

APPLICATION FOR FEE CONCESSION REIMBURSEMENT

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

Mail: GPO Box 158, Canberra ACT 2601

Phone: (02) 6205 8555

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Office use only

Application approved / declined (circle)

Approved/Declined by (print name): _____

Signed: _____ Date: _____

Application approved	Application declined
<input type="checkbox"/> Payment arrangements confirmed	<input type="checkbox"/> Reason for decline discussed with RTO
<input type="checkbox"/> Approval letter sent to RTO	<input type="checkbox"/> Application declined letter sent to RTO