

# Certificate 3 Guarantee

## Funding Information Sheet

### Eligibility

To be eligible to receive the Queensland Government Certificate 3 Guarantee funding, prospective students must meet the following eligibility criteria:

- The student must not hold, or be currently enrolled in a Certificate III level qualification or higher. This includes any equivalent Certificate III or higher level qualification irrespective of whether the qualification is through a university degree, traineeship or apprenticeship pathway.
  - Please note that Certificate III qualifications completed at high school are exempt from this criteria
- The student must be at least 15 years of age or above and no longer attending school.
- The student must be an Australian Citizen, or Australian Permanent Resident residing in Queensland; OR a New Zealand Citizen permanently residing in Queensland.

### Tuition Fees

As part of the conditions of the Certificate 3 Guarantee funding all students are required to pay a Student Co-Co-contribution Fee towards the cost of their studies. Students participating in a Certificate 3 Guarantee program with Goodstart Institute of Early Learning are required to pay a \$200 co-contribution fee at the commencement of their study. If you hold a valid concession card (Health care card or Pensioner Card) the Student Co-contribution fee is \$100.

### Refunds

Refunds of the Student Co-contribution Fee will only be approved if the student notifies Goodstart Institute of Early Learning they do not wish to continue with their enrolment, in writing, prior to the commencement of their course. Refunds will not be given once students have been issued with their learning and assessment materials as per the Fee and Refund policy.

### Terms and Conditions of Certificate 3 Guarantee Funding

- Students who commence enrolment in or complete an approved Certificate 3 Guarantee funded program are no longer eligible to claim funding in the agreement in any other program.
- Students are required to provide their Unique Student Identifier (USI) in order to receive the Certificate 3 Guarantee funding. If a student does not already have a USI they will be required to create a USI at <http://usi.gov.au> and provide their USI to Goodstart Institute of Early Learning.
- Students are required to have accessed and reviewed the Fee and Refund, and Complaints and Appeals policies from Goodstart Institute of Early Learning's website.
- On completion or cancellation of enrolment in an approved Queensland Government funded program students are required to complete a Training and Employment Survey within three months of the reported completion/cancellation date.

# Certificate 3 Guarantee Funding Acceptance Agreement

All students who wish to undertake study via the Certificate 3 Guarantee funding with Goodstart Institute of Early Learning are required to complete this Certificate 3 Guarantee Funding Acceptance Agreement. Please read through this document and complete sections as required. Return the completed, signed and dated form via email to [goodstart@goodstart.edu.au](mailto:goodstart@goodstart.edu.au). Failure to complete and return this agreement prior to enrolment will void your application for Certificate 3 Guarantee funding.

## Student details

<b>Student name</b>			
<b>Date of birth</b>		<b>Unique Student Identifier (USI)</b>	
<b>Address</b>			

## Required Evidence

To confirm your eligibility in this program you are required to provide sufficient evidence. Please ensure you have attached the required evidence from the following criteria

	Student to Complete	RTO to Complete
Acceptable Evidence	Attached with application	Verified by Student Services
<b>Queensland Residency (at least one of the following)</b>		
Queensland Drivers Licence (any type e.g. car, marine, heavy) (front and back to show QLD address)	<input type="checkbox"/>	<input type="checkbox"/>
Department of Veterans Affairs / Pensioner Concession Card (must have Queensland address)	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Card (must have Queensland address)	<input type="checkbox"/>	<input type="checkbox"/>
Commonwealth Seniors Health Card (must have Queensland address)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of Birth (at least one of the following)</b>		
Queensland issued 18+ Card	<input type="checkbox"/>	<input type="checkbox"/>
Queensland Drivers Licence (any type e.g. car, marine, heavy vehicle)	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate or Birth Extract (Issued by an Australian or New Zealand government agency)	<input type="checkbox"/>	<input type="checkbox"/>
Australian or New Zealand Passport	<input type="checkbox"/>	<input type="checkbox"/>
<b>Australia or New Zealand Citizenship (at least one of the following)</b>		
Birth Certificate or Birth Extract (Issued by an Australian or New Zealand government agency)	<input type="checkbox"/>	<input type="checkbox"/>
Australian or New Zealand Passport	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card (not expired and must be the green Medicare Card)	<input type="checkbox"/>	<input type="checkbox"/>

	Student to Complete	RTO to Complete
Acceptable Evidence	Attached with application	Verified by Student Services
<b>Australian Permanent Residency</b> (at least one of the following and <b><u>ONLY</u></b> if the student is a Permanent Resident)		
International Passport (in date, not expired)	<input type="checkbox"/>	<input type="checkbox"/>
Notification of Permanent Residency (and subsequent verification by Student Services via the Visa Entitlement Verification Online – VEVO)	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card (not expired and must be the green Medicare Card)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Australian Temporary Residency</b> (at least one of the following and <b><u>ONLY</u></b> if the student is a Temporary Resident)		
International Passport (in date, not expired)	<input type="checkbox"/>	<input type="checkbox"/>
Notification of Temporary Residency (and subsequent verification by Student Services via the Visa Entitlement Verification Online – VEVO)	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card (not expired and must be the green or blue Medicare Card)	<input type="checkbox"/>	<input type="checkbox"/>

## Declaration

As a student seeking Certificate 3 Guarantee funding for my enrolment I declare;

1. I have not completed a Certificate III qualification (or higher level qualification) since I have left school.
2. I am an Australian Citizen or Australian Permanent Resident or Australian Temporary Resident, or a New Zealand Citizen residing in Queensland. (refer to evidence checklist above).
3. I have read and I understand Certificate 3 Guarantee Funding Information Sheet that accompanies this agreement (above).
4. I understand that by commencing enrolment in a Certificate III level qualification under the Certificate 3 Guarantee funding that I will no longer be eligible for any other Certificate 3 Guarantee funding subsidies in the future.
5. I understand that I am required to complete a Training and Employment Survey within three months of my completion/cancellation date.
6. I will pay a Student Co-contribution Fee of \$200 (\$100 for Concession Card holders) prior to commencement of my enrolment.
7. The information I have provided on this form and within my enrolment application is true and correct at the time of application.
8. I have accessed and reviewed the Fee and Refund, and Complaints and Appeals Policy on Goodstart Institute of Early Learning's website.
9. I'm aware of any Third Party / Partnership / Subcontracting arrangements in place with Goodstart Institute of Early Learning as per the Course Information Guide and/or Student Guide.
10. I will notify Goodstart Institute of Early Learning in a timely manner if any of my personal details or circumstance change which may affect my eligibility for Certificate 3 Guarantee funding – i.e. change of address.

**Students signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If the student is under 18 years of age, a guardian must co-sign this agreement below.

**Guardian Name:** \_\_\_\_\_

**Guardian's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_