

Collection and Verification of Student Information Policy and Procedure

Overview

The Australian Institute of Fashion Design Pty Ltd collects information from students applying for VET Student Loans and follows the legal requirements for collecting, verifying and safely storing this information.

Definitions

For the purposes of this document the following applies:

The Act refers to the *VET Student Loans Rules 2016*

Other requirements for approved course providers – refers to Part 7 of the VET Student Loans Rules 2016, Subdivision D – Information relating to applications for VET Student Loans

Institute – refers to the Australian Institute of Fashion Design Pty Ltd.

Information relating to VET Student Loans

The Australian Institute of Fashion Design Pty Ltd collects and verifies all information required for and in relation to, applications by students for VET Student Loans. This information is systematically collected and verified.

Collection procedure

- All applications for entry into institute courses require students to provide proof of their identity. Acceptable proof includes at least one of the following (must include one form if photo identification):
 - Australian Passport (current or expired within the last two years)
 - Australian Birth Certificate
 - Citizenship Certificate
- Applicants under the age of 18 must provide further information that includes:
 - A signatory on the enrolment contract who is a responsible parent of the applicant; or
 - The applicant has received youth allowance on the basis that the student is independent (Part 2.11 of the Social Security Act 1991)
- A tax file number or a certificate from the Commissioner that the student has applied for a tax file number.
- The student is required to provide their unique student identifier and their Commonwealth Higher Education Student Support Number (CHESSN) if available.

Verification procedures

- The names on all documents are checked for consistency by student services handling the enrolment process and if there are discrepancies in the names, applicants will have to provide further evidence such as a Change of Name Certificate or Marriage Certificate.
- Student unique identifier is verified through the institute's student management system.
- If students don't know or don't have a CHESSN, Institute administration staff can check or assign this through the use of the HEIMS Administration site.

- Verify that the VET Student Loan debt is 120% of the loan amount.

Publication

This Collection and Verification of Student Information Policy and Procedure will be made available to students and persons seeking to enrol with the Institute through publication in the Student Handbook and on the Institute's website (www.aicd.edu.au).

Version control, Approval and Review

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