CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443
Phone: (02) 6559 6699
Email: admin@chace.org.au

Benevolent Relief Policy

Preamble

Our college aims to provide direct relief of poverty, suffering, distress, misfortune, helplessness or disability in the community through training, education, advice and provision of services which provide learning and development outcomes to enhance opportunities.

Financial support is an important element of benevolent relief and we provide this through:

- Being an approved Registered Training Organisation under the Smart and Skilled (S&S) program with fee subsidies for those in need
- Providing training and courses for no fee to disadvantaged students
- Providing scholarships, on application, to assist with fees
- Assessing students for fee exemption or concession due to barriers to education
- Subsidising fees for local community members and regional participants

Whilst the government provides financial subsidies to training based on individual circumstances, the College provides additional support for students in need.

Students in need of a fee reduction/fee waiver beyond government assistance

- Students not eligible for S&S or ACE funding, predominantly overseas students (who must have a visa allowing them to study)
- Students unable to access fee free training through S&S as the College has exhausted its annual financial cap.
- Students not entitled to fee free S&S training due to personal circumstances
- Past CHCC students not entitled to further fee free S&S training

Principles of fee reduction

In the first instance, every effort will be made by the College to gain financial support for the student through government subsidised training. When this is not available, the student's ability to pay will be assessed based on their individual circumstances. Where possible, students will make a financial contribution towards their training to support the availability of benevolent relief for future students.

- Reduced fees will be calculated on a unit of competency (UOC) cost.
- The cost of a UOC is the total standard payment for a course divided by the number of UOCs in the course.
- How many UOCs need to be paid for will depend on the eligibility for ACE funding for some UOCs and how many credit transfers a student has for their chosen course
- Fee support – either in part or fee free – is funded by a College scholarship fund
- All students seeking a fee reduction or fee free training must complete a financial assistance application form **(appendix A)**
- All applications will be considered by the Manager and Training Manager
- All applications will be considered confidential

CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443
Phone: (02) 6559 6699
Email: admin@chace.org.au

Benevolent Relief Policy

APPENDIX A

Financial assistance application form

Surname:	
Given Name(s)	
Home Address:	
Contact Numbers	Home: Work: Mobile:
Email Address:	
County of Birth:	
Date of Birth:	

Have you completed any training at the college previously? ☐ YES ☐ NO

If yes, please provide details

Which course are you currently enrolled in or wanting to enroll in?

CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443
Phone: (02) 6559 6699
Email: admin@chace.org.au

Benevolent Relief Policy

How much could you contribute financially to your training?

What is your current financial circumstance (please provide enough details to enable assessment of your need for support)

Are you currently working? If yes, please provide details

Place of employment: _____

- ☐ Casual
- ☐ Permanent part-time
- ☐ Permanent full time

Please identify the closest range to the number of hours per week.

- ☐ Full time
- ☐ 25 – 30hrs
- ☐ 20 – 25hrs
- ☐ 15 – 20hrs
- ☐ 10 – 15hrs
- ☐ less than 10hrs

Please provide any additional information relevant to your application.

CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443
Phone: (02) 6559 6699
Email: admin@chace.org.au

Benevolent Relief Policy

A **Statutory Declaration** is required to support your application for financial assistance. This application must clearly identify why you are disadvantaged and the barriers preventing your access to Smart & Skilled or ACE funded training. Examples below.

- ☐ Ineligible to access due to VISA restrictions,
- ☐ Currently unemployed and ineligible to access Centrelink benefits for 6 plus weeks.
- ☐ Living in a rural/remote area.
- ☐ Distance and travel cost involved to attend the course on top of cost of living expenses.
- ☐ Course fee is a barrier to being able to afford to educate yourself to upskill into a new career pathway and job opportunities.
- ☐ Qualifications from country of birth not recognised in Australia limiting skills for employment opportunities.
- ☐ Single income earner.
- ☐ Currently unemployed seeking work and supported financially by partner.
- ☐ Struggling financially to meet cost of living expenses e.g., mortgage, rent, food, fuel, electricity, schooling, etc., leaves no income to be able to upskill myself.
- ☐ No finances to pay for the course and desperate to gain employment.
- ☐ I will require additional support to return to education and know that CHCC will provide this support.
- ☐ I need more support to become more employable.

Signed……. Date……