

POLICY: VET Student Loan Policy	
Objective	The aim of this policy is to provide clear guidance on the application for and use of a VET Student Loan.
Policy Name	VET Student Loan Policy
Policy No	FIN07A_SDS
Associated Policies and Procedures	FIN03A_SDS_Refund Policy STU01A_Enrolment Policy STU03A_Privacy Policy STU12A_Records Management Policy
Associated Documentation	Website VET Student Loans page VET Student Loan Schedule Commonwealth Assistance Notice VET Student Loan Fee Notice VET Student Loan Statement of Covered Fees CSPA Learner Guide CSPA Frequently Asked Questions Student Handbook eCampus Course Induction
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 1: 2.1 VET Student Loans Act 2016 VET Student Loans Rules 2016 VET Student Loans Provider Manual July 2026 VET Student Loans Student Manual June 2026
Authorised by	Nicole Watts
Date and Version	V1 01/07/2025 V2 07/08/2026 V3 27/08/2026

The VET Student Loan (VSL) scheme enables eligible students enrolling in the Diploma of Interior Design or Advanced Diploma of Interior Design with Sydney Design School to borrow up to the eligible cap towards their course, provided they have not reached their HELP lifetime limit. The loan reduces the fees payable to Sydney Design School in place of a debt to the Commonwealth. The loan attracts a 20% loan fee.

Publishing information about eligible VET Student Loan Courses

Prior to an intake opening for applications, a VET Student Loan Schedule will be displayed on the Sydney Design School website. This Schedule will show potential students the dates of units of study, the census date applicable, the cost of the unit of study, the applicable VSL amount and the gap fee.

The VET Student Loan page on the website meets the requirements of both the Rules and the Act and is provided without the need for a login.

Eligibility

Students must meet eligibility requirements as detailed in the VET Student Loans Manual for Providers issued by the Australian Government Department of Employment and Workplace Relations. An overview is as follows:

Students must provide sufficient evidence that they are:

- An Australian Citizen
- Hold a permanent humanitarian visa and usually reside in Australia, or
- A qualifying New Zealand Citizen

Students must provide sufficient evidence of one of the following:

- Australian Year 12 certificate (issued by the government, not the school)
- A certificate awarding a qualification at level 4 or above in the Australian Qualifications Framework (AQF)
- Competence at Exit Level 3 or above in the Australian Core Skills Framework in both reading and numeracy in an approved language literacy and numeracy test. Sydney Design School employs the use of the CSPA LLN test.

Information and documents collected for the purpose of a VET Student Loan application will be handled and stored in line with Sydney Design School's Privacy Policy.

Students applying for a VET Student Loan must attend an interview where details surrounding the scheme will be discussed with a member of staff trained on the topic. This will include explanation of gap fees to be paid by the student to Sydney Design School directly over the course of their enrolment. Students will be shown examples of documents they will receive related to the loan throughout their study and will have the next steps explained.

VET Student Loans available to students are limited by the provider fee limit set by the Commonwealth Government.

Language, Literacy, and Numeracy Testing (if required)

Applicants can elect to take a Language, Literacy and Numeracy Test where reaching the required result will fulfil the academic eligibility requirements for a VET Student Loan. This will be discussed before or during the applicant's interview. Upon confirmation of the test time, applicants are sent instructions to complete a practice test to familiarise themselves with the setup and use of the online test. The practice test is not marked and is up to the applicant's

discretion to complete. Applicants are also sent a Learner Guide and a list of Frequently Asked Questions to assist their preparations.

Applicants who reside in Greater Sydney must attend campus to undertake testing. Upon arrival, the applicant must show photo ID to prove their identity as the test taker and course applicant. They will be directed to a quiet, empty room with a computer to conduct the test.

Applicants who reside outside Greater Sydney may undertake testing remotely. The applicant must arrange a device separate to their computer in which they can join a video call over Zoom or Microsoft Teams for the duration of their testing. The applicant must show photo ID over the video call to prove their identity as the test taker and course applicant. The camera must then be set up to show both the applicant and their screen at all times and must be plugged in to a power source.

The applicant may use a calculator and pen and paper during the tests. The applicant must not use their phone, the internet, or any other functions on the computer. The applicant is not bound by a time restriction and may take a break between the two tests.

