

TO APPLY



- Once enrolled in your course, log in details to your electronic Commonwealth Assistance Form (eCAF) will be emailed to you from the eCAF system. The eCAF is your VSL application.
- Log in and check the details in your eCAF are correct – if not, contact your course provider.
- Insert your Tax File Number (TFN) in your eCAF and submit it once complete.

You must submit your eCAF on or **before** the first census day if you want the loan for all of your course!

If you don't have your TFN yet, apply now. You can submit your eCAF with your **Certificate of Application for a TFN**, but you must contact your course provider to revise and re-submit your eCAF with your TFN as soon as it has been issued.

TO CONTINUE

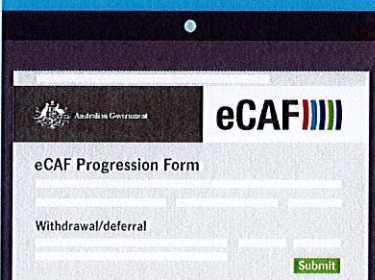


- You **must complete Progression Forms** throughout your study. This is how you tell the Australian Government you're still studying and want to continue accessing your VSL.
- Progression Forms will be sent to you every few months via email from eCAFsystem@education.gov.au.

You must submit each Progression Form **within 14 days** or risk losing access to your loan!

Tell your course provider if you need another Progression Form sent to you.

TO STOP



- You must withdraw/defer from your course in writing according to your course provider's withdrawal/deferral process **before** the census day.
- Ask your course provider to send you a Progression Form. This is how you tell the Australian Government you want to stop accessing your VSL (and stop incurring debt) while you are not studying.
- Insert the effective date of your withdrawal/deferral in your Progression Form. This must be the same date you advised your course provider.

You will incur a debt if you do not **withdraw before the census day!**

If/when you re-start your course, you will need to add your recommencement date in the next Progression Form issued to you.

CHECKLIST

- Apply for a TFN asap if you don't already have one!
- The personal details you give your course provider **must be the same** as the details given to the Australian Taxation Office when applying for your TFN.
- Look out for emails from eCAFsystem@education.gov.au. Save the email address to your contacts so you never miss a Progression Form email.
- Keep your email contact details up-to-date with your course provider.
- Submit your Progression Forms within 14 days of it being sent to you.
- Tell your course provider if you're having any problems with your eCAF application or Progression Form.
- Make sure you know your course's census days.