

FINANCIAL HARDSHIP APPLICATION FORM



FINANCIAL HARDSHIP APPLICATION FORM

Important:

You have indicated that you are unable to pay fees and charges due at the time of enrolling as you are experiencing financial hardship.

It may be possible to allow you to pay these fees by instalments. In exceptional cases of severe financial hardship fees may be waived.

To make a claim of financial hardship you will be required to provide full details of your financial status.

You will also need to provide some documentary evidence to support your claim of financial hardship.

This application should be completed in full and submitted to the training provider.

Note:

Your application is more likely to be successful if you tick yes to one or more of the following categories:

	Yes	No
Dependent spouse/children	☐	☐
Sole supporting parent	☐	☐
Ongoing substantial medical or other expenses	☐	☐
Other exceptional circumstances	☐	☐

If you have answered NO to most of these, you are unlikely to succeed with your claim. Continue with the rest of this form if you decide that you can present a good case.

Please ask for assistance if you need help with the completion of this application form.

Type	Policy and Procedure	Next Revision Date	17/01/2027	Document Controller	Stephen Spini
Version	2.0	Date revised	17/01/2025	Document Number	PP0039
Title	Financial Hardship Guidelines and Application Form				
Path	I:\General\August 2016\ Financial Hardship Guidelines and Application Form				
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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- Copy of your latest bank and/ or credit card statement
- Copy of your latest Group Certificate (if applicable)
- Copy of statements relating to any outstanding debts
- Any other information that will demonstrate your current financial situation

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OFFICIAL USE ONLY (To be completed by Training Provider)

Student Name: _____ Student No: (if applicable) _____

Course Title: _____

Application assessed by:

Name: _____

Position: _____

Date of interview: _____

Dependent spouse/children

☐

Sole supporting parent

☐

Ongoing substantial medical or other expenses

☐

Other exceptional circumstances

☐

Please state reason(s) for the decision made:

Payment by instalments option discussed with the applicant and the following arrangements agreed:

- No instalment payments will apply and fees will be waived (state reasons)

- Instalment payments agreed and the following payment details will be applied:

(insert details)

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**FINANCIAL HARDSHIP
APPLICATION FORM**

☐

Approved

☐

Not Approved

Name of Authorised Officer

Position

Signed

Date _____

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