Upon completion and submission of the reading and numeracy tests, staff can immediately check the results. If the applicant has achieved an Exit Level 3 in both tests, they have reached the required level and have met the academic requirements for a VET Student Loan. If the applicant has not reached Exit Level 3 in one or both tests, they may retake the test/s. It is recommended that the applicant schedule the retesting for another day and complete some online practice in the meantime to increase their skills. If the applicant fails to achieve an Exit Level 3 on their second attempt of the test, they must wait at least 6 months before reattempting the test. The applicant may choose to proceed with their application without a VET Student Loan until such time as they meet academic suitability, or reapply for the following course intake and resit the test/s at that time.

Application

Applicants indicate on their Application Form that they wish to apply for a VET Student Loan and then participate in an Application Interview and supply eligibility proof. Applicants must supply their Unique Student Identifier (USI) and their CHESSN (applicable if the applicant has received previous funding). If a student commences their course without using a VET Student Loan, they may still apply for the loan at a later date which can be applied to units of study where the census date has not yet passed. The loan cannot be applied retroactively to any units of study where the census date has already passed.

Sydney Design School will submit the student's personal and enrolment details to the Department of Education and Training. The student will receive an email with instructions to log in to the eCAF system and submit an eCAF form. Students must supply their Tax File Number to the Department and confirm they have read the VET Student Loans Information Booklet for Students.

Students must submit their eCAF at least two business days prior to their first census date in order for the VET Student Loan to apply from their first unit of study.

If a student has applied for a VET Student Loan but fails to submit their eCAF in time, they will incur the full cost of the tuition fees until such time as their eCAF form is submitted. Sydney Design School will make attempts to remind and encourage the student to submit their eCAF in time.

Ongoing Engagement

Students who access VET Student Loans are required to show ongoing engagement with their course. Twice a year, the student will receive an email from the eCAF system instructing them to log in and acknowledge they accept the loan for their course by completing a Progression Form. If this is not completed, the student will not receive VET Student Loan funding for their remaining units of study.

In accordance with the rules described in the VET Student Loan Manual for Providers, students are issued with the following documents throughout their course with the time frames indicated:

- **VET Student Loan Statement of Covered Fees** (before the first census date)
- **VET Student Loan Fee Notice** (at least 14 days before each fee period of a course to all eligible students but not more than 42 days before the beginning of a fee period)
- **Commonwealth Assistance Notice** (to all students accessing VSL within 28 days after each census date)

Repeating Units of Study

If a student is required to repeat a unit of study at a charge, they can access VET Student Loans to fund that amount, should they have remaining course cap and HELP balance and provided a new eCAF is lodged and accepted by the Commonwealth Government.

Retention

Documents and information related to a student's VET Student Loan application and use are retained for a minimum of 7 years.

Data Reporting

Sydney Design School is required to report on all students in approved courses who are eligible to apply for a VET Student Loan. This includes students who deferred their studies and students who have paid or are paying Sydney Design School directly without accessing the loan.

Data required to be reported includes:

- Student enrolment data
- Course data
- Unit of study completions
- Course completions
- Course withdrawals
- Course deferrals

Data is reported through TCSI data entry. Student liability data for all census

days that have occurred in each month is submitted by the 7th of the following month.

Data is reported within 7 days of an event occurring, including students enrolling in a unit of study, course completions, course deferrals, course withdrawals, and unit of study completions.

Loan information is reported within 14 days of the census date.

Unit of study outcomes are reported for all units, no matter if it is the last unit in the course and a course completion has been reported.

To ensure data is accurate, complete, timely, and submitted as required, all data is verified against student, unit, and course records prior to submission by an Executive Officer.

Where adjustments may be required, data affecting previously paid amounts will only be edited to decrease the VSL amount. Any increase will first be communicated with the student by amending the Fee Notice, Statement of Covered Fees, and Commonwealth Assistance Notice, and the increase will be rolled into the amount of the next unit of study. If an increase applies to the final unit of study, this will be processed through the creation of a new unit with the same census date and unit ID as the final unit, adding INCR to the Unit of Study Code and adding the increased amount to Amount Charged, HELP Loan Amount, and adding the applicable Loan Fee.

This policy ensures compliance with the data reporting requirements issued by the Department and the requirements located at VET Reporting Requirements in TCSI Support.