



**NOTE:** This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

There are two types of assistance under this initiative:

- waivers of indexation on accumulated HELP debt; and
- the reduction of accumulated HELP debt

Please see our website for further information: [www.education.gov.au/higher-education-loan-program/reduction-higher-education-loan-program-help-debts-teachers-very-remote-areas](http://www.education.gov.au/higher-education-loan-program/reduction-higher-education-loan-program-help-debts-teachers-very-remote-areas)

**I am applying for (select multiple):**

The waiver of indexation on accumulated HELP debt

Please complete the eligibility checklist for the waiver of indexation on accumulated HELP debt.

*Fill out sections 1,2,3,4 and 5.*

**OR**

An extension on my previously approved waiver of indexation

*Fill out sections 1,3,4 and 5.*

**AND**

The reduction of accumulated HELP debt

Please complete the eligibility checklist for the reduction of accumulated HELP debt.

*Fill out sections 1,2,3,4 and 5.*

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## Eligibility checklist - Waiver of indexation on accumulated HELP debt

- |  |     |    |
|--|-----|----|
| • Have you incurred a FEE-HELP and/or HECS-HELP debt in relation to your completed initial teacher education qualification?                                  | Yes | No |
| • Have you been employed in a teaching position <sup>a</sup> in a very remote area in a school, a preschool or a centre-based day care service? <sup>b</sup> | Yes | No |
| • Do you have (or previously had) an outstanding HELP debt during employment in your teaching position in a very remote area?                                | Yes | No |

If you answered 'Yes' to these three questions you may be eligible to have the annual indexation amounts applied to your HELP debt waived, proportionate to the number of days that you are an eligible very remote teacher for the relevant year.

<sup>a</sup> Includes Early Childhood Teachers (ECTs) employed in preschools and centre-based day care services studying from the list of approved early childhood teaching qualifications listed on the [Australian Children's Education and Care Quality Authority \(ACECQA\) website](#).

<sup>b</sup> The list of very remote schools, preschools and centre-based day care services can be found on the [Department of Education website](#).

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## Eligibility checklist - Reduction of accumulated HELP debt

- |   |     |    |
|---|-----|----|
| • Have you incurred a FEE-HELP and/or HECS-HELP debt in relation to your completed initial teacher education qualification?   | Yes | No |
| • Have you completed four years of employment in a teaching position <sup>c</sup> in a school, a preschool, or a centre-based day care service <sup>d</sup> in a very remote area of Australia within a six-year period since 2019? | Yes | No |
| • Did you have an outstanding HELP debt at the start of your eligibility period (1/1/2019 or the commencement date of your employment if after)?  | Yes | No |

If you answered 'Yes' to these three questions you may be eligible to have your HELP debt reduced by the lesser amount between: the amount of HELP debt incurred for your initial teacher education qualification (to a maximum of five years of tuition costs); and the amount of outstanding HELP debt at the commencement of your eligible teaching period.

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## Application process

- Your completed application form, together with any required supporting documentation, listed in section 4, must be submitted to the Department of Education by email to:
- [education-veryremotehelp@education.gov.au](mailto:education-veryremotehelp@education.gov.au).
- Please include "VeryRemoteHelp Application" in the subject of your email.
- We will assess your application, including contacting your employer(s) to verify your employment, and notify you in writing on the outcome of your application.
- If successful, your information will be forwarded to the ATO for processing.

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## Privacy notice

The Department of Education (the Department) is committed to the protection of privacy and must comply with the Australian Privacy Principles (the APPs) contained in the *Privacy Act 1988* (Cth) (the Privacy Act) when handling any personal information. Your personal information, including your Tax File Number, is being collected by the Department under the *Higher Education Support Act 2003* (Cth) for the purpose of assessing your application for waiver of indexation on accumulated HELP debt or reduction of accumulated HELP debts, including verifying your eligibility for the indexation waiver or debt reduction. The Department also collects your personal information for the purpose of evaluation, research, statistics, and policy formation. If you are assessed as eligible for the indexation waiver or debt reduction, your name, Tax File Number and the period for which you are eligible for the indexation waiver or reduction will be disclosed to the Australian Taxation Office (ATO) to apply the indexation waiver or debt reduction. If you do not provide the information required on this form, the Department may not be able to process your application. You can get more information about the way in which the Department will manage your personal information, including information on accessing or correcting your information, and how to make a complaint, in our full 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).

