Student ID (8 digit number) and password are sent to your personal email address, at the time you apply for your course.

You will be prompted to change the automatically generated password when you first log in to My Enrolment.

2. A Tax File Number (TFN) is required to defer your fees via HECS-HELP, FEE-HELP or SA-HELP loans. *Please ensure your TFN, name and address details match the Australian Tax Office records.* If you don't have a TFN, apply for one now at any Australia Post branch or online at the [Australia Tax Office website](#).

3. To be eligible for a HECS-HELP loan or Commonwealth supported place, you MUST supply your valid Unique Student Identifier (USI). To find or create your USI, please visit www.usi.gov.au/ or www.scu.edu.au/current-students/student-administration/unique-student-identifier

If you are eligible to defer your fees, you should also complete the SA-HELP form. Find more information regarding Commonwealth Supported Places, HECS-HELP, FEE-HELP and SA-HELP at www.studyassist.gov.au.

Commonwealth Assistance

4. In My Enrolment click on the Commonwealth Assistance tab, then click Add New next to your admitted course and complete the relevant form.

Commonwealth Assistance Forms > Choose a Study Plan

Information

Southern Cross University recommends that domestic students submit a request for SA-HELP Assistance to defer all future SSAF amounts. Even if you complete the SA-HELP Commonwealth Assistance form, you can still choose to make up-front payment towards your SSAF as long as it's paid by the Census date.

Important

Don't forget to complete the 'Request for SA-HELP Assistance' form below if you wish to defer the [Student Services and Amenities Fee](#) (SSAF). If you do not complete this form you will have to pay the SSAF upfront in Week 3 of each study period (or risk being placed on fee sanctions). For more information regarding SA-HELP please visit the [Study Assist Site](#).

Information

Listed below are your Study Plans that you can view Commonwealth Assistance Forms for. Please select a Study Plan from the list to continue.

Forms	Parent Study Package Code	Title	Ver		Stage	Status
View	3001111	Bachelor of Education (Primary)	4	1	Admitted	SCU Withdrawn
View	3005105	Bachelor of Nursing	4	1	Withdrawn	Withdrawn
View	5505105	Professional Experience - Bachelor of Nursing	1	1	Admitted	SCU Withdrawn
View	3207310	Bachelor of Arts/Bachelor of Education (Primary)	1	1	Admitted	SCU Withdrawn
View	3207310	Bachelor of Arts/Bachelor of Education (Primary)	1	2	Offered	Offered
View Add New ²	3007244	Bachelor of Psychological Science	1	1	Admitted	Admitted

4. Select the Complete Form link against Request for a Commonwealth supported place and a HECS-HELP loan.

Commonwealth Assistance Forms > Choose a form

Information

Study Plan: 3007244 - Bachelor of Psychological Science, Version 1 Attempt 1

There are no recommended forms to show.

	Available Forms
1 Complete Form	Request for a Commonwealth supported place and a HECS-HELP loan
Complete Form	Request for a FEE-HELP loan
Complete Form	Request for a SA-HELP loan

Cancel and Return to 'Choose a Study Plan'

Request for FEE-HELP loan (domestic fee-paying students) - Fee paying students pay upfront or if eligible, can apply for FEE-HELP by completing this form. As a fee-paying student you should first enrol in your selected units and then choose your payment method.

Request for SA-HELP loan - Students eligible to defer should complete a SA-HELP form to defer the student services and amenities fee (SSAF) to the SA-HELP loan scheme prior to enrolling. You can choose to pay SSAF upfront by the due date by generating an invoice under the Finance tab in My Enrolment.

5. This will take you to your HECS-HELP form which you will need to complete only once at the beginning of your course, before you will be able to self enrol into any unit.

Please ensure your TFN, name and address details match the Australian Tax Office records held in your name.

Fill in all the required questions for your [Unique Student Identifier](#) and your relevant Citizenship.

