



# Australian Apprenticeship Support Loan Opt-in Request (1290)

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## When to use this form

Use this form if you are applying for further loan payments under the Australia Apprenticeship Support Loans program ('opt-in request').

You may only use this form if you had a Australia Apprenticeship Support Loan application approved previously.

If you have not successfully applied for Australia Apprenticeship Support Loans previously, you must complete and submit a Australia Apprenticeship Support Loans Application (form 1289). You can get a copy of form 1289 from your Apprenticeship Network Provider.

## Confirming your identity

You must ensure that the information you provide in your opt-in request is correct and matches the information the Australian Taxation Office (ATO) holds about you. If the ATO cannot identify you, you may not receive Australia Apprenticeship Support Loan payments.

The easiest way to check and update your details is through myGov. MyGov is a simple and secure way to access a range of government services online with one username and password. To check your details, access your ATO account at [my.gov.au](https://my.gov.au), and then select 'update contact details'. Alternatively, you can call the ATO on 13 28 61.

## How to lodge your opt-in request

You must complete this form and return it, along with any supporting documentation, to your Apprenticeship Network Provider. The completed form must be returned in person, by mail or via email (preferred).

## For more information

Contact your Apprenticeship Network Provider.

Read the Australia Apprenticeship Support Loans information and fact sheets on [www.australianapprenticeships.gov.au](https://www.australianapprenticeships.gov.au).

## Returning your form

Please return the completed form to your Apprenticeship Network Provider:

(Apprenticeship Network Provider stamp)

**Do not** return this form to the Department Employment and Workplace Relations.



# Australian Apprenticeship Support Loan Opt-in Request (1290)

## What is a Australian Apprenticeship Support Loan?

A Australian Apprenticeship Support Loan can help you pay for your everyday living expenses while you **undertake your apprenticeship or traineeship**. It is an **government funded loan that is paid in monthly instalments for up to six months at a time**. Your debt is **indexed annually** which means the amount you repay in total will be more than the original amount of the loan.

**You will get a 20 per cent discount on your debt when you have successfully completed your apprenticeship.**

Please refer to the 'Australian Apprenticeship Support Loans – at a Glance' fact sheet for details, including payment rates. You can get this fact sheet on <https://www.apprenticeships.gov.au/support-and-resources/financial-support-apprentices>

**You will start repaying your Australian Apprenticeship Support Loan once you have reached the minimum repayment threshold.** You should think about how this will affect you in the long-term before you apply. **If you have any queries regarding loan repayments, please call the ATO on 13 28 61.**

## Who can receive further payments?

You may qualify for further loan payments under the Australian Apprenticeship Support Loans program if:

- \* you have successfully applied for Australian Apprenticeship Support Loan previously,
- \* you continue to undertake an apprenticeship in an occupation or towards a qualification

## What if my circumstances have changed?



When completing this form you must either

- confirm that your circumstances have not changed, or
- notify your Apprenticeship Network Provider of any changes to your circumstances.

**You must notify your Apprenticeship Network Provider within 14 days if:**

- you cancel, suspend or withdraw from your apprenticeship
- you change your employer
- you change your qualification
- your workplace address changes (if you are working in the horticulture sector)
- your Tax File Number (TFN) changes
- your Australian residency status changes
- you are currently (or about to be) imprisoned
- anything else changes that may affect your eligibility to receive Australian Apprenticeship Support Loan payments.

These changes are called '*notifiable changes*'. If you do not notify your Apprenticeship Network Provider of a notifiable change within 14 days, you may commit an offence and need to pay back the money received immediately.

You should also notify your Apprenticeship Network Provider if your contact or bank details have changed.

## Before you apply for further payments

Please also note the 'Australian Apprenticeship Support Loans Change of Circumstances' fact sheet. You can get this fact sheet on <https://www.apprenticeships.gov.au> or from your Apprenticeship Network Provider.

If you have not already done so, it is recommended that you seek independent legal or financial advice before applying for further payments under the Australian Apprenticeship Support Loans program.



# Australian Apprenticeship Support Loan Opt-in Request (1290)

## If you are under 18

If you are under 18 years of age, you are encouraged to seek the acknowledgment of a parent or guardian to demonstrate that you understand the responsibilities related to repaying the Australian Apprenticeship Support Loan.