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c Includes Early Childhood Teachers (ECTs) employed in preschools and centre-based day care services studying from the list of approved early childhood teaching qualifications listed on the [Australian Children's Education and Care Quality Authority \(ACECQA\) website](http://www.acecqa.gov.au).

d The list of very remote schools, preschools and centre-based day care services can be found on the [Department of Education website](http://www.education.gov.au).

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## Section 1: Personal details

First name		Middle name	
Last name		Previous name/s	
Date of birth	Street address		
Suburb	Postcode	State	Country
Contact email			Contact phone

Please provide personal rather than professional contact details (phone and email).

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## Section 2: Qualification details

If you have previously been approved for the waiver of indexation on accumulated HELP debt you may skip this section.

Tax file number (TFN)

### Student Identifier attached to your HELP loan record

Commonwealth Higher Education Student Support Number (CHESSN)

OR Unique Student Identifier (USI)

### Your initial teacher education qualification

Name of education institution

Course name

Course duration

Date of commencement

Date of completion

### Please provide details of any pre-requisite study required prior to undertaking your initial teacher education qualification:

Name of education institution

Course name

Course duration

Date of commencement

Date of completion

### Section 3: Employment details

Please provide details of all employment from 1 January 2019 in a very remote school, centre-based day care service, or preschool (ordered by employment start date).

Name of school, centre-based day care or preschool	Employment start date (DD/MM/YYYY)	Employment end date (DD/MM/YYYY)	Employment status	Full-time equivalent (FTE) <sup>e</sup>	No. of days of unpaid leave	Suburb	Postcode	Position	Main area of teaching	Employer contact email

You must be able to provide proof of employment which covers the entirety (Employment start date – Employment end date) of each period you list above.

Do you intend on changing employment within the next 2 years?      Yes      No      If yes, please indicate an end date for your waiver of indexation

If you move to another very remote school or end up staying at the same very remote school, you will be welcome to apply for an extension on your waiver of indexation beyond this date.

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<sup>e</sup> FTE is the unit of measurement which represents your work fraction in comparison to a full time workload. An FTE of 1.0 is equivalent to a full-time workload. Your FTE should be stated in your contract.

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## Section 4: Required supporting documentation to be provided with this application

When you submit your application form, you must attach supporting documents to your email to complete your application. Please confirm:

I will attach an ATO HELP debt statement showing my name and TFN (which can be accessed on the ATO portal through your MyGov account).

I will attach a complete academic transcript/statement of results for my initial teacher education qualification, and for any relevant prerequisites, which lists the completion date of my course.

I will attach a statement of service, employment contract(s) or other documentation providing evidence for my employment that shows my name, the name of the school(s) where I work/have worked, and supports the full period applied for in my application.

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## Section 5: Declaration

By submitting this form, I declare that:

- I have read and understand the information provided on the website and FAQs page regarding the waivers of indexation on accumulated HELP debt.
- My application including supporting documents is complete and accurate.
- The documents that I have provided as part of this application are a true copy of the original which can be produced for verification if required.
- I have read the privacy notice (on the second page of this form) and consent to the collection, use and disclosure of my personal information as set out in that privacy notice.
- I understand that providing false or misleading information to the Commonwealth is a serious offence.
- I consent to the Department contacting my current or past employers to verify periods of employment.
- I understand that if Department cannot verify periods of employment as a teacher with my current or past employers, I may be found ineligible for the reduction of accumulated HELP debt or the waiver of indexation on accumulated HELP debt and any amount of indexation that was waived, or amount of debt reduced from my accumulated HELP debt may be reapplied.

To use the submit button above, this form must be viewed in Acrobat Reader.

It is available as a free download from the [Adobe website](#).

Alternatively, complete, download and email the form directly to the [Very Remote Help inbox](#).