

This quick reference guide covers how to manage your course and subject enrolments in the 'My Capability - Program' student system.

Please note screenshots displayed in this document are for illustrative purposes. Actual screens may vary due to system enhancement.

This guide covers instructions on how to

- [Enrol in my subjects for the Term](#)
- [Complete my electronic Commonwealth Assistant Form \(eCAF\) to request FEE-HELP Loan Assistance \(if eligible\)](#)
- [Indicate how I wish to pay for my subject enrolments and complete payment](#)
- [Find out if I need to supply my Australian Government issued Unique Student Identify \(USI\) to CA ANZ & how to get a USI?](#)
- Supply my Unique Student Identify (USI) to CA ANZ
 - [during enrolment](#)
 - [outside of enrolment](#)
- [Supply CA ANZ my citizenship/residency documents evidencing eligibility to request FEE-HELP Assistance](#)
- [View my Tax Invoice for my credit card payments](#)
- [View my Commonwealth Assistance Notice\(s\) \(CAN\)](#) (If using FEE-HELP to cover all or part of my subject tuition fees)
- [View my course progress](#)
- [View my course results](#)
- [Withdraw from a subject](#)
- [View my Personal Timetable](#)

Subject Enrolment

- Navigate to www.charteredaccountantsanz.com

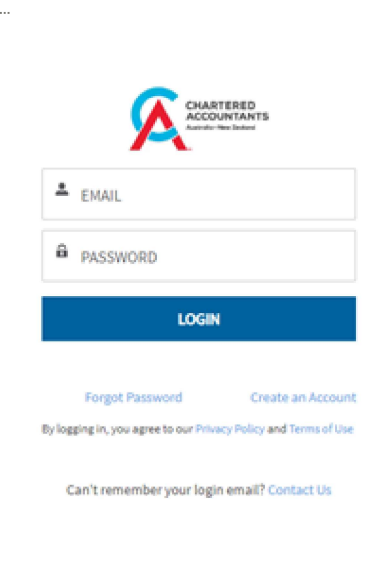
and

- Click on **LOGIN TO MY CA** via the top right-hand corner of the page.



Sign in with MyCA

- Log in using your email address.
- If you have forgotten your password, use the Forgot Password link.



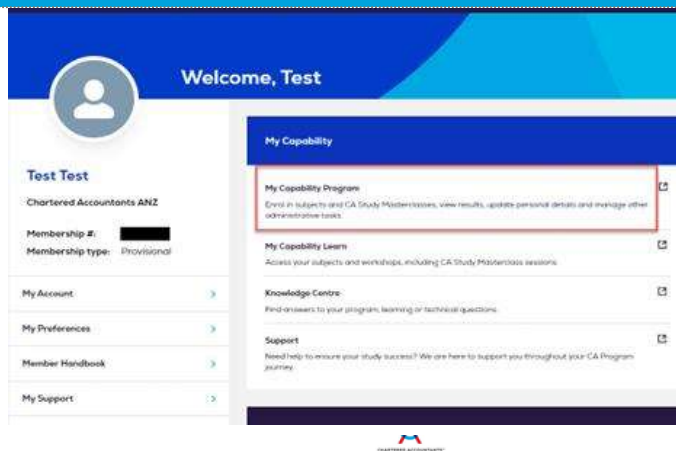
Subject Enrolment

- Select "My Capability" to start the enrolment process.
- Click "Sign in with MyCA" [no login credentials required]

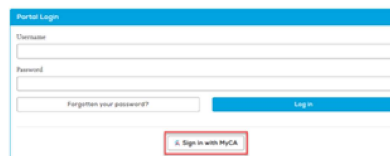
If you are having any problems logging in, contact our Member Support Team.

Details at:

<https://www.charteredaccountantsanz.com/contact-us>

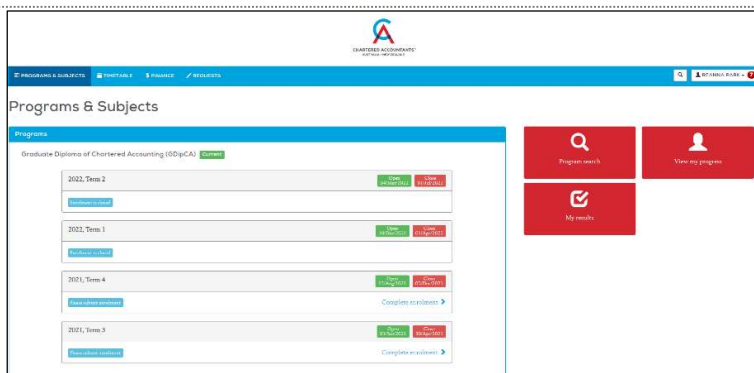


My Capability - Program

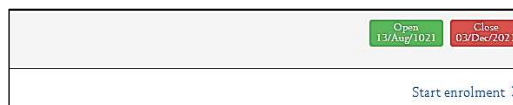


Select your term and subjects

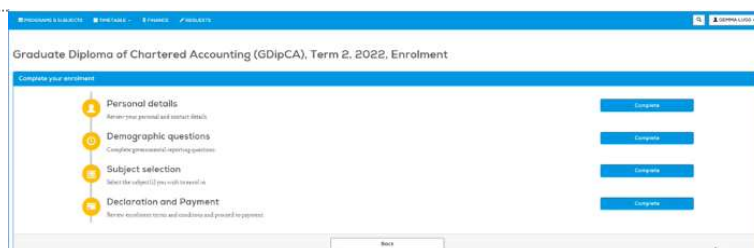
- Navigate to My Capability - Program
- Click on "Program & Subjects" to view the Program and Subjects page.



