



Australian Government

# 2025

## REQUEST FOR A COMMONWEALTH SUPPORTED PLACE IN A FEE-FREE UNI READY COURSE

Read booklet and form in detail.

1

**FEE-FREE Uni Ready courses help students build the skills, experience and confidence they need to get into university and to succeed, without being out of pocket.**

Check the information within this form is correct.

2

**The Commonwealth contribution for your Commonwealth supported place will be paid to your course provider on your behalf. You will not be charged a tuition fee for your FEE-FREE Uni Ready course.**

You must use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP). A student enrolled in a CSP is called a Commonwealth supported student.

Every section must be completed and be correct.

3

### WHAT IS A CSP?

A Commonwealth supported place (CSP) in a FEE-FREE Uni Ready course of study is where the Australian Government pays a Commonwealth contribution for your CSP directly to your course provider. You will not be charged a tuition fee for your FEE-FREE Uni Ready course of study.

Read the Notes on the final page of the form.

4

### HOW TO COMPLETE THIS FORM

1. You **MUST** read the *Commonwealth supported places and FEE-FREE Uni Ready* booklet before completing this form. You can download your copy from [www.studyassist.gov.au](http://www.studyassist.gov.au) or request a copy from your provider. This booklet contains detailed information about:
  - who can get a CSP and how it works,
  - the terms and conditions, and
  - an explanation of the words and terms used in this form.
2. To complete this form read the **Notes** on the final page.
3. Complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly.
4. Return this completed COMMONWEALTH ISSUED COPY to the student administration or enrolments office at your provider **on or before the census** date for your unit(s) of study.
5. Your provider will provide you with a STUDENT COPY of this form for your records.

Sign the form at section E.

5

Return the completed form to your higher education provider on or before your census date.

6

Obtain a student copy for your records.

7



### REMEMBER

- Your provider may set an earlier **administrative date** for the submission of this form—you should check with them.
- This Commonwealth-issued form is the **only valid** PDF version of this form. Photocopies are **not valid** and you will **not** be eligible for a CSP if you submit a photocopy of this form.



You **MUST** read the *Commonwealth supported places and FEE-FREE Uni Ready information* booklet before completing this form. This is a **Smartform** and can be completed using **Acrobat Reader**. If completing this form by hand, please use a **black or blue ballpoint pen**.



### Enrolling in a CSP and your payment options

#### STEP 1



Complete **sections A, C, D & E** to ensure you enrol in the CSP.

#### STEP 2



Ensure your provider has filled out **section B**. This is the only section your provider can complete on your behalf.

#### STEP 3



Complete this form and return it to your higher education provider on or before the census date.

**Your enrolment will be cancelled unless your higher education provider has your completed form on or before the census date.**

### SECTION A. STUDENT DETAILS

1. First name

Middle name

Last name

2. Date of birth (dd/mm/yy)

3. Gender

Female      Male      Indeterminate/Intersex/Unspecified

4. Residential address

Suburb

State

Postcode

5. Postal address

Suburb

State

Postcode

6. Email address

### SECTION B. PROVIDER TO COMPLETE

7. Name of provider

Campus

8. Name of course

9. Course of study code

10. Student Identification Number

11. Earliest census date for your enrolled course

**Confirmation that the student has been assessed by the course provider as academically suitable to undertake the course concerned via the following method:**

Australian Senior Secondary Certificate of Education (year 12 Certificate) or ATAR score awarded by an agency or authority

Australian Qualifications Framework (AQF) Certificate IV or higher qualification

Special Tertiary Admissions Test (STAT)

Professional/paraprofessional qualifications or employment experience

Audition/portfolio/interview

Other (list method of academic suitability assessment below)

## SECTION C. CITIZENSHIP/VISA STATUS

To be eligible for a CSP, you **MUST** meet the relevant requirements at item 12, 13 or 14 in this section.

12. I am an Australian citizen.
- Will you be studying at least one unit of study of your course in Australia?

Yes **Go to section D.**

No You are not eligible for a CSP.

