

# 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

### What is my residency status?

	Australian citizen	Permanent Resident (Non-Humanitarian)	Permanent Resident (Humanitarian Visa holder only)	New Zealand Citizen	Eligible New Zealand Special Category Visa Holder
<b>What place have I been offered?</b>	Commonwealth Supported place (CSP)	HECS-HELP* SA-HELP	HECS-HELP* SA-HELP	HECS-HELP* SA-HELP	HECS-HELP* SA-HELP
	Domestic fee paying (DFEE)	FEE-HELP SA-HELP	Not eligible SA-HELP	FEE-HELP SA-HELP	Not eligible 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.

## Student Services and Amenities Fee (SSAF)

This is an amount to be paid by any part-time or full-time domestic undergraduate student. 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 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, [here](#).

## What if I don't have a Tax File Number?

If you are eligible to, and wish to defer your fees via a HECS-HELP loan, you will need to provide the University with your Tax File Number (TFN) by the census date of your first study period.

### **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 load’.

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. Once you have received your TFN, send an email to [ecaf@mq.edu.au](mailto:ecaf@mq.edu.au) including:

Your name

Student ID

TFN (with no gaps)

**Please note:** You must have a TFN to complete a FEE-HELP or SA-HELP form.

### **Do you have a question?**

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

<b>Online</b>	<a href="#"><u>Ask Student Connect a question</u></a>
<b>Phone</b>	+61 2 9850 6410
<b>Visit Us</b>	18 Wally's Walk Building C7A, Level 2 MUSE Macquarie University North Ryde NSW 2109 <a href="#"><u>View on campus map</u></a>
<b>Hours</b>	Monday – Friday 8.30am – 5.30pm