ETAS Group Waiving of Fees Procedure

Initial confidential conversation with ETAS Group CEO

• Where a student is experiencing severe financial hardship due to personal circumstances they should contact ETAS Group’s Accountable Officer (Managing Director) for a confidential conversation about those circumstances.

Determination

• Following the confidential conversation, the Accountable Officer will make a determination whether the student is or is not experiencing severe financial hardship.

Student is not experiencing severe financial hardship

• Where the determination is that the student is not experiencing severe financial hardship, the student will be required to pay the required course fees.

Student is experiencing severe financial hardship

• Where the determination is that the student is experiencing severe financial hardship, the student will be required to complete an Application to Waive Fees Form and provide a signed copy to the Accountable Officer prior to commencing any training.

Dealing with applications

• Upon receipt of a signed application form the Accountable Officer will advise the Finance Department that applicable fees for the training are to be waived.
• The Finance Department will amend all documents and records accordingly.
• The Accountable Officer will then cause the completed Application to be placed on the student file.
• All applications are to be treated in accordance with the ETAS Group APP Privacy Policy.

Defined Terms:

Severe Financial Hardship: No firm definition is provided for severe financial hardship. Each person’s circumstances will be assessed individually, taking into account a number of factors including but not limited to, their employment income, other forms of income, outstanding debt, future prospects for employment and any/number of dependant persons.

Associated Documents:

VET FEES and CHARGES POLICY 2015 (PUBLICLY FUNDED TRAINING)

Application to Waive Fees Form