Minors and their parents or guardians are strongly encouraged to read the 'Australian Apprenticeship Support Loans Under 18s' and the 'Australia Apprenticeship Support Loans under 18s Parent/Guardian' fact sheets. You can get these fact sheets on <https://www.apprenticeships.gov.au> or from your Apprenticeship Network Provider.

## Applying for further payments

If you wish to receive Australian Apprenticeship Support Loan payments beyond the initial six month period, or if you wish for Australia Apprenticeship Support Loans payments to recommence, you can apply using this form. Your Apprenticeship Network Provider will make a decision whether you are eligible to receive further Australian Apprenticeship Support Loan payments.

Your Apprenticeship Network Provider must receive your opt-in request before the next payment would be due. Otherwise, you may not receive a Australian Apprenticeship Support Loan payment for that month.

You can lodge further opt-in requests at any time during your apprenticeship.

## Completing this form

You are encouraged to complete this form using a PDF application. If you wish, you can sign the declaration by typing your name and return the completed form via email. In that case, please confirm in the body of your email that the electronic signature in the attached form was provided by you.

Alternatively, use black or blue pen. Write in block letters. If you make a mistake, cross out the incorrect information, insert the correct information and initial the change. Do not use correction fluid or white-out.

## Supporting documents



You must provide at least one supporting document that allows the Apprenticeship Network Provider to confirm your identity, for example a passport, drivers licence, proof of age card or similar ID. The document provided should show your first and last name, a photo and/or current residential address. If you don't have any of the documents listed above, you can provide your Medicare card, bank card, or similar.

You must provide a legible photocopy/scan/photo of the supporting document(s), preferably in colour. You do **not** need to provide certified copies, unless you are requested to do so.

## Payments

Australian Apprenticeship Support Loan payments are made monthly in arrears. They can only continue after you have submitted the completed opt-in request form to your Apprenticeship Network Provider and you have been found eligible to receive further Australian Apprenticeship Support Loan payments. Payments cannot be made for previous months.

You will receive up to six Australian Apprenticeship Support Loan payments initially. Payments will be made by direct credit into a nominated bank account. This account must be maintained by you either alone or jointly.

Payments received under the Australia Apprenticeship Support Loans program are not classified as income and therefore not subject to income tax.



## Australian Apprenticeship Support Loan Opt-in Request (1290)

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### **Cancelling payments**

You can cancel your Australian Apprenticeship Support Loan payments at any time. If you wish to cancel your payments, please contact your Apprenticeship Network Provider.

### **Before you return your completed form**

Before you return this form ensure that you:

- have read and understood the information on these pages,
- have read and understood the form,
- completed the form in full,
- have signed and dated the declaration, and
- have attached all supporting documents as necessary (identity).

Unsigned, incomplete or copied forms will not be processed.

### **What happens next?**

Once you have submitted your completed opt-in request form, your Apprenticeship Network Provider will assess your opt-in request and advise you in writing whether you are eligible for further payments under the Australian Apprenticeship Support Loans program.



# Australian Apprenticeship Support Loan Opt-in Request (1290)

## Applicant (you)

Client ID (if known)

☐ Mr   ☐ Mrs   ☐ Ms   ☐ Miss

First Name

Middle Name(s)

Last Name

Residential Address

Suburb

State

Postcode

Phone number

Email

Date of Birth

/

/

## Your personal details

Please read carefully and tick all that apply.

☐ My address has changed.

☐ My phone number has changed.

☐ My email address has changed.

☐ My bank details have changed.

☐ Other personal details have changed.

☐ I confirm that none of the above has changed.

## Details of changes to your personal details

If any of the above has changed, please provide details.

## Your eligibility for Australian Apprenticeship Support Loans

Please read carefully and tick all that apply.

☐ I changed my employer.

☐ My workplace address has changed (only relevant if you work in the horticulture sector).

☐ My apprenticeship has been cancelled, suspended or withdrawn.

☐ I changed my qualification.

☐ My residency status has changed.

☐ I am currently (or about to be) imprisoned.

☐ Something else has changed that may affect my eligibility to receive Australian Apprenticeship Support Loans

☐ I confirm that none of the above has changed.

