

2014 Evidence of Student Eligibility and Student Declaration

This Form MUST be completed and signed for students eligible for a Government Subsidised place. This form must accompany the Enrolment Form.

Please note this form once signed will only be valid one month prior to course commencement.

To be completed by the student

I, _____
(Student's name)

in seeking to enrol in _____

(Include full title of qualification/s in which student is seeking to enrol)

declare that:

a) The highest qualification I currently hold is:

(Include full title of qualification, e.g. Certificate III in Aged Care; Intermediate VCAL, Year 10)

b) I have commenced or I am scheduled to commence
0 1 2 3+ government subsidised course(s) in 2014*
(Circle number)

c) I am currently undertaking **0 1 2 3+** government
subsidised course(s)** (Circle number)

d) I understand that my enrolment in the above
qualification/s is being subsidised by the Victorian
and Commonwealth Governments under the
Victorian Training Guarantee. I understand that
enrolling in the above qualification/s may affect
my future training options and eligibility for further
government subsidised training under the Victorian
Training Guarantee.

e) **I AM / AM NOT** enrolled in the Commonwealth
Government's Skills for Education and Employment
program (circle appropriate response)

Signature: _____

Date: ____/____/____

* Include any courses which you have enrolled in but have not yet started. Do
not count the course you are currently applying for.

** Include any courses which you started prior to 2014 and are continuing in.

To be completed by an authorised GOTAFE representative

I confirm that in relation to:

(Student's name)

I have sighted one of the following original, or a certified
photocopy of the original, documents:

(Please see over page for the authorised persons who can certify copies)

- ☐ An Australian Birth Certificate (not birth extract);
- ☐ A current Australian Passport;
- ☐ A current New Zealand Passport;
- ☐ A naturalisation certificate;
- ☐ A green Medicare Card;
- ☐ A signed declaration by relevant referee;
- ☐ Formal documentation issued by the Australian
Department of Immigration and Citizenship confirming
permanent residence

And only IF the student's age is relevant to their eligibility (under
20 years old at the 1st January 2014) and the document produced
from the list above does not include a date of birth:

- ☐ A current drivers licence; or
- ☐ A current learner permit; or
- ☐ A Proof of Age card; or
- ☐ A 'Keypass' card

Based on discussion with the student, the above evidence I have
sighted, and the information provided to me by the student in 'To
be completed by the student' section of this form, I believe that the
above individual satisfies the Victorian Training Guarantee eligibility
criteria as set out in the VET Funding Contract and is eligible for
funding under the Victorian Training Guarantee for the following
qualification/s:

(Include full title of qualification/s in which student is seeking to enrol)

Authorised by GOTAFE Representative:

Name: _____

Position: _____

Signature: _____

Date: ____/____/____

Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised Persons Include:

- A justice of the peace or a bail justice
- A public notary
- An Australian lawyer (within the meaning of the legal profession act 2004)
- A clerk to an Australian lawyer
- The prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates’ Court or the registrar or the deputy registrar of the Magistrates’ Court
- The registrar of probates and the assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court
- A person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- A member of the police force
- The sheriff or deputy sheriff
- A member or a former member of either House of the Parliament of Victoria
- A member or a former member of either House of the Parliament of the Commonwealth
- A councillor of a municipality
- A senior officer of a council as defined in the Local Government Act 1989
- A registered medical practitioner within the meaning of the Medical Practice Act 1994
- A registered dentist within the meaning of the Dental Practice Act 1999
- A veterinary practitioner
- A pharmacist
- A principal in the (State) teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- The secretary of a building society
- A minister of religion authorised to celebrate marriages (not a civil celebrant)
- A person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- A fellow of the Institute of Legal Executives (Victoria).