



**Australian Government**  
**Department of Education and Training**

# **Higher Education Providers: Administrative Information for Providers**

**Addendum**

**New Zealand Special Category Visa holder  
access to HELP**

**(Updated 23 December 2015)**



## Change Control

Version	Date	Summary of Changes
1	23 December 2015	Initial document published to incorporate administrative requirements as a result of the <i>Higher Education Legislation Amendment (Miscellaneous Measures) Act 2015</i>



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## New Zealand Special Category Visa holder eligibility

From 1 January 2016, certain New Zealand Special Category Visa (SCV) holders will be eligible for HELP loans. This change will affect New Zealand SCV holders if they:

- First entered Australia as a dependent minor aged under 18 years; **and**
- Have been physically present in Australia for at least eight out of the past 10 years (meaning they first arrived 10 years ago as a dependent minor), and 18 months out of the past two years; **and**
- Meet the other eligibility criteria for a HELP loan under HESA.

Providers should confirm a person's citizenship or visa status (which are actions that are already undertaken for all existing HELP and CSP recipients).

A person must be an SCV holder on the day that they apply for HELP. As an SCV is a temporary visa that automatically ceases when a person leaves Australia, a New Zealand citizen must be in Australia on the date that they apply. Should a student cease their SCV status (for example, by becoming a permanent resident), they will become ineligible for HELP for all units of study with a census date after the date they cease to be an SCV holder.

Ongoing students who have already completed and submitted a *Request for Commonwealth assistance and HECS-HELP* form for their current course of study will only have to complete an *Addendum for eligible New Zealand Special Category Visa holders* form (1300A) and not a new form.

For students commencing a new course, eligible SCV holders will need to fill out a *Request for Commonwealth assistance* form for the type of HELP loan for which they are applying. This form will include a declaration that the applicant meets the eligibility criteria outlined above. The form will also require the student to provide evidence they have been living in Australia for the qualifying period.

Students will not be required to attach this evidence to their *Request for Commonwealth assistance* form, but will need to provide evidence to their provider on or before the census date for their unit/s of study. Providers will be required to store this information as a Commonwealth record subject to the *Archives Act 1983* and retain a copy (paper or electronic) for seven years in accordance with the requirements of that Act.

As a guide, proof of residency may include, but is not limited to, the following:

- Australian academic transcripts (including VET transcripts) dated when the applicant was a minor
- School reports or certificates
- Enrolment papers from when the applicant was a minor
- Australian proof of age card from when the applicant was a minor
- Australian student ID card or concession card

- Stamped passport
- Payslips or payment summaries from when the applicant was a minor
- Completed *Certificate of application for a Tax File Number* form, Tax File Number advice or notification of assessment of income tax dated from when the applicant was a minor.

If necessary, applicants can also obtain copies of their international movement records from the Department of Immigration and Border Protection by lodging a *Request for International Movement Records* form (available at [www.border.gov.au](http://www.border.gov.au)).

The test day for assessing eligibility against the residency requirements is the day the student successfully applies for a HELP loan. The test day is not related to any previous or ongoing access to Commonwealth supported places.

A provider should be satisfied that the applicant meets the citizenship criteria and has provided evidence of the eligibility criteria. A provider will need to ensure the student has provided relevant documents, however it will not be required to verify student documentation. However, where a provider becomes aware of potentially fraudulent activity, it should contact the department to determine what action should be taken.

## OS-HELP and New Zealand SCV holders

An eligible New Zealand SCV holder may access OS-HELP if they are resident in Australia at the time they apply for OS-HELP and meet all other eligibility requirements. An eligible SCV holder will only be able to be paid their OS-HELP loan amount before they leave Australia. Once the student has been deemed eligible by their provider and has been paid their OS-HELP loan amount while in Australia, the student cannot subsequently be assessed as ineligible as a result of their SCV ceasing once they leave Australia.

Please note that if a student wishes to apply for a second OS-HELP loan they must be resident in Australia at the time of application, as they cannot hold an SCV while overseas.

Note: continuing NZ CSP students who are eligible and wish to access an OS-HELP loan will be required to complete both an OS-HELP form and an OS-HELP addendum, if they have not completed a HECS-HELP addendum.