## Details of changes

If any of the above has changed, please provide details.  
Where possible, please include the date of the change.

## Your Tax File Number

Please read carefully and tick if applicable:

☐ My Tax File Number (TFN) has changed.

Please do **not** provide us with your new TFN. The department will liaise with the Australian Taxation Office and ensure your AASL is linked to the correct TFN.



# Australian Apprenticeship Support Loan Opt-in Request (1290)

## Privacy and your personal information

Your personal information is protected by law (including the *Privacy Act 1988*).

The Australia Apprenticeship Support Loans program is jointly delivered by the contracted Australian Apprenticeship Support Network providers (Apprenticeship Network Providers), the Australian Government Department of Employment and Workplace Relations (the department) and the Australian Taxation Office (ATO).

Apprenticeship Network Providers collect your personal information, including your Tax File Number (TFN), to process and manage your Australian Apprenticeship Support Loan application and payments. This information is accessible by the department, and, as relevant to managing your Australian Apprenticeship Support Loan debt, the ATO. Your information may also be used by the department for the purposes of research, statistical analysis and policy development.

The collection and use of your information is authorised under the *Australian Apprenticeship Support Loans Act 2014*. You are not required by law to provide the information requested in this form, however you will not be able to receive a Australian Apprenticeship Support Loan if you fail to do so.

The department only shares your information with other parties where you have agreed, or where the law allows or requires it. The department's privacy policy, which includes information on how the department handles personal information, how you can access or correct personal information, and how to make a complaint, can be found at <http://dewr.gov.au/privacy>. Please refer to your Apprenticeship Network Provider for details on their privacy policy.

## Declaration

I declare that:

- I have read and understood the information provided with this form.
- To the best of my knowledge, the details entered in this form are true and correct.

I acknowledge and accept that:

- If my opt-in request is successful, I will receive up to six Australian Apprenticeship Support Loan payments.
- I am required to repay the amount borrowed through the Australia Apprenticeship Support Loans program, plus any indexation, when my income reaches or exceeds the minimum repayment income threshold.
- I am responsible for requesting further Australian Apprenticeship Support Loan payments if needed.

- I am responsible for seeking to cancel Australian Apprenticeship Support Loan payments as needed.
- I must notify my Apprenticeship Network Provider of:
  - any changes to my contact details;
  - any changes to my circumstances which could affect my eligibility to receive Australian Apprenticeship Support Loan payments.Where I fail to update my details, I may incur a debt that I need to repay immediately.
- Intentionally giving false or misleading information is a serious offence.

## Parents/guardians of an applicant aged under 18 ONLY

I acknowledge that the applicant is fully aware of the commitment into which they are entering.

(only sign here if you are the parent/guardian of an applicant aged under 18)

Printed name of parent/guardian

Date

## Where parent/guardian acknowledgement could not be obtained

Reason/s:

## Your signature

Applicant's signature

Date

**Please return the completed form to your  
Apprenticeship Network Provider.**

**Keep a copy of this form for your records.**



# Australian Apprenticeship Support Loan Opt-in Request (1290)

Office Use Only

Office Use Only

## Apprenticeship Network Provider – Declaration

☐ This opt-in request to receive Australian Apprenticeship Support Loan payments is approved and meets all criteria for payment.

I declare that:

- I have verified the details provided;
- I am satisfied that the applicant qualifies for a Australian Apprenticeship Support Loan;
- The opt-in request form has been completed in accordance with the Australian Apprenticeship Support Loans Program Guidelines and the Australian Apprenticeship Support Network Operating Guidelines;
- I have taken due care in ensuring that the applicant is aware of the obligations and implications of taking on an income contingent loan, in particular where the applicant is under the age of 18.

Evidence of identity has been:

- ☐ received (refer attached)
- ☐ sighted and file noted

If sighted, provide document type/s and number/s:

I acknowledge and accept that intentionally giving false or misleading information is a serious offence.

☐ This opt-in request to receive Australian Apprenticeship Support Loan payments is not approved.

Reason/s:

## Apprenticeship Network Provider – Signature

Signature of the person making the declaration

Printed name of the person making the declaration

Date

/ /

Name of Apprenticeship Network Provider