VET Student Loans
Application for additional courses from Listed and Not-for-profit Providers

For information only. Applications have closed.

Deadline for applications – 11:59pm on Friday 24 March 2017

The Government will consider requests by Listed and Not-for-profit providers to include additional courses in the Courses and Caps Determination that are not currently on the published eligible course list. These courses will be approved on a provider-specific basis.

In considering such applications, the Government requires evidence from the provider of student progression and completion through the course, and of strong employment outcomes and employer support for that course.

Applicants may reapply for courses previously applied for.

Applications will be assessed by the Department. Submission of applications does not guarantee additional courses will be added to the list.

Provider eligibility

Only Listed and Not-for-profit providers may apply.

Listed providers are defined at section 27 of the VET Student Loans Act 2016 (the Act) and include major Australian universities, TAFEs, and training organisations owned by the Commonwealth, a State or a Territory.

Listed providers who are approved until 31 December 2023 may apply, and not-for-profit providers who have applied to become a VET Student Loans approved course provider may apply.

What is a Not-for-profit provider?

Generally, a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people. This can include people such as its members, the people who run it or their friends or relatives. The definition of not-for-profit applies both while the organisation is operating and if it ‘winds up’ (closes down).
Application requirements

Applications must be sent to vetloans@education.gov.au prior to 11.59pm Friday 24 March 2017. Late applications will only be accepted in the event of departmental error. Providers will be notified as soon as a decision has been made.

An application must address all of the following, in order to be considered.

Statutory declaration

A statutory declaration must be provided attesting the truth of the material provided and including all supporting material by reference.

The statutory declaration must be made by a person of influence in the provider, such as the Chief Executive Officer or primary VET contact.

Organisation type

The application must state the legal name of the organisation and type of organisation for this purpose (i.e. Listed or Not-for-profit).

For Listed providers, details confirming that the organisation is included within the definition above must be provided.

For Not-for-profit providers, evidence clearly showing the nature of the organisation is required. Typically this would be reflected in the organisation’s governing or constituent documents, which should be provided.

You can show that your organisation meets the requirements of being a Not-for-profit by having particular statements (clauses) in its governing rules, and following these. These clauses (the non-profit clause and the dissolution clause) may include wording like:

- the non-profit clause
  'The assets and income of the organisation shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.'

- the dissolution clause
  'In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.'

Alternately, proof of status as a registered charity which is reflected on the Australian Business Register will be accepted as evidence of not-for-profit status.

Proposed Course Details Form

This form is required to be completed and sent with applications for additional courses. The form requires information relating to:

- the courses your organisation is requesting
- details of the course requested, including:
  - mode of delivery,
  - delivery location,
– duration of the course, and
– student data.

Business case and references for course requested
In addition to the Proposed Course Details Form, an evidence-based business case, and supporting references are also required for each course being requested. The business case must include evidence that is independent, verifiable and probative of good employment outcomes.

Applicants must demonstrate how the training and assessment of the course requested has benefitted students, industry and employers.

Evidence requirements
The department is looking for evidence to substantiate:

- A track record of student progression and completion through the course;
- Employer support for the course;
- The number and type of complaints received regarding the requested course and how these have been addressed, and
- Evidence of strong employment outcomes from the course.

In particular, the department is looking for evidence that the specific course directly led to strong employment outcomes. General statements about the institution or type of study will not be sufficient.

Referees must use, as relevant, the content outlined in the template provided by the department (a template example is at Form E for applying to become a VET Student Loans provider, found at [www.education.gov.au/vet-student-loans/vet-student-loans-applicants](http://www.education.gov.au/vet-student-loans/vet-student-loans-applicants), and the reference will be required to be on the referee’s letterhead, and include the ABN. If the referee does not have a letterhead, relevant business details must be included (business legal name, trading name(s), ABN, business address).

What course scope and cap arrangements will be applied?
If the course is successful, you will be advised of any annual course and/or provider cap of VET Student Loans funding for course offerings from 1 July 2017 to 30 June 2018. The information may be included with advice regarding your overall course and/or provider cap.

Questions
Questions may be sent by email to vetloans@education.gov.au.