FEE-HELP Application Guide

You will need the following documents to help you access FEE-HELP assistance to pay all or part of your higher education tuition fees:

- Request for a FEE-HELP loan form
- FEE-HELP information for 2017 booklet

To apply for FEE-HELP, you must first read the information booklet and then complete the request for a FEE-HELP loan form for each course of study for which you wish to obtain FEE-HELP. You will need a tax file number.

Additional information can be found at the website: [http://studyassist.gov.au](http://studyassist.gov.au) e.g. Applying for FEE-HELP, Publications (HELP Booklets).

Contact ALC to obtain the hard copy form and booklet.

Note: you are able to pay upfront for one or more units and the remaining units will be added to your FEE-HELP debt. However full unit tuition fee payment—not part-payment—is required.

Completion of the Request for a FEE-HELP loan form

When completing the Request for a FEE-HELP loan form please note the following:

- **No. 4—Name of approved institution (institution):** Enter: ‘University of Divinity’
- **No. 4—Campus:** Enter: ‘Australian Lutheran College’
- **No. 5—Student identification number:** This is the University of Divinity (UD) student ID number
  - If you do not have a UD student ID number, leave this section blank—ALC will create the student ID number during the enrolment process, add it to the form, and will advise the number in due course.
- **No. 6—Name of course of study:** Courses which can be undertaken through ALC are listed on the ALC website—see [www.alc.edu.au/education/courses/](http://www.alc.edu.au/education/courses/). If unsure of what course to apply for, contact ALC to discuss course options.

Return of the Request for a FEE-HELP loan

The completed Request for a FEE-HELP loan form should be returned to ALC.

- Keep the form intact—return both the ‘Student copy’ and the ‘Provider copy’ to ALC
  - You will be given a copy of the form for your records
- Enrolment in each unit becomes valid and confirmed upon tuition fee payment finalisation. For students who wish to pay any tuition fees through FEE-HELP, this means we need to receive the request form.
- Access to/dispatch of unit materials may be delayed and/or permission to attend class/workshop sessions may not be granted if ALC has not received the request form.

Important dates

The census dates are the last days to withdraw from units to avoid a FEE-HELP debt. The 2017 census dates are:

- **Summer semester** – Tuesday 7 February 2017
- **Semester 1** – Tuesday 21 March 2017
- **Semester 2** – Tuesday 22 August 2017
Questions about FEE-HELP
If you have any questions about the application for FEE-HELP please contact the Office of Student Records (student.records@alc.edu.au).