



myHELP Reduction Very Remote Teachers Initiative Application Form

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](#).

Type of Assistance

There are two types of assistance under this initiative:

- Waivers of indexation on accumulated HELP debt.
- Reduction of accumulated HELP debt.

Please see the Department of Education's website ([Reduction of Higher Education Loan Program \(HELP\) debts for teachers in very remote areas – Department of Education, Australian Government](#)) for further information regarding the eligibility criteria.

As part of this application, you will be assessed to determine your eligibility for the types of assistance listed above.

Eligibility Checklist – Waiver of Indexation on Accumulated HELP Debt

- | | | |
|-----|----|--|
| Yes | No | Have you incurred a FEE-HELP and/or HECS-HELP (excluding pre-2005) debt in relation to your completed initial teacher education qualification? |
| Yes | No | Have you been employed in a face-to-face teaching position ¹ in a school, preschool or centre-based day care service ² that is in a very remote area of Australia? |
| Yes | No | Do you have (or previously had) an outstanding HELP debt during employment in your teaching position in a very remote area? |

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.

Eligibility Checklist – Reduction of Accumulated HELP Debt

- | | | |
|-----|----|--|
| Yes | No | 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 face-to-face teaching position ¹ in a school, preschool or centre-based day care service ² that is in a very remote area of Australia? The four years of employment must be within a six-year period starting on or after 1 January 2019. |
| Yes | No | Did you have an outstanding HELP debt at the start of your eligibility period (1 January 2019 or the commencement date of your employment if after this date)? |

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.

Application Process

- Please email your completed application and supporting documents in PDF format to the Department of Education at education-veryremotehelp@education.gov.au. The list of required supporting documentation can be found in Section 5.
- Include "Very Remote Teachers HELP Application" in the subject of your email.
- Name your attachments by the type of evidence (e.g. employment contract 2023, statement of service 2024) and ensure each attachment is a separate PDF.

Note: We assess your eligible periods either up to the date your application was received or the date your service ended.

¹ 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 \(ACECOA\)](#) website.

² The list of very remote schools, preschools and centre-based day care services can be found on the [Department of Education's](#) website.

Privacy Notice

The Department of Education (the department) is committed to the protection of personal information and must comply with the Australian Privacy Principles contained in Schedule 1 of the *Privacy Act 1988* (Cth) (the Privacy Act) when handling any personal information. Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable.

Purpose of collecting your information

Your personal information, including your Tax File Number (TFN), is being collected by the department under the *Higher Education Support Act 2003* (Cth) (HESA) for the purpose of assessing your application for waiver of indexation on an accumulated HELP debt or reduction of an accumulated HELP debt, including verifying your eligibility for the indexation waiver or debt reduction.

The department may also use your personal information for the purpose of program evaluation, research, statistics, and policy development and as described in the department's Privacy Policy.

The department also seeks consent to use certain personal information collected as part of the application process to:

- find other information held by the department about you relating to your study and loan, which has previously been provided to the department; and
- use that other information to:
 - check that the information provided in connection with the application is accurate, up to date and complete
 - assess and confirm your eligibility for indexation waiver or debt reduction.

It is not an offence to refuse to provide the department with the information required by this application process (including your TFN), however, if you do not provide it, the department may not be able to process your application.

Further information on the protection of TFN information can be found at [The Privacy \(Tax File Number\) Rule 2015 and the protection of tax file number information | Office of the Australian Information Commissioner \(OAIC\)](#).

Disclosure of your personal information

If you are assessed as eligible for the indexation waiver or debt reduction, a subset of your information including your TFN will be disclosed to the Australian Taxation Office (ATO) to apply the indexation waiver or debt reduction to your HELP debt.

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

Privacy policy

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 privacy complaint, in the department's privacy policy (www.education.gov.au/privacy). If you have any questions/complaints about privacy or confidentiality, please contact the department via email privacy@education.gov.au.

Section 1: Personal Details

Given name Middle name
Family name Previous name/s
Date of birth Street address
Suburb Postcode State
Email Phone

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

Section 2: Identification

Tax File Number (TFN)
Teacher Registration Number

Student Identifier attached to your HELP loan record:

Commonwealth Higher Education Student Support Number (CHESSN)³

OR Unique Student Identifier (USI)

Section 3: Qualifications

Initial teacher education qualification:

Name of education institution
Course name
Course duration Commencement date Completion date

Essential pre-requisite courses taken prior to undertaking your initial teacher education qualification:

Name of education institution
Course name
Course duration Commencement date Completion date

³ You can find your CHESSN on your Commonwealth Assistance Notice (CAN) given to you by your higher education provider at the start of each study period. If you can't find your CAN, you can contact the student administration area of your provider.

Section 4: 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 type (full-time, part-time, casual)	Full-time equivalent (FTE) ⁴	No. of days of unpaid leave	Suburb	Postcode	Position	Employer contact email	Has employment evidence been provided?

- You must be able to provide proof of employment which covers the entire start to end dates for each period listed above.

⁴ 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.

Section 5: Supporting Documentation

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

An ATO HELP debt statement showing your name and TFN. This can be accessed on the ATO portal through your [myGov account](#). Further information on how to access your ATO HELP debt statement can be found at: [View your Loan Account Online | ATO](#).

An academic transcript/statement of results showing evidence of a completed eligible initial teacher education qualification and any relevant prerequisites. Note that the completion or conferral date must be clearly displayed.

A statement of service or a letter from your employer on official letterhead, providing evidence of your employment that supports the full period applied for in your application as per Section 4.

The statement must include the following:

- Your full name
- Your position title
- Name of school, centre-based day care or preschool
- Exact start and end dates of employment
- Details of any unpaid leave during your employment.

Note: Only work undertaken after your degree is officially conferred or graduated is eligible.

Please submit each attachment as a separate PDF file. Avoid scanning multiple attachments into a single PDF document.

Section 6: Declaration

By submitting this form, I declare that:

- I have read and understand the information provided on the [Department of Education's](#) website regarding the eligibility criteria for the program.
- I confirm that I have read and understand the Privacy Notice on this form and agree to the department's handling of my personal information in accordance with that Privacy Notice.
- My application including supporting documents is complete and accurate.
- I understand that providing false or misleading information to the Commonwealth is a serious offence.
- The documents submitted are true copies of the original and can be produced for verification if required.
- I consent to my past and/or current employers being contacted to verify my employment history.
- I understand that if my information cannot be verified, I may be found ineligible for assistance and any amount of indexation that was waived, or amount of debt reduced from my accumulated HELP debt may be reinstated.

Signature

Date