

## Application for Fee Waiver Reimbursement

Australian Apprentices who hold a current Health Care Card or Pension Card, or can prove genuine hardship, are granted a concession from the mandatory student fee as set out in the *ACT Requirements for delivery of Australian Apprenticeships training January – June 2012*.

In the case of an Australian Apprentice being granted a fee concession, the Registered Training Organisation may apply for reimbursement of the fee from the Department.

---

Australian Apprentice Name(print)  Phone

Home Address

P/Code  Australian Apprentice Number

Date of Birth

RTO Name

RTO National Code

### Reason for Fee Waiver

- Health Care Card (attach a photocopy of card)
- Pension Card (attach a photocopy of card)
- Other (attach evidence of hardship)

**NOTE: Please attach a Tax Invoice for the amount being claimed to this form.**

**Post To**  
Training and Skills Development  
Training and Tertiary Education  
ACT Education and Training Directorate  
PO Box 158  
CANBERRA ACT 2601

**Or Fax To (02) 6205 8448**  
Training and Skills Development  
Training and Tertiary Education  
ACT Education and Training Directorate  
**Phone (02) 6205 8555**

---

### **ETD office use only**

#### Application for fee waiver approved

- Approval letter prepared
- Cheque requested from Finance
- Approval letter and cheque sent to RTO

#### Application for fee waiver declined

- Reason for decline discussed with RTO
- Application declined letter sent to RTO