- To begin your subject enrolment, select the **Start Enrolment** link for the Year and Term.



You will be presented with a Summary of the information that you are required to complete to finalise your enrolment.



- Before you can start your enrolment you will need to click the Complete button next to Personal details to **confirm and update your address details**.



Subject Enrolment

- **Check that your Personal details are complete and correct.**

If your personal details are correct select 'Next'. If your personal details need to be updated select 'Request change', input the required change, upload your supporting documentation, and press submit.

IMPORTANT:

Your Legal name must at all times exactly match your name as supplied to the Australian Government for your Unique Student Identifier, if applicable. If your name changes you need to update both your CA ANZ records and USI record.

FEE-HELP assistance applicants should note that if this information doesn't match your FEE-HELP Loan assistance request will be rejected by the Australian Government and you will remain liable to pay your course tuition fees upfront to CA ANZ by credit card or employer token (as applicable).

Completing course candidates should note that if this information doesn't match CA ANZ is not able to graduate you from your GradDipCA course or provide your testamur and official academic statement to you.

- ➔ **Click here to check your personal details on the [USI Registry System](#) (external link)**

- Check that your **Term, Permanent Home and Mailing Address** details are complete and correct.

If your address information is correct select 'Next'.

Click 'Update' if your address is missing or to correct your address.

If updating your Term or mailing address you will be directed to update your address in MyCA. If updating your Permanent Home Residential Address you will be directed to the screen shown opposite

Note:

Your Term Residential Address is how the system determines whether to bill you in Australian or New Zealand dollars.

If you are applying for FEE-HELP assistance your Term and Permanent Home Address are used by the system, along with your Demographic information and other information you supply in the system, to determine your eligibility to apply for a FEE-HELP Loan.

Upon your completion of the CA Program academic award, your official Academic Record and Testamur will be posted to the mailing address held in the system.

Initial screen displayed for verification of your legal name supplied to CA ANZ

Subject Enrolment

- Complete and check that your Citizenship and Visa status details are complete and correct.

Note:

The information you supply here will be used by the system to determine

- the tuition fee type you are required to pay (i.e. domestic, overseas (studying in AU) or overseas (studying outside AU); and
- whether you may be eligible to apply for FEE-HELP assistance (among other information held in the system).

Please note: If you are a NZ citizen who holds a Special Category Visa (SCV) or prior held a SCV and have transitioned to a permanent Australian resident visa, please select the second citizenship/residency status option.

- If requested by the system, input your Australian Government issued Unique Student Identifier (USI).

A valid USI must be input to proceed.

Important:

You must ensure your personal details in the Australian Government's USI Registry are up to date and match your First Name, Middle Name(s), Last Name details displayed under the 'Personal details' screen (see above). If these details do not match subsequent government verification processes, CA ANZ will request you to resubmit your USI. If your FEE-HELP application is rejected due to your USI verification processes failing, you will also be liable to pay any tuition fees upfront to CA ANZ.

If you change your name it is your responsibility to ensure your new name is updated in both the Australian Government's USI Registry and CA ANZ MyCapability – Program student system.

This screen will not appear if you are not required to supply a USI to CA ANZ and will be pre-filled if you have prior supplied CA ANZ your USI.

[Click here to find out if you need to supply an Australian Government USI to CA ANZ and how to get a USI?](#)

- Complete and check that your Demographic details are correct and current.

Note:

Some of these demographic questions may seem not applicable to candidates studying the CA Program from New Zealand or other countries outside Australia, however CA ANZ is obligated to collect this requested information from all CA Program candidates as a registered Higher Education Provider under the TEQSA Act 2011 and an approved Provider of FEE-HELP under the Higher Education Support Act 2003 (HESA).

Subject Enrolment

- If you have any **temporary or permanent impairment or long-term medical condition** that requires Special Provisions, select Yes and complete the disability questions presented.

Note:

If you think you're likely to be disadvantaged by a temporary or ongoing disability and/or ongoing health condition in your studies and/or assessments, depending on your circumstances, you may apply for special provisions e.g. extra time for your exams.

Special provisions aim to minimise or eliminate the impact of the disability and/or health condition while maintaining academic standards.

