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# Temporary Resident Program (TRP) – Fee Relief Policy

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# 1 Purpose

This Temporary Resident Program (TRP) – Free Relief Policy (the Policy) guides Tasmanian Government Education International (TGEI) staff and applicants on how to apply for tuition fee relief if the applicant is facing financial difficulties or compassionate and/or compelling circumstances.

This Policy is for students who are starting or continuing at a Tasmanian Government school from kindergarten to Year 12 and explains how TGEI manages requests for tuition fee relief.

## 2 Policy statement

This Policy explains who can apply for tuition fee relief and what documents are required to apply for it.

### 2.1 What is tuition fee relief?

Tuition fee relief means receiving financial assistance with tuition fees, if the applicant (you) meets:

- eligible visa requirements
- specific gross income thresholds.

### 2.2 Fee relief approval

Applications for tuition fee relief are accepted any time throughout the year, however approval may be granted once each school year, per student/application/applicant.

### 2.3 Criteria

Tuition fee relief applications will only be assessed for future terms.

Current terms may be considered under compassionate and/or compelling circumstances.

### 2.4 Eligibility criteria

#### 2.4.1 Low income

To be eligible due to low income, you must:

- be a parent or guardian of a school-aged child who is a temporary resident attending a Tasmanian Government school
- hold an eligible visa
- be abiding by your approved payment plan (if you have overdue tuition fees)
- have paid application fees for all students (if applicable)
- have a gross household income below specific thresholds (see section 2.4.6 below).

#### 2.4.2 Compassionate and/or compelling circumstances

To be eligible due to compassionate and/or compelling circumstances, you must:

- fulfill all criteria listed in 2.4.1 Low income above
- demonstrate compassionate and/or compelling circumstances and provide evidence.

### **2.4.3 Sources of income**

Income can come from various sources, including, but not limited to, domestic and overseas:

- employment income (salary or wages)
- business income
- charitable support (including international organisations)
- community support
- immediate and extended family support (including from family and friends living abroad)
- support from religious organisations.

### **2.4.4 Eligible visas**

#### **2.4.4.1 Low income**

All temporary fee-payable visa subclasses are eligible to apply for low income tuition fee relief, **excluding** the following:

- Subclass 188 – Business Innovation and Investment (Provisional)
- Subclass 400 – Temporary Work (Short Stay Specialist)
- Subclass 494 – Skilled Employer Sponsored Regional
- Subclass 500 – Student
- Subclass 590 – Student Guardian
- Subclass 600, 601 and 651 - Visitor visas
- applicants holding a bridging visa, where the previously held visa is excluded, are not considered eligible for fee relief based on low income and must demonstrate special circumstances.

#### **2.4.4.2 Compassionate and/or compelling circumstances**

All temporary fee-payable visa subclasses are eligible to apply for compassionate and/or compelling tuition fee relief, **excluding** the following:

- Subclass 188 - Business Innovation and Investment (Provisional)
- Subclass 500 - Student
- Subclass 590 – Student Guardian
- Subclass 600, 601 & 651 – Visitor visas
- applicants holding a bridging visa, where the previously held visa is excluded, are not eligible for tuition fee relief.

### **2.4.5 Compassionate and/or compelling circumstances**

Decisions about whether there are special reasons for fee relief are based on the individual facts of each situation.

Examples can include, but are not limited to:

- losing a job (not resigning or retiring) and being unemployed
- death of close family members
- serious medical issues requiring hospitalisation
- loss of financial support or business failure due to illness
- leaving home due to extreme events, like family violence.

## **2.4.6 Income thresholds**

Applications can be submitted for tuition fee relief based on low income where incomes fall below or within certain thresholds. The threshold depends on how many children (dependents) live in the home, attend a Tasmanian Government School and are subject to tuition fees. Please refer to [Section 2.11 – Tuition Fee Relief Family Support Income Threshold Schedule](#) below.

Income thresholds are updated annually (in November) for the following school calendar year.

## **2.5 Evidence**

When you apply for tuition fee relief, you will need to provide information and documents to support your application.

By providing these documents you approve that TGEI can check their authenticity with people or organisations, for example your employer, landlord or government departments (Department of Home Affairs (DHA), Tasmania's Department of State Growth).

If any of the information you provide is found to be false, fabricated, misleading, or missing, your application will be declined. Also, any current agreements might be cancelled.

### **2.5.1 Low income**

Documents to prove your financial situation will be required, these may include:

- three (3) most recent months of payslips
- three (3) most recent months of all bank statements (held in Australia and overseas)
- profit and loss statement for business income (if you run a business)
- details of money from family or friends who assist you financially
- income you earn from investments (for example, stocks)
- rent you receive from someone living in your property (both in Australia and overseas)
- financial assistance you receive from charities (both in Australia and overseas).

Information you need to provide is for both you and your partner or spouse, if you have one.