SECTION B. PROVIDER

4. Name of provider:

Campus:

5. Student identification number:

Unique Student Identifier (USI): (optional)

To be eligible for a HECS-HELP loan or Commonwealth supported place, you MUST supply your valid USI in this section. By providing your USI on this form, you are requesting a HECS-HELP loan or Commonwealth supported place from the Government to be paid to your course provider on your behalf. The Department and your education provider are authorised under the *Student Identifiers Act 2014*, to collect and retain your USI for the purposes of administering your loans under the *Higher Education Support Act 2003*, including to report details of your HECS-HELP loan or Commonwealth supported place to the Australian Taxation Office (ATO) and to connect you to your loan information. *The Privacy Act 1988* and the *Student Identifiers Act 2014* protect your USI information.

Note: From 2021, new students, will need a USI to be eligible for a Commonwealth supported place (CSP) and other Commonwealth financial assistance (HECS-HELP, FEE-HELP, OS-HELP) under the *Higher Education Support Act 2003*. If you have undertaken vocational education or training previously, you may already have a USI. Check if you have a USI, or create your USI easily here: <https://portal.usi.gov.au/student>

You should only have one USI, as you keep the same USI for life. Please ensure your account details on the USI Registry system are up to date and correctly match the details (first name, last name, date of birth) with the detail provided here in your eCAF. If these details do not match, verification will fail, and you will need to resubmit this form. You can check your details by logging into your USI account here: <https://portal.usi.gov.au/student>

SECTION C. CITIZENSHIP/VISA STATUS

To be eligible for a CSP, or a HECS-HELP loan, you MUST meet the relevant requirements at item 7, 8, 9, 10 or 11 in this section. Please tick the box(s) that apply to you.

7. I am an Australian Citizen Yes No


Will you be studying at least one unit of study of your course in Australia? Yes No (if 'Yes', go to section D.)

If 'No', you are not eligible for a CSP, or a HECS-HELP loan.
DO NOT COMPLETE THIS FORM.

6. Select Submit.

The form status will now be updated to one of the following:

- a. Approved – For all Australian Citizens
- b. Submitted – If you are not an Australian citizen and we don't have a copy of your Visa/Passport, please ensure you email your documents to enrol@scu.edu.au so we can review prior to approving.

**Southern Cross University** | My Enrolment

[Details](#) [Applications](#) [Offers](#) [UniMentor](#) [Study Plans](#) [Classes](#) [Commonwealth Assistance](#) [Exams](#) [Finance](#) [Grades](#) [Graduation](#) [Rewards](#) [MySCU Details](#) [eForms](#)

Commonwealth Assistance Forms > Submit Form Confirmation

Success
The Request for a Commonwealth supported place and a HECS-HELP loan form has been successfully submitted and approved.

Course	3007244 - Bachelor of Psychological Science, Version 1 Attempt 1
Form Type	Request for a Commonwealth supported place a
Status	Approved
Date Submitted	07/08/2020
Time Submitted	3:58 PM

[Cancel and Return to 'Submitted Forms'](#) [Cancel and Return to 'Choose a Form'](#)

What happens after I have submitted my HECS-HELP form?

- After you have successfully submitted your HECS-HELP form and it has been approved, you will then be able to enrol into your units. Once you have enrolled, your Southern Cross University access accounts will be created overnight.
- Your Southern Cross University email is one of the systems that are set up and it will be used for all correspondence. You will need to check this regularly.
- You will be able to register into your classes once [Class Registration](#) opens for the upcoming teaching period. You will be notified by email when this happens.
- It is recommended that you become familiar with the [Key Dates](#) for the current year.

Important notes...

*The [Course Progression](#) is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the [Client Services](#) team to discuss the best path for you.

** The [Census Date](#) is the date on which a student's enrolment is taken to be finalised. If you are enrolled after Census Date you will be financially liable for tuition fees. If you've deferred your fees to the government via one of the HELP schemes, Census Date is when your enrolment is reported to the government. Key Domestic and International dates may differ.



Southern Cross
University

Client Services

Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



1800 005 687



enquiry@scu.edu.au