

# Submitting your government forms

## Completing an electronic commonwealth assistance form (eCAF) on eStudent

### Which government forms do I need to submit?

Use the table below to determine which form(s) you must submit

My residency status	What place I have been offered	
	Commonwealth supported place (CSP)	Domestic fee paying (DFEE)
Australian citizen	HECS-HELP* SA-HELP	FEE-HELP SA-HELP
Permanent resident (non-humanitarian visa holder)	HECS-HELP*	Not eligible
Permanent resident (humanitarian visa holder only)	HECS-HELP* SA-HELP	FEE-HELP SA-HELP
New Zealand citizen	HECS-HELP*	Not eligible
Eligible New Zealand special category visa holder	HECS-HELP* SA-HELP	FEE-HELP SA-HELP

\* These forms are compulsory. You must complete this form to enable you to enrol in unit/s.

Refer to the [eStudent tutorial videos](#) to learn how to submit these forms.

### How do I complete these forms?

1. Log onto [eStudent](#)
2. Click on the 'My Offer' or 'My Finances' tab
3. Click 'Submit Commonwealth Assistance Form (eCAF)'
4. Select 'Add New' for the course you are currently 'Admitted' into or choose your most recent 'Offered' course.
5. The available forms will appear. Select 'Complete Form' for the one you are after and complete it.
6. Once submitted, if all details are correct, you should receive a message in 'green' advising the form has been approved\*

\* If not, there was likely an error with the details submitted. Please attempt to submit the form again

## Student Services and Amenities Fee (SSAF)

This is an amount to be paid by any part-time or full-time students. It provides funding for student support services such as campus wellbeing, sport and recreation facilities, food and beverage operations.

**Remember:** HECS-HELP AND FEE-HELP forms allow you to defer your **tuition fees**. These forms will **not allow you to defer SSAF**.

A separate SA-HELP Assistance form allows you to defer your SSAF. For further information on the SSAF, please refer to our website [here](#).

## New Zealand Special Category Visa Holders

If you are a New Zealand Citizen and a Special Category Visa (SCV) holder, you may be eligible to defer your fees. You will need to be assessed as being an eligible SCV holder. To find out more information about meeting eligibility requirements and how to defer, please look [here](#). You must be assessed by the relevant census date if you wish to defer your fees for the current session.

### **What is the census date?**

The census date in each session is the last date that you can withdraw from a unit without incurring any academic penalty or financial liability for the unit.

You can view the census dates for each session [here](#).

## Don't have a Tax file number just yet?

1. **Submit the HECS-HELP form** and in Section D Tax File Number, click the "*I do not want a HECS-HELP loan. I am applying for a CSP only and will pay my student contribution upfront and in full*" box.

In Section E Declaration, do not click the two check boxes regarding 'Requesting a HECS-HELP loan'.

Don't worry – you won't need to pay your fees upfront as long as you provide your TFN before the census date.

2. **Apply for a TFN** – keep in mind it may take up to 28 days for the ATO to process.
3. If you haven't already added your TFN to your HECS-HELP form, once you have received your TFN, will need to complete the relevant HELP forms **again** and this time **add your TFN** to the eCAF/s. Your TFN must be on the eCAFs by the census date to enable you to defer your fees for a study period.

**Please note:** You must have a TFN to complete a FEE-HELP or SA-HELP form and these must be completed by the census date.

## Change in Residency/Citizenship information

Please note that you must notify the University as soon as your residency or citizenship details change. This includes if you are a New Zealand citizen and become a Permanent resident or if you hold a Humanitarian Permanent residency visa and change to a Permanent resident (non humanitarian). You can contact the University by submitting an enquiry through [ask.mq.edu.au](mailto:ask.mq.edu.au)

Please add the text **ATTN: eCAF Team** in the subject line of your enquiry.

## Changes to Higher Education Loan Programs (HECS-HELP and FEE-HELP) in 2020

For information on changes to HECS-HELP and FEE-HELP from 2020 and how much you may be able to borrow please [click here](#).

### Do you have a question?

You can find more information on [fees and costs](#), search our [Knowledge base](#), or contact Student Connect:

Online	<a href="#">Ask Student Connect a question</a>
Phone	+61 2 9850 6410
Visit Us	18 Wally's Walk, Level 2 MUSE Macquarie University North Ryde NSW 2109 <a href="#">View on campus map</a>
Hours	Monday – Friday 8.30am – 5.30pm