[For further details please read the Assistance for Candidates Policy](#)

Demographic questions

Disability Questions

We are required to collect and return demographic data to the Australian Government. This information is solely for statistical purposes and is not used as the basis for decisions taken in regard to your study. It is a condition of your ongoing enrolment that this information is provided and kept accurate and complete.

Do you have a disability, impairment, or long-term medical condition which may affect your studies?*

No
 Yes

Disability Questions

We are required to collect and return demographic data to the Australian Government. This information is solely for statistical purposes and is not used as the basis for decisions taken in regard to your study. It is a condition of your ongoing enrolment that this information is provided and kept accurate and complete.

Do you have a disability, impairment, or long-term medical condition which may affect your studies?*

No
 Yes

Demographic questions

Disability Questions

We are required to collect and return demographic data to the Australian Government. This information is solely for statistical purposes and is not used as the basis for decisions taken in regard to your study. It is a condition of your ongoing enrolment that this information is provided and kept accurate and complete.

Do you have a disability, impairment, or long-term medical condition which may affect your studies?*

No
 Yes

Please select from the options below which areas of impairment you have. Please be assured that information provided here will be held confidentially.

Head of Hearing/Deaf
 Physical Disability
 Intellectual Disability
 Specific Learning Disability
 Mental Health Condition
 Acquired Brain Injury
 Low Vision/Blind
 Medical Condition
 Neurological Condition
 Other Disability
 Not Specified

Subject Enrolment

- Now you are ready to commence your subject enrolment.

This involves.

- selecting the subjects and if applicable associated workshops that you wish to enrol in; and
- completing payment for your enrolled subjects

Only subjects and workshops timetabled for your program of study for the term are available for you to select.

Click Complete next to Subject selection to select your subject enrolment(s).

- To select subjects that are open for enrolment, click on **View List** in Core Subjects.
- Navigate to the subject(s) you wish to enrol into and **click Add**



Subject selection
Select the subject(s) you wish to enrol in

Complete

Please select your subject(s)

Core subjects

View List

Subject	Subject details & pricing	Term & Location	Credits	Add
CACC1500	Ethics and Business	Term 3	6	Add
CACC1501	Risk and Technology	Term 3	15	Add
CACC1502	Financial Accounting and Reporting	Term 3	15	Add
CACC1503AU	Tax (AU)	Term 3	15	Add
CACC1503NZ	Tax (NZ)	Term 3	15	Add

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

- If you are completing GDipCA or CASM programs scroll down and click **View List** to see a **list of available subjects**.
- Select the subjects that you wish to enrol into and click Add

CA Masters - Capstone Module

Hide List

Search

Subject	Subject details & pricing	Term & Location	Credits	Add
CAP	Capstone	Term 3	8	Add

- If subjects have associated workshops, **select your workshop preferences** 1 and 2.
- Click Save workshops to proceed.

Mode	Workshop selected?
	✘ <input type="text" value="Select workshop (preference 1)"/>
	✘ <input type="text" value="Select workshop (preference 2)"/>
No workshops required for this Subject	
Save workshops	

Subject Enrolment

- Supply details if you require **Special Provision**.
- Click Next to proceed.

- Select your **Time zone** and click Submit so that your workshop timetable is aligned with local time.

- Request **FEE-HELP Assistance (if eligible)**
- The system will assess whether you have applied or may be eligible to apply for FEE-HELP Assistance from the Australian Government and present you with a screen like that shown opposite depending on your circumstances.
- If you have not applied for FEE-HELP assistance the system will present a screen like those shown opposite depending on your citizenship, residency and visa status, and also course of enrolment.

Different screens depending on your citizenship, residency and visa status, and course of enrolment.

Figure 1 Example Screen only – May be eligible reflective of citizenship/residency

Figure 2 Example Screen only - May be eligible as NZ citizen with a term residential address in Australia

Note: The system defaults to permit NZ citizens with a term residential address in Australia to apply for FEE-HELP assistance if they are a holder of a New Zealand Special Category Visa (SCV) holder/prior held a SCV and have transitioned to a permanent Australian resident visa and meet the long term Australian residency requirements and who is study the entire course while living in Australia.

Important: If you are a NZ citizen with a term residential address in Australia and do not meet these requirements DO NOT proceed to apply for an eCAF (i.e. select No at the base of the screen)

Important

If you are presented with a screen that indicates you may be eligible to apply for FEE-HELP assistance **it is your responsibility** to ensure you read all the information on screen and you **must read the FEE-HELP Information Booklet**. This booklet contains important information about who can get a FEE-HELP Loan and how it works.

Please note: From 29 June 2023, New Zealand (NZ) citizens who formerly held a Special Category Visa (SCV) and have transitioned to a permanent resident visa on the pathway to citizenship will have continued access to the Higher Education Loan Program subject to meeting all other eligibility requirements. Our systems are currently being updated to accommodate this change. At this time, if you wish to apply for FEE-HELP assistance please proceed (you are authorised to proceed) by indicating you are a NZ SCV holder.

