

# Commonwealth Prac Payment (CPP) Application Form (Learners)

**PLEASE NOTE: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.**

## Instructions:

1. Student completes this form to apply for and determine eligibility for the Commonwealth Prac Payment
2. Your application must include evidence of Commonwealth income support payment or payslips/letter from an employer
3. Send completed application form and evidence to [assist@holmesglen.edu.au](mailto:assist@holmesglen.edu.au).
4. If eligible you will be asked to complete a Banking Information form to facilitate payment into your bank account
5. Holmesglen Officer scans the Commonwealth Prac Payment form and evidence against the student account in Banner Document Management (BDM) system.

## Student Details

Last name:

First name(s):

Holmesglen Student ID Number:

Domestic Student:

Yes

No

Enrolled in a Commonwealth Supported Place (CSP):

Yes

No

Email Address:

Contact Telephone Number:

## Eligibility Criteria

**In receipt of a Commonwealth income support payment** (for example: ABSTUDY, Austudy, Youth Allowance, etc.) Evidence attached from MyGov - Centrelink.

or

### 'Need to Work' test

Payslips or Letter from employer showing work for greater than 15 hours/earning less than \$1,500 per week over a 4 week period.

or

**Exceptional Circumstances** as outlined in the Commonwealth Prac Payment (CPP) Guidelines issued by the Federal Government.

## Declaration

**Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) (note this is a link) and provision of false or misleading information will be investigated and may exclude an application from further consideration. Holmesglen Institute complies with the Information Privacy Act 2000 and the Health Records Act 2001. Any information you provide us will be used in accordance with the Information Privacy principles in these acts.**

### Application

- I declare that the information provided is, to the best of my understanding and knowledge, complete and correct.
- I declare that I am currently enrolled in an eligible course at Holmesglen Institute and am undertaking (or will undertake) a practical placement that is a formal requirement of my course.
- I acknowledge that Holmesglen Institute may perform checks on the information I have provided, and I agree to provide evidence to verify the information in this form. I am aware that there are severe penalties for providing false or misleading information.

- I will promptly notify Holmesglen Institute of any changes to my enrolment or placement that may affect my eligibility.

### Privacy

- I acknowledge that Holmesglen Institute may share my personal information with third parties where the Institute reasonably considers it necessary. I give my permission for the Institute to supply any relevant official records in accordance with Scholarship and Privacy Legislation.
- All collection and disclosure of personal information will be in line with the Holmesglen Privacy Policy

### Scholarships

- I agree to provide additional supporting documentation or placement confirmation if requested
- I agree to comply with all conditions and reporting requirements associated with this scholarship.
- I understand that this scholarship is provided to support students undertaking placements in Commonwealth priority areas or areas of workforce need as determined by the Commonwealth Government

Student signature:

Date:

## Office Use Only

Eligible:

Yes

No

Eligibility Criteria:

Commonwealth Income Support

Payslip/Letter

Exceptional Circumstances

Holmesglen Officer:

Signature:

Date: