Australian Apprentices who hold a current Health Care Card or Pension Card, or can prove genuine hardship, are eligible for a concession from the tuition fee under the terms and conditions outlined in the *ACT Standards Compliance Guide for Australian Apprenticeships*.

Where the Australian Apprentice is granted a fee concession, the Registered Training Organisation (RTO) may apply for reimbursement of the full tuition fee, up to a maximum of $500, from the Chief Minister, Treasury and Economic Development Directorate.

Any tuition fee charged by the RTO in excess of $500 will not be reimbursed.

### Registered training organisation (RTO) details:

|  |  |
| --- | --- |
| RTO Name: |  |
| RTO National Code |  |

### Australian Apprentice details:

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Home address |  |
| Phone |  |
| Australian Apprentice Number |  |

### Reason for Fee Concession:

Health Care Card *(attach a photocopy of card)*

Pension Card *(attach a photocopy of card)*

Other *(attach evidence of hardship)*

##### Please send the completed form to:

**Skills Canberra**

Chief Minister, Treasury and Economic Development Directorate

**Email:** [skills@act.gov.au](mailto:skills@act.gov.au)

**Mail:** GPO Box 158, Canberra ACT 2601

**Phone:** (02) 6205 8555

**Office use only**

Application approved / declined (circle)

Approved/Declined by (print name):

Signed: Date:

|  |  |
| --- | --- |
| **Application approved** | **Application declined** |
| Payment arrangements confirmed | Reason for decline discussed with RTO |
| Approval letter sent to RTO | Application declined letter sent to RTO |