Subject Enrolment

If you have determined you are **Eligible to lodge an electronic Commonwealth Assistance Application (eCAF) form** and wish to do so select **YES**, then click **Next**. Please note: *Once you have finalised your enrolment please ensure you upload your evidence of eligibility for FEE-HELP Assistance through MyCA as instructed in this How To Guide [here](#).*

If you are **Not Eligible to lodge a Commonwealth Assistance Application form** or do not wish to do so select **NO**, then click **Next**.

Figure 3 Example Screen only - Ineligible reflective of citizenship/residency

The screenshot shows a form titled 'Request FEE-HELP Assistance'. Under the heading 'What is FEE-HELP?', it states that FEE-HELP is a loan that helps eligible fee-paying students pay their tuition fees. Below this, a red box indicates 'You are NOT eligible to request FEE-HELP Assistance'. The reasons listed are:

- Citizenship and Residency:**
 - You are an Australian Citizen who will study at least one unit in currently enrolled CA Program course in Australia.
 - You are an Australian permanent humanitarian visa holder, or an eligible former Australian permanent humanitarian visa holder, who will study the currently enrolled CA Program course while living in Australia and supplied the required Citizenship and Residency evidence to CA ANZ.
 - You are a New Zealand Special Category Visa (SCV) holder who meets the long term residency requirements and who studies the entire course while living in Australia and meet ALL of the conditions below (Do you meet long term residency requirements?).
- Course Eligibility:**
 - You are enrolled in an eligible course at your provider for the census date (your provider can tell you if your course is eligible).
 - You have submitted the required Citizenship and Residency evidence to CA ANZ in the form of lodging your Electronic Commonwealth Assistance (eCAF) loan form. For details on how to submit this information refer to the FEE-HELP Loan Information available at [tuition.fee-help.gov.au](#).
 - None. You continue to be eligible for FEE-HELP even if you are not in a currently completed unit of 20 per cent or more subjects in your current course unless you can demonstrate to CA ANZ that special circumstances have otherwise affected your academic performance.

 A note at the bottom states: 'If any of the information collected within your Personal Details and/or Demographic questions is incorrect, until it has been amended you will not be eligible to request FEE-HELP Assistance.' Buttons for 'Back' and 'Next' are visible at the bottom.

Figure 4 Example Screen - Ineligible as not enrolled in FEE-HELP eligible course of study

The screenshot shows a form titled 'What is Fee-Help?'. It explains that Fee-Help is a loan that helps eligible fee-paying students pay their tuition fees. A red box indicates 'You are NOT eligible to request FEE-HELP Assistance'. The reasons listed are:

- Citizenship and Residency:**
 - You are an Australian citizen and studying within Australia.
 - You are a New Zealand Special Category Visa (SCV) holder or permanent humanitarian visa holder and studying within Australia.
- Course Eligibility:**
 - You are enrolled in an eligible course at your provider for the census date (your provider can tell you if your course is eligible).

 A note at the bottom states: 'If any of the information collected within your Personal Details and/or Demographic questions is incorrect, until it has been amended you will not be eligible to request FEE-HELP Assistance.' Buttons for 'Back' and 'Next' are visible at the bottom.

- Lodgement of your electronic Commonwealth Assistance Form (eCAF) to apply for FEE-HELP Assistance**

If you are eligible to apply for FEE-HELP Assistance and selected YES at the applicable screen above you will be presented with several screens relating to 'Repaying your loan and Declarations'.

You must ensure you read and complete all requested information on these screens before submitted your electronic Commonwealth Assistance Form (eCAF) to the Australian Government for their consideration.

Screen 1. Information on FEE-HELP

The screenshot shows a form titled 'Request for a FEE-HELP Loan'. It provides detailed information about the loan, including:

- Information on FEE-HELP:** Explains that FEE-HELP is a loan that helps eligible fee-paying students pay their tuition fees. It lists conditions for eligibility, such as being an Australian citizen or a New Zealand Special Category Visa (SCV) holder, and being enrolled in an eligible course.
- Eligibility:** States that the user must be an Australian citizen or a New Zealand SCV holder, and be enrolled in an eligible course at their provider for the census date.
- Loan fee:** Explains that the user will pay a fee for the loan, which is added to the tuition fees. The fee is based on the user's income and the amount of the loan.
- Applying:** Provides instructions on how to apply for the loan, including the need to provide evidence of citizenship and residency.
- What if I make a mistake on my eCAF?:** Warns that if the user has made a mistake on their eCAF, they may be ineligible for the loan. It provides a link to the FEE-HELP website for more information.

 Buttons for 'Back' and 'Request FEE-HELP' are visible at the bottom.

Subject Enrolment

Note

It is your responsibility to ensure you read all information provided and provide all requested information.

