Australian Government
Australian Taxation Office

Eligibility checklist for early childhood education teachers

Complete **all** the questions in the eligibility checklist below.

If you answer:

- **yes** to all of the questions, you are eligible to apply for the HECS-HELP benefit for early childhood education teachers.
- **no** to any of the questions, you are **not** eligible for the benefit. However, if you believe you are eligible to apply, phone us on **1300 650 225** to discuss your eligibility requirements.

❗ If you need help answering any of the questions below, refer to the instructions (see question reference provided) to help you.

Eligibility checklist

	Yes	No
Are you applying for the **2015–16 and/or the 2016–17 income year**? If you are applying for both years, you must complete a separate application for each year.	☐	☐
Have you completed an early childhood education teaching course?	☐	☐
Were you a Commonwealth-supported or HECS-liable student for some, or all, of that course?	☐	☐
Were you employed in an eligible facility in Australia for at least one week in the income year (1 July – 30 June) for which you are applying?	☐	☐
Was the facility where you worked located in an eligible postcode location?	☐	☐
Did you spend some of your employed time in an eligible facility in Australia, providing any of the following: ■ education or childcare services to children who have yet to commence formal schooling? ■ pedagogical support to staff who teach those children?	☐	☐
Did you incur a HELP debt at course completion in respect of that course and still have some or all of that HELP debt to repay?	☐	☐
Do you have a HELP debt in the income year (1 July – 30 June) you are claiming for?	☐	☐

HECS-HELP benefit application for early childhood education teachers

Australian Government
Australian Taxation Office

COMPLETING YOUR APPLICATION

- You must complete **all** questions below before submitting your application.
- Use the 'check form' button at the end of this application to ensure all questions have been completed.
- Refer to the instructions to help you complete this application.

! Complete and print your application in one session, because data entered cannot be saved when you close the file.

Ensure you sign the declaration before lodgment.

Make a copy of your application for your own records.

Section A: **Personal details**

1 Your tax file number (TFN) ☐☐☐ ☐☐☐ ☐☐☐

! We are authorised by the *Taxation Administration Act 1953* to collect your TFN. You are not required by law to provide your TFN. However, quoting your TFN reduces the risk of administrative errors that could delay the processing of your application.

2 Your full name

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name

First given name

Other given name

Has any part of your name changed since completing your eligible course of study?

No ☐ Go to question 3.

Yes ☐ Provide your previous family and first name.

Previous family name

Previous first name

3 Your postal address

Provide the address where you want your mail sent.

Suburb/town/locality

State/territory (Australia only)

Postcode (Australia only)

Country if outside Australia

Have you changed your postal address since your last tax return?

No ☐ Go to question 4.

Yes ☐ Print your postal address as it was when you last dealt with us.

Suburb/town/locality

State/territory (Australia only)

Postcode (Australia only)

Country if outside Australia

4 Your date of birth Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Sensitive (when completed)

5 Your contact details

If we need to ask you about your application, it is quicker by telephone.

Daytime phone number (including area code)

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Mobile phone number

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Email address

[   ]

Section B: **Course details**

6 Your course name

As shown on your academic transcript or testamur – for example, Bachelor of Education (Early Childhood Education).

[   ]

7 The date you completed your course

This is the date that you successfully met the academic requirements for your course as advised by your provider.

Day [ ][ ] / Month [ ][ ] / Year [ ][ ][ ][ ]

8 The place where you completed your course

The name of your higher education provider – for example, Curtin University.

[   ]

Section C: **Occupation details**

If you have more than one eligible workplace location, facility or payer, provide details (covering questions 11–15) on a separate sheet of paper and include with this form. Make sure you include your full name and TFN on each sheet of paper.

9 Income year you are applying for

Place an **X** next to the income year you wish to apply for. If you believe you are eligible to apply for both income years, you must complete a separate application for the additional year.

1 July 2015 – 30 June 2016 [ ]   1 July 2016 – 30 June 2017 [ ]

You may be eligible for an additional benefit as an education graduate – see section D.

10 Your occupation

For example, preschool teacher or childcare director.

[   ]

11 Where you were employed as a graduate of an early childhood teaching course

See the instructions at question 11 for examples of eligible facilities.

Childcare centre [ ]   Kindergarten (prior to formal schooling) [ ]   Preschool [ ]

Other [ ] ▶ Specify here [   ]

12 Were you teaching or providing pedagogical support?

Teaching [ ]   Providing pedagogical support [ ]

13 Your workplace postcode

Enter the postcode of the suburb in Australia where you travel to in order to perform your job. See the list of eligible postcodes in the instructions at question 13. If your workplace postcode is not listed, you are **not** eligible for the benefit.

[ ][ ][ ][ ]

14 Your payer's registered business or trading name

Provide the name of your payer's (employer's) registered business or trading name. For example, XYZ childcare centre.

[   ]

15 Your payer's contact details

Provide the name of the contact person for your payer (employer).
This could be your payroll officer, human resource manager or the area that organises your payroll.

Daytime phone number (a contact number must be provided)

16 Number of weeks employed in your occupation after completing your course

If you worked the full income year in Australia (1 July – 30 June) enter '**52**' in the box below.

If you only worked part of the income year in Australia, and need help calculating the weeks you can claim, go to question 16 in the instructions.

17 Will you be lodging an Australian tax return or have a requirement to report your worldwide income as non-resident for the income year for which you are applying?

Yes ☐   No ☐ ▶ Go to section E.

❗ If you are not required to lodge a tax return for the income year you are applying for, select 'No'.

Section D: **Additional benefit as an education graduate**

❗ You can apply for an additional benefit as an education graduate if you:
- completed your education course of study **after 30 June 2009**, and
- have a compulsory repayment or overseas levy included on your income tax notice of assessment or notice of overseas levy for the income year (1 July – 30 June) for which you are applying.

18 Do you want to apply for the additional benefit as an education graduate?

Yes ☐   No ☐

If you answer 'Yes' and you satisfy the requirements above, we will work out your additional benefit by using the same information you supplied at questions 6–9 and question 16. If your education graduate course information is different to that already supplied, include the information on a separate sheet of paper with this form. Make sure you include your full name and TFN on each sheet of paper.

Section E: **Declaration**

Privacy

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For further information about your privacy go to ato.gov.au/privacy

⊖ Penalties may be imposed for giving false or misleading information.

Declaration
- *I declare that the information given on this application, including any attachments, is accurate and complete.*
- *I understand that I cannot withdraw my application once it has been processed.*

Signature

Date

Day / Month / Year

Lodging your application

Send your completed application, including any attachments, to:
Australian Taxation Office
PO Box 1032
ALBURY NSW 2640

❗ Make a copy of your application for your own records before you send it.