13. I am a New Zealand citizen  
(who is not also an Australian citizen).

Will you be resident in Australia for the duration of your unit(s) of study?

Yes **Go to section D.**

No You are not eligible for a CSP.

14. I am a permanent visa holder  
(higher education providers can assist with determining visa subclass).

Will you be resident in Australia for the duration of your unit(s) of study?

Yes **Go to section D.**

No You are not eligible for a CSP.

**IF NOT ELIGIBLE UNDER ITEM 12, 13 OR 14  
DO NOT COMPLETE THIS FORM.**

## SECTION D. UNIQUE STUDENT IDENTIFIER (USI)



**Read Note 1** about USIs

To be eligible for a CSP, you **MUST** supply your verifiable USI in this section. You should only have one USI, as you keep the same USI for life. Please check you have entered in your USI correctly. It is important that the details you have entered on this form are the same as those used to create your USI account.

Declining to quote your USI is not an offence. However, by not doing so you will be ineligible for a CSP for your study.

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 CSP under HESA. The *Privacy Act 1988* and the *Student Identifiers Act 2014* protect your USI information.

15. Your unique student identifier number (it will have 10 alpha-numeric digits e.g. NQ1N5NQ15N)

USI Number

## SECTION E. DECLARATION/SIGNATURE

For this *Request for a Commonwealth supported place in a FEE-FREE Uni Ready course* form to be valid, you **MUST** tick all the boxes which apply to you in this section and sign and date the form.

16. By signing this form, you are declaring that you agree to the following statements:

I am requesting a:

- Commonwealth supported place from the Commonwealth to be paid to my course provider on my behalf.

I understand that:

- I must have a valid USI prior to the census date in order to be entitled to a CSP under HESA.
- In order to receive a CSP I must not exceed a study load of 2.0 Equivalent Full Time Study Load (EFTSL) (2 years full time study) per year, unless my provider assess me as capable of undertaking a larger study load.
- I am able to cancel this request in writing, at any time, with my provider. If I cancel my request on or before the census date, it will no longer apply from that time.
- If I applied for Commonwealth assistance between 2005 and 1 January 2021, I will already have a government identifier, known as a Commonwealth Higher Education Student Support Number (CHESSN). I must make a note of my CHESSN and keep it in a safe place. My CHESSN is important because I will use it to track all my HELP and SLE entitlements through the myhelpbalance.gov.au portal. It is important that I only have one CHESSN across the life of my studies, even if I study with multiple providers. If I already have one CHESSN, and am undertaking further studies with a new provider, I must tell my new provider my CHESSN.
- If my eligibility for a CSP changes, I must notify my provider.
- Giving false or misleading information may be an offence under the *Criminal Code Act 1995*.



**Read Note 2** about use of personal information.

- If I wish to correct my personal information provided on this form, I will contact my provider.
- By signing this form, I am consenting to the collection, use and disclosure of my personal information as outlined in **Note 2**.
- The information provided on this CAF (my USI and personal information etc) will be shared with my provider for the purposes of them satisfying their reporting obligations to the department.

I am declaring that:

- The information on this form is complete and correct and I can produce documents to verify this if required.
- I have read and understood the Notes on the final page of this form.
- I have read the *Commonwealth supported places and FEE-FREE Uni Ready courses booklet* and I am aware of my obligations as a Commonwealth supported student.



**WARNING**

Your enrolment will be cancelled if you do not submit this completed form to your higher education provider on or before the census date.

17. Declaration

Signature

Date (dd/mm/yy)

### NOTE 1 — The importance of your USI

You must have a valid Unique Student Identifier (USI) prior to the census date in order to be eligible for a Commonwealth supported place under HESA. Your USI will be used to connect your student information to your personal details. You can log in and check or update your details at any time. Your USI is important because you will use it to track all your HELP and SLE entitlements through the [www.myhelpbalance.gov.au](http://www.myhelpbalance.gov.au) portal. It is important that you only have one USI across the life of your studies, even if you study with multiple providers. If you already have a USI, and are undertaking further studies with a new provider, you must tell your new provider your USI. You can visit the [www.myhelpbalance.gov.au](http://www.myhelpbalance.gov.au) portal regularly during your studies to ensure your records are accurate and that your records include all units of study you have undertaken. You can visit [www.studyassist.gov.au](http://www.studyassist.gov.au) for more information.

Please ensure your account details on the USI Registry system are up to date and correctly match the details (first, middle and last names, date of birth) provided here. If these details do not match, verification will fail and your education provider will contact you to resolve the issue. You will not be able to login to [www.myhelpbalance.gov.au](http://www.myhelpbalance.gov.au) until your USI is verified.

Since 2021 new students must have a USI to be eligible for a CSP and certain other Commonwealth financial assistance under HESA including HECS-HELP, FEE-HELP, OS-HELP. 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 at [www.usi.gov.au](http://www.usi.gov.au).

From 1 January 2023 all higher education students, including those who commenced prior to 2021, must have a USI in order to be eligible for a CSP and be entitled to Commonwealth financial assistance (HECS-HELP, FEE-HELP, OS-HELP, SA-HELP and STARTUP-HELP). Students must also have a USI to graduate and receive their award, unless an exemption applies.

### NOTE 2 — Use of personal information

Your personal information, including your TFN and USI, is protected by law, under the *Privacy Act 1988* (Cth), the *Student Identifiers Act 2014* (Cth) (SI Act) and HESA. The Australian Government Department of Education (the department) (GPO Box 9880, Canberra ACT 2601, phone: 1300 566 046) collects my personal information, including my USI, for the purpose of administering Commonwealth supported places under HESA. The department also collects your personal information for the purpose of research, statistics, policy formation and broader HELP program management. The collection, use and disclosure of your personal information is authorised under section 19–70 and/or Division 180 of HESA. If you do not provide the information required on this form, you may not be eligible for Commonwealth assistance.

The collection, use and disclosure of your USI is authorised under section 18B of the *Student Identifiers Act 2014* for the purposes of higher education. If you do not provide the information required in this form, including your USI, you may not be eligible for Commonwealth assistance.

The department may disclose your information, including your USI, to Australian Government agencies, including:

- the Student Identifiers Registrar for the purposes of verifying your USI;
- Services Australia for the purposes of pre-populating your claim for a student payment and assessing or reviewing your eligibility or entitlement for a student payment;
- the Commonwealth Ombudsman if you lodge a complaint in relation to your Commonwealth supported place or compliance with your provider under HESA.

Your personal information may also be shared with the Higher Education Tuition Protection Director (the Director) for the purposes of administering arrangements relating to tuition protection under HESA and the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act). The Director may disclose my information to other higher education providers for the purposes of facilitating my transfer to a replacement provider under tuition protection arrangements.

The department and Director may also disclose your personal information to the Australian Government Actuary to assist with the performance of duties or functions or exercise powers relating to tuition protection under HESA, the TESQA Act, the *Higher Education Support (HELP Tuition Protection Levy) Act 2020* and the *Higher Education (Up-front Payments Tuition Protection Levy) Act 2020*.

The department will not disclose your personal information for any other purpose without first seeking your consent, unless that disclosure is authorised or required by law or a court/tribunal order.

You can find more information about the way in which the department will manage your personal information, including how to access and correct your information, and how to make a complaint, in the department's privacy policy at [www.education.gov.au/privacy](http://www.education.gov.au/privacy), or by requesting a copy from the department at [privacy@education.gov.au](mailto:privacy@education.gov.au).

You can find more information on how the Office of Student Identifiers Registrar manages your personal information at [www.usi.gov.au/about-us/privacy](http://www.usi.gov.au/about-us/privacy)



#### IMPORTANT INFORMATION

The department has endeavoured to ensure that the information in this publication is consistent with HESA and guidelines made under HESA. However, if there is any inconsistency between this form and HESA or guidelines, HESA will take precedence.