In completing your electronic Commonwealth Assistance Form (eCAF) you are required to

1. Read the information on Requests for a FEE-HELP loan
2. Enter and/or verify you Australian Government Issued Unique Student Identifier (USI) which you input in the system
3. Confirm your USI
4. Confirm the course that you are requesting FEE-HELP Assistance for
5. Supply CA ANZ your Australian Tax File Number (TFN)
6. Note important information about requesting FEE-HELP Assistance; and
7. Complete your onscreen electronic Confirmation Assistance Form (eCAF).

Screen 2. Student Identifier Validation Confirmation

Student Identifier Validation

This screen shows a Student Identifier to be entered and validated.

Please enter a student identifier

From July 2012, you will need to provide CA ANZ your Australian Government issued Unique Student Identifier (USI) to undertake studies if you:

- are an Australian citizen or permanent resident (irrespective of whether you are not currently residing in Australia)
- are born outside of Australia or are studying in Australia at any time during your current CA Program course studies and are an Australian entry visa holder, New Zealand citizen or permanent resident, or offshore candidate

You should only have one USI, so you keep the same USI for life. If you have undertaken studies with another Australian higher education or vocational education and training provider in Australia in the past five years you may already have a USI. To check if you have a USI or create your USI please follow the information available here: <https://www.usi.gov.au/students>

Please ensure your personal details in the Australian Government's USI Registry are up to date and match your First Name, Last Name, and Date of Birth details confirmed via the previous personal detail questions. If these details do not match, verifications will fail and you will be required to re-submit your USI information.

A USI is mandatory to complete your enrolment. If you do not know or have a USI please see above to retrieve or create one.

Please enter your student identifier

Next

Screen 3. Unique Student Identifier (USI) Validation Confirmation

Unique Student Identifier

Your unique student identifier

Do you recall details that you have previously provided or your unique student identifier?

- Check details below and click the Next button to confirm that the Unique student identifier is correct

Unique student identifier previously entered: 12345678901234567890

Verification status: Not Verified

Next

Screen 4 Confirmation of the name of the course you are requesting FEE-HELP Assistance for

Request FEE-HELP Assistance

Request Details

Course: Undergraduate Business Accounting (BACC10)

Residency Status: Australian citizen

Back Next

Screen 5 Australian Tax File Number Input screen

Tax File Number

You provide a tax file number under the Higher Education Support Act 2012 (HESA) to confirm your TFN. It is not an offence to provide your TFN. However, you will not be able to receive a FEE-HELP loan for the requested FEE-HELP Loan amount for your enrolled subject unless you provide your TFN to the provider before the course starts (see the Australian Taxation Office (ATO) website).

Note: A TFN was usually provided within 28 days of application. It is essential that you apply to make sure you have your TFN on or before the census date. If you are applying for a TFN in the period of obtaining a FEE-HELP loan and the census date can be reached, you must ensure the ATO receive your declaration of application for TFN. If you haven't received your TFN on apply to make sure you have your TFN on or before the census date. You will not need to enter your TFN if you are not eligible to apply.

You provide a tax file number to enter your TFN information only for the purpose of reporting details of your FEE-HELP loan to the ATO. Please do not provide loan details to the ATO. Please do not provide loan details to the ATO. Please do not provide loan details to the ATO. Please do not provide loan details to the ATO.

A TFN is mandatory to complete your FEE-HELP assistance application. If you do not know or have a TFN please see above to retrieve or create one.

Enter Tax File Number

Tax File Number

Back Clear Next

The threshold is subject to change. Requirements include the threshold being met on either 'concurrent' representation - as assessed with Chapter 4 of HESA, those requirements will continue while the student is absent from the compulsory reporting threshold and have signed the FEE-HELP loan, unless they can be completed on or before the census date. If you are not eligible to apply for a TFN, you will not need to enter your TFN if you are not eligible to apply.

You can now view FEE-HELP details, confirm your personal information and your personal options online. To do this, you need to make a one-off account and link it to the ATO's online services. See our help at www.usi.gov.au/ATO/ATO/ATO.

For more information on requesting your FEE-HELP details, visit www.usi.gov.au/ATO/ATO/ATO or phone 13 23 43, between 9 AM and 6 PM, Monday to Friday AEST.

Note 4 - Use of personal information

Your personal information, including your TFN and USI, is provided to the provider for the purpose of administering the FEE-HELP scheme, which includes verifying your eligibility for a loan and for receiving FEE-HELP details under the HESA. The provider also collects your personal information for the purpose of research, analysis, policy formation, business operations and to provide FEE-HELP program support. The provider may also collect your USI from your information provider, where the provider holds your eCAF on-line behalf. The collection, use and disclosure of your personal information is subject to section 12(1) of the Privacy Act 1988 (Cth) (Privacy Act). The collection, use and disclosure of your USI is subject to section 12(1) of the Privacy Act for the purposes of higher education. If you do not provide the information required in this form, you may not be eligible for Government assistance.