### **2.5.2 Compassionate and/or compelling circumstances**

Documents to support your request for compassionate and/or compelling circumstances will be required, these may include:

- a letter explaining the reasons for your current situation

- a letter from your last employer explaining the reason for a reduction in work hours or your job loss
- a letter or medical health plan from your medical practitioner (for example, doctor)
- death certificate or funeral pamphlet (where applicable)
- a letter from any other person explaining any matters that you consider are relevant to this tuition fee relief application.

### **2.5.3 Additional documentation**

If TGEI asks you for more documents to support your fee relief request, you need to email them by the due date.

If you do not send the extra documents by that due date, your application will be denied.

## **2.6 How long does tuition fee relief last?**

Tuition fee relief is granted for up to four (4) consecutive school terms.

## **2.7 Change of visa during an approved fee relief period**

If you have been granted tuition fee relief and your visa changes to an ineligible visa (for tuition fee relief) during that period, the tuition fee relief will end on the date your new visa starts.

If your visa changes to one that qualifies for reduced tuition fees (for example, 50% tuition fees), your tuition fee relief will adjust to the new rate from the date of the visa change.

## **2.8 Processing times for tuition fee relief applications**

Applications are generally assessed within 30 working days if all requested and relevant information and documents are provided. Processing times may vary during busy periods.

## **2.9 Re-applying for tuition fee relief**

### **2.9.1 If your tuition fee relief period ends**

When your tuition fee relief ends (as advised in your approval letter), you will need to complete a new application if you want tuition fee relief for future school terms.

### **2.9.2 If your application is declined**

If your application for tuition fee relief is declined, you can apply again later if your financial situation changes.

## **2.10 Review of tuition fee relief decision**

If you are unhappy with a tuition fee relief decision, you can lodge a review.

### **2.10.1 How to lodge a review**

You can email the Associate Director of TGEI at [finance@study.tas.gov.au](mailto:finance@study.tas.gov.au) requesting a review of the tuition fee relief decision. Make sure to include your contact details and all relevant information about your situation.

Most concerns can be resolved informally, but if you are unhappy with the review decision, you can follow a more formal complaints process listed on [DECYP's website](#).

## 2.11 Tuition fee relief financial support income threshold schedule

<b>Number of dependent children attending a Tasmanian government school and subject to fees</b>	<b>Gross financial support income (before tax)</b>	<b>Gross financial support income (before tax)</b>	<b>Gross financial support income (before tax)</b>	<b>Gross financial support income (before tax)</b>	<b>Gross financial support income (before tax)</b>
<b>Tuition fee relief</b>	<b>100% tuition fee relief</b>	<b>75% tuition fee relief</b>	<b>50% tuition fee relief</b>	<b>25% tuition fee relief</b>	<b>No tuition fee relief</b>
One (1) dependent child	Less than \$59,000	\$59,001 - \$60,900	\$60,901 - \$62,800	\$62,801 - \$64,700	Greater than \$64,700
Two (2) dependent children	Less than \$71,000	\$71,001 - \$74,800	\$74,801 - \$78,600	\$78,601 - \$82,400	Greater than \$82,400
Three (3) dependent children	Less than \$83,000	\$83,001 - \$88,700	\$88,701 - \$94,400	\$94,401 - \$100,100	Greater than \$100,100
Four (4) dependent children	Less than \$94,900	\$94,901 - \$102,500	\$102,501 - \$110,100	\$110,101 - \$117,700	Greater than \$117,700
More than four (4) dependent children	Less than \$106,900	\$106,901 - \$116,400	\$116,401 - \$125,900	\$125,901 - \$135,400	Greater than \$135,400



### 3 Related policies

- [Family Violence Policy](#)

### 4 Related procedures

Nil

### 5 Supporting information/tools

- [Visas at a Glance](#)
- [Temporary Resident Fee Relief Application Form](#)

### 6 Definitions

#### **Applicant (you)**

For the purposes of this Policy, the applicant must be the primary visa holder.

#### **Dependent**

For the purposes of this Policy, a dependent is a school-aged child attending a Tasmanian government school in kindergarten to Year 12 (K-12) and subject to tuition fees.

#### **DECYP**

Department for Education, Children and Young People.

#### **Family violence**

As defined in section 7 of the *Family Violence Act 2004*.

#### **TGEI**

Tasmanian Government Education International is the business unit within DECYP responsible for administering the Temporary Resident Program (TRP).

#### **Temporary Resident**

A person holding an Australian temporary visa granted under the *Migration Act 1958*.

#### **Temporary Resident Program (TRP)**

The administering program for all dependent children of temporary residents enrolled in Tasmanian Government Schools.

## 7 Legislation

- *Education Act 2016 (Tas)*
- *Family Violence Act 2004 (Tas)*
- *Migration Act 1958 (Cth)*
- *Personal Information Protection Act 2004 (Tas)*

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