

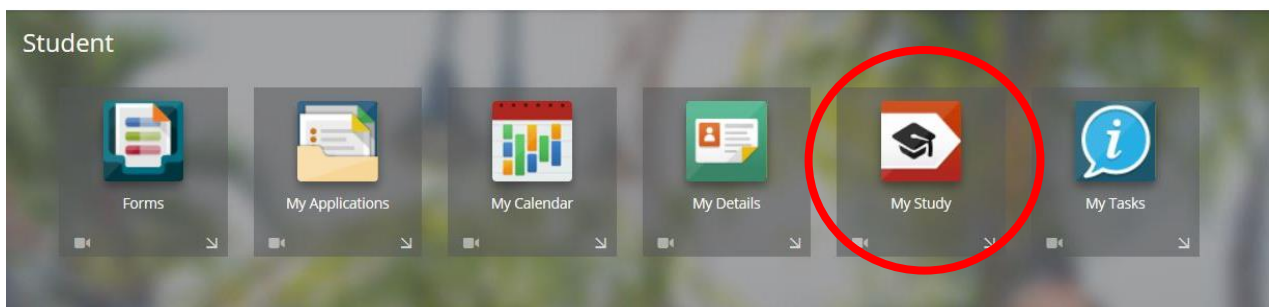
INSTRUCTION SHEET MYCENTRE



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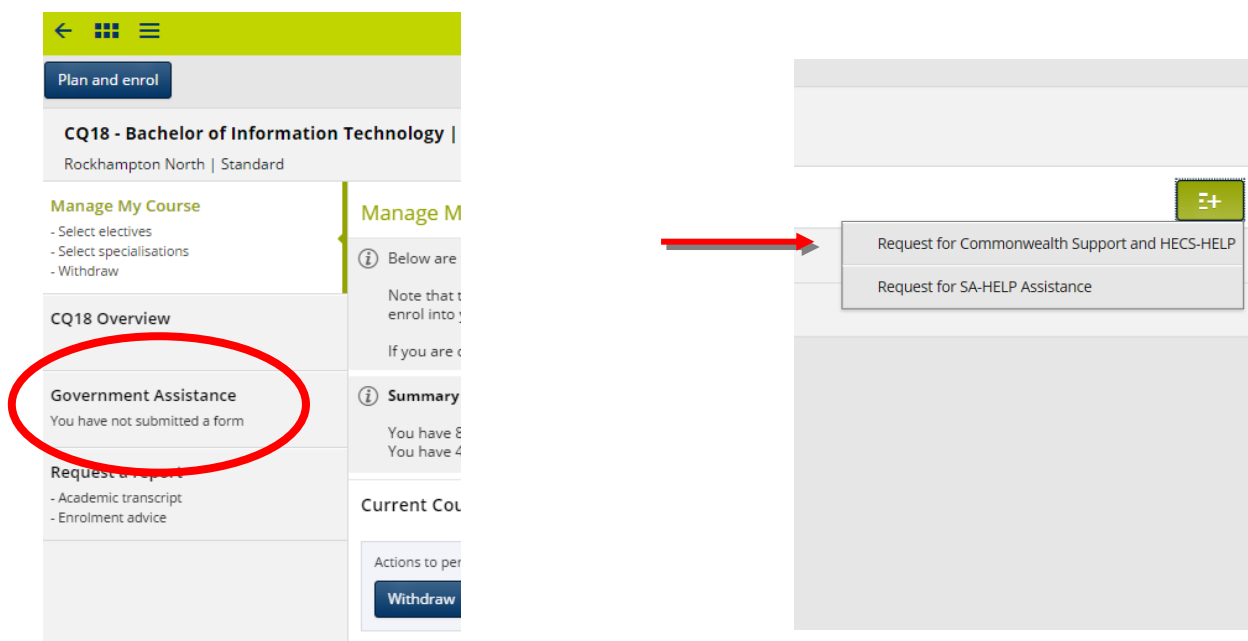
Submit a Request for Commonwealth support and HECS-HELP Form

To complete a Request for Commonwealth support and HECS-HELP form, visit mycentre.cqu.edu.au and log in with your student number and password, then select 'My Study' from the home page selection menu.



Select 'Government Assistance' from the selection panel on the left. Using the drop-down menu button on the right, select the **Request for Commonwealth support and HECS-HELP** form. Click on the form title and more information will display.

Note: Only forms you are eligible to complete will be displayed in the Government Assistance tab.



Submit a Request for Commonwealth support and HECS-HELP Form

This document is uncontrolled when printed.

Submitting the form

Follow the on-screen instructions to complete the form. Please note, it is strongly recommended that all students not studying an Enabling course such as STEPS or TEP supply a TFN when completing the HECS-HELP form. If you do not supply a TFN on submission of the form, you are required to submit a TFN via the 'My Tasks' tile or pay your Student Contribution amount in full by the Census date of the enrolled term. If you do not supply a TFN or pay in full by the Census date, you will be withdrawn from all units in that term.

Once you have filled out each section of the form, press the 'Submit Request' button at the top right of the screen, and print a copy of the form for your records.

If you aren't ready to submit the form, press the blue 'Save' button located next to the 'Submit Request' button and you can return to finish the form at a later date.

Commonwealth Support and HECS-HELP Form

[Click here to submit form](#)

Submit Request

[Click here to save form](#)

Commonwealth Assistance Forms

- All students in a Commonwealth supported place must complete a *Request for Commonwealth Support and HECS-HELP form*.
- Full paying students who wish to apply for FEE-HELP must complete a *Request for FEE-HELP assistance form*.
- Eligible Commonwealth supported and full fee paying students who wish to apply for SA-HELP must complete a *Request for SA-HELP assistance form*.
- These electronic forms are pre filled with personal details you have already provided to CQUniversity. You cannot change this information on the form. If your details are incorrect **DO NOT PROCEED** with the form but contact the [Student Advice Team](#).
- After completing any online form a page will display informing you that it has been successfully submitted. Contact the [Student Advice Team](#) if you don't receive this confirmation.
- To be eligible for assistance you **must** submit all forms **BY CENSUS DATE** of the term in which it is to take effect.
- If you have submitted a paper form after having submitted an online form for your program, your paper form details will supersede the details submitted on your online form.
- Details submitted on a paper form cannot be viewed online - the student copy of the paper form returned to you is your only record; please retain it for future reference.

Warning

If you are an Australian Citizen or New Zealand Special Category Visa holder and yet to fill out a Commonwealth Assistance Form for this HELP Loan Scheme, please note that you must answer 'Yes' to the **Will you be studying at least part of your course of study in Australia?** question below in order to submit this form. If you answer 'No' to this question, you will be unable to submit this form and must request a paper form. For more information, please visit [Study Assist](#).

General Information

Important information

If you have been offered a Commonwealth supported place, you **MUST** submit the *Request for Commonwealth support and HECS-HELP form* by the Census date of your first term of enrolment. **Failure to submit a valid form by the Census date of your first term will result in your enrolment being cancelled.**

Do you need to submit a *Request for SA-Help Assistance form*? Read the [Submit a Request for SA-HELP Assistance Form instruction sheet](#).