Your personal information may also be shared with the Higher Education Support Act 2012 (HESA) for the purposes of administering the FEE-HELP scheme, which includes verifying your eligibility for a loan and for receiving FEE-HELP details under the HESA. The provider also collects your personal information for the purpose of research, analysis, policy formation, business operations and to provide FEE-HELP program support. The provider may also collect your USI from your information provider, where the provider holds your eCAF on-line behalf. The collection, use and disclosure of your personal information is subject to section 12(1) of the Privacy Act 1988 (Cth) (Privacy Act). The collection, use and disclosure of your USI is subject to section 12(1) of the Privacy Act for the purposes of higher education. If you do not provide the information required in this form, you may not be eligible for Government assistance.

The Department and Provider may also disclose your personal information to the Australian Government Actuary to assist with the performance of certain functions or purposes relating to the provision of FEE-HELP details under the HESA. TFNCA Act, Higher Education Support (HESAP) Act, Education Services Act 2012 and Higher Education (Quality of Provision) Act 2012.

The Department may disclose your personal information to other higher education providers for the purposes of facilitating or supporting a placement provider under the HESA. TFNCA Act, Higher Education Support (HESAP) Act, Education Services Act 2012 and Higher Education (Quality of Provision) Act 2012.

The Department may disclose your personal information to other entities (other than the ATO) or to an overseas entity for the purposes of FEE-HELP details collection.

The Department will not disclose your personal information for any other purpose without first seeking your consent, unless that disclosure is either not required to be given or is a lawful disclosure under the HESA.

By submitting this eCAF, you are consenting to the collection, use and disclosure of your personal information as outlined above.

You can find more information about the way in which the Department will manage your personal information including how to make a complaint, access and correct your personal information, or the Department's general policy on www.usi.gov.au/ATO/ATO/ATO or by requesting a copy from the Department at www.usi.gov.au/ATO/ATO/ATO.

You can find more information on how the Office of Student Identifier Register manages your personal information at www.usi.gov.au/ATO/ATO/ATO.

If you wish to correct your personal information provided on this eCAF, you will contact your provider directly.

The Department has endeavored to ensure that the information in this publication is consistent with HESA and published under the HESA. However, if there is an inconsistency between this form and HESA or published under the HESA, HESA will take precedence.

Screen 6 Important information about requesting fee help assistance

Request FEE-HELP Assistance

For the Request for a FEE-HELP loan (eCAF) form to be valid, you MUST tick all the boxes in this section.

Important Information (Click to view)

Note 1 - Residency requirements for NZ SCVs

If you are a NZ SCV holder you may be able to access a FEE-HELP loan if you meet ALL of the following requirements:

- you live in New Zealand or are a resident of Australia at least 12 months before the census date;
- at that time, you were a dependent child* under the age of 18 with your parent or de facto partner;
- you have been in Australia for at least:
 - a total of eight months of the last 12 months immediately before the census date;
 - a total of 14 months out of the last two years immediately before the census date you are otherwise eligible for FEE-HELP.

You must provide CA ANZ with a letter in the census date, evidence that you first began studying in Australia or remain in New Zealand immediately before the census date. You can do this by reporting your International Movement Record from the Department of Home Affairs.

*The definition of this term 'last day' means the first day you reasonably applied for a FEE-HELP loan as an eligible NZ SCV holder for a unit that forms part of the same course of study. If you have not previously applied for a FEE-HELP loan for a unit that forms part of the same course of study then the 'last day' is the date you submit this form.

Under HESA, a dependent child is someone who is aged under 18 and does not have a spouse or de facto partner.

Note 2 - The importance of your TFN

The Department and Provider may also disclose your personal information to the Australian Government Actuary to assist with the performance of certain functions or purposes relating to the provision of FEE-HELP details under the HESA. TFNCA Act, Higher Education Support (HESAP) Act, Education Services Act 2012 and Higher Education (Quality of Provision) Act 2012.

The Department may disclose your personal information to other higher education providers for the purposes of facilitating or supporting a placement provider under the HESA. TFNCA Act, Higher Education Support (HESAP) Act, Education Services Act 2012 and Higher Education (Quality of Provision) Act 2012.

The Department may disclose your personal information to other entities (other than the ATO) or to an overseas entity for the purposes of FEE-HELP details collection.

The Department will not disclose your personal information for any other purpose without first seeking your consent, unless that disclosure is either not required to be given or is a lawful disclosure under the HESA.

By submitting this eCAF, you are consenting to the collection, use and disclosure of your personal information as outlined above.

You can find more information about the way in which the Department will manage your personal information including how to make a complaint, access and correct your personal information, or the Department's general policy on www.usi.gov.au/ATO/ATO/ATO or by requesting a copy from the Department at www.usi.gov.au/ATO/ATO/ATO.

You can find more information on how the Office of Student Identifier Register manages your personal information at www.usi.gov.au/ATO/ATO/ATO.

If you wish to correct your personal information provided on this eCAF, you will contact your provider directly.

The Department has endeavored to ensure that the information in this publication is consistent with HESA and published under the HESA. However, if there is an inconsistency between this form and HESA or published under the HESA, HESA will take precedence.

Note: TFN was usually provided within 28 days of application. It is essential that you apply to make sure you have your TFN on or before the census date. The fastest way to apply for a TFN is with Australia Post. You can find how to apply at www.usi.gov.au/ATO/ATO/ATO.

Subject Enrolment

Important

By completing and submitting the eCAF you are

- Confirming that you have watched the 'Request for a FEE-HELP loan' video and complete the short quiz'
- Confirming you read the FEE-HELP information booklet available at www.studyassist.gov.au. If you have not already done so you must follow the above link to read the information booklet now.
- Requesting a loan from the Australian Government that you are legally required to repay and in so doing.
- Making into legally binding declarations as set out on screen, these include but are not limited to the following declaration:
 - By submitting this eCAF, I am declaring that I agree to the following statements
 - I am requesting FEE-HELP assistance from the Commonwealth to be paid to my course provider on my behalf.
 - I have an obligation to repay through the ATO the amount that the Commonwealth has loaned me, plus the loan fee if applicable, regardless of whether I complete my studies or not, and regardless of where I live, including overseas.
 - My debt to the Commonwealth will remain if I withdraw or cancel my enrolment from my unit of study or course after the census date but my HELP balance may be re-credited by Chartered Accountants Australia and New Zealand (CA ANZ) in special circumstances. I can visit www.studyassist.gov.au for more information.
 - My FEE-HELP loan will form part of my HELP debt which will be indexed annually in line with HESA, which I also agree to repay to the Commonwealth through the ATO.
 - I must start repaying my HELP debt through the Australian tax system once my income is above a certain level (the minimum compulsory repayment threshold). The threshold is indexed annually. Repayments made through the Australian taxation system are called 'compulsory repayments'. In accordance with Chapter 4 of HESA, these repayments will continue while my income is above the compulsory repayment threshold until I have repaid my whole HELP debt, even if I have not completed my studies and regardless of whether I have moved overseas.
 - HELP debts are managed by the ATO. I can view my HELP debt, confirm my payment reference number, and view payment options online. To do so, I will need to create a myGov account and link it to the ATO's online services. I can find out how at: www.ato.gov.au/General/Online-services/Create-your-myGov-account-and-link-it-to-the-ATO.

Screen 7 electronic Confirmation Assistance Form (eCAF)

Repaying your Loan and Declarations

Request for a FEE-HELP loan

When you click 'eCAF' on 'My Debt' you are asked to confirm that you have watched the 'Request for a FEE-HELP loan' video and complete a short quiz before proceeding to submitting your eCAF. Click here to watch the 'Request for a FEE-HELP loan' video and complete the short quiz.

Submit your eCAF

By submitting the eCAF, I confirm that I have watched the 'Request for a FEE-HELP loan' video and completed the short quiz and declare:

- I am requesting FEE-HELP assistance from the Commonwealth to be paid to my course provider on my behalf.
- I have an obligation to repay through the ATO the amount that the Commonwealth has loaned me, plus the loan fee if applicable, regardless of whether I complete my studies or not, and regardless of where I live, including overseas.
- My debt to the Commonwealth will remain if I withdraw or cancel my enrolment from my unit of study or course after the census date but my HELP balance may be re-credited by Chartered Accountants Australia and New Zealand (CA ANZ) in special circumstances. I can visit www.studyassist.gov.au for more information.
- My FEE-HELP loan will form part of my HELP debt which will be indexed annually in line with HESA, which I also agree to repay to the Commonwealth through the ATO.
- I must start repaying my HELP debt through the Australian tax system once my income is above a certain level (the minimum compulsory repayment threshold). The threshold is indexed annually. Repayments made through the Australian taxation system are called 'compulsory repayments'. In accordance with Chapter 4 of HESA, these repayments will continue while my income is above the compulsory repayment threshold until I have repaid my whole HELP debt, even if I have not completed my studies and regardless of whether I have moved overseas.
- HELP debts are managed by the ATO. I can view my HELP debt, confirm my payment reference number, and view payment options online. To do so, I will need to create a myGov account and link it to the ATO's online services. I can find out how at www.ato.gov.au/General/Online-services/Create-your-myGov-account-and-link-it-to-the-ATO.
- The above information in repaying my HELP debt through the Australian taxation system is called 'compulsory repayments'. In accordance with Chapter 4 of HESA, these repayments will continue while my income is above the compulsory repayment threshold until I have repaid my whole HELP debt, even if I have not completed my studies and regardless of whether I have moved overseas.

Submission Confirmation

Are you sure you want to submit this eCAF?

By submitting the eCAF you are requesting a loan from the Australian Government that you are legally required to repay.

Note: By clicking 'SUBMIT' you are submitting this eCAF and providing a digital signature. This is the electronic and legal equivalent of your manual signature.

Submit eCAF - Step 1 of 5

Before submitting this eCAF you MUST read the FEE-HELP information booklet and have an account on myGov set up.

If you have not already done so you must follow the above link to read the information booklet now.

Submit eCAF - Step 2 of 5

CA ANZ will verify your UEN with the UEN Register system. Please check you have selected your UEN correctly. It is important that the first, middle and last names on the name before, after and after the UEN are the same as those on your UEN document.

Please ensure your UEN account details match the details provided on this form. You can update your UEN details on End user UEN details to read more information, by logging into your UEN account through the UEN Register Portal.

You can proceed and submit your eCAF before verification is finished. However, if your UEN has verification then CA ANZ will need to contact you to enable the loan, so ensure you are eligible for Commonwealth assistance under the Higher Education Support Act 2003.

Submit eCAF - Step 3 of 5

If applicable, you will need to notify your provider when the Australian Taxation Office assigns you a TPN within 21 days of receiving it. Your provider will then contact you on how to update your eCAF with your TPN.

Submit eCAF - Step 4 of 5

Declarations

- I declare that the information on this form is complete and correct and you can produce documents to verify this if required.
- I understand that I must either make a full sufficient payment or provide my TPN (or the certificate from the ATO) to Chartered Accountants Australia and New Zealand on or before the census date otherwise my enrolment at the unit(s) of study may be cancelled.
- I understand that it is my responsibility to be aware of my available HELP balance and to advise my provider(s) if I am approaching my HELP loan limit and may not have enough HELP balance to cover my tuition fees.
- I have sufficient HELP balance to cover my tuition fees as I have selected Chartered Accountants Australia and New Zealand at least 100 HELP units (100000) and also declare the loan or loan and interest (100 interest).
- I understand that, for 2023, the HELP loan limit is \$162,230 for students in medicine, dentistry, veterinary science and specified aviation courses, and \$113,026 for students in all other courses.
- I understand that if my eligibility for a FEE-HELP loan changes, I must notify Chartered Accountants Australia and New Zealand.

Subject Enrolment

- For more information on repaying my HELP debt, I can visit www.ato.gov.au or phone 13 28 61 between 8.00 am and 6.00 pm, Monday to Friday AEST.

step 5 of 5 - eCAF Submission

By clicking "SUBMIT" you are submitting this eCAF and are requesting a loan from the Australian Government that you are legally required to repay. By clicking "SUBMIT" you are submitting this eCAF and providing a digital signature. This is the electronic and legal equivalent of your manual signature.

Note: Giving false or misleading information is a serious offence under the Criminal Code Act 1995.

eCAF Submission Confirmation & receipt of PDF of your submitted eCAF

Having clicked "SUBMIT" at step 5 of 5 the screen shown opposite will be displayed to confirm that you have successfully lodged your request for FEE-HELP assistance.

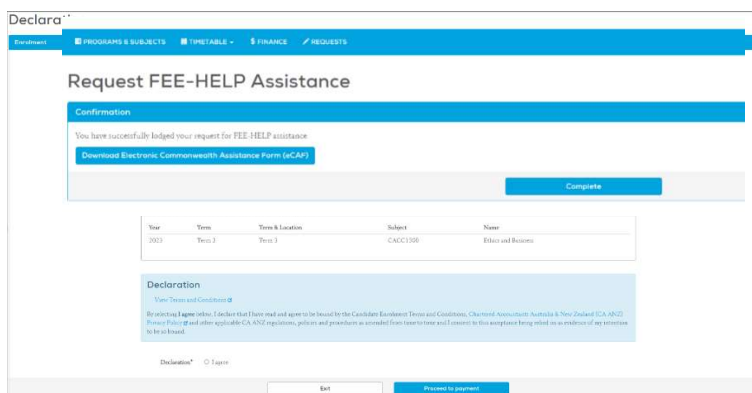
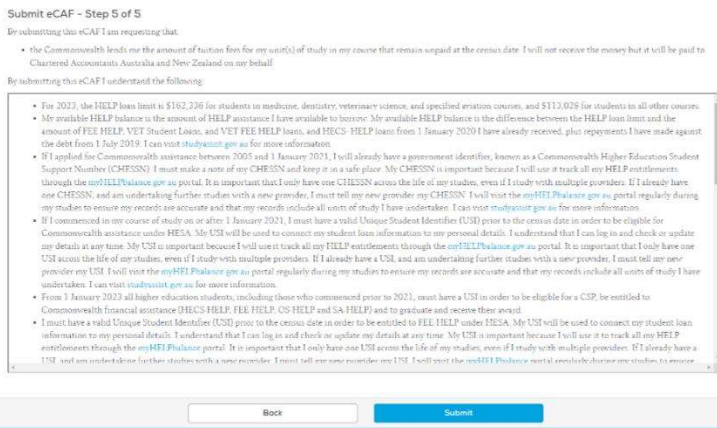
You can download a PDF of your submitted eCAF from this screen.

Note: You can also download your eCAF PDF from the '\$Finance' tab.

- ➔ You can now proceed to the Declaration and Payment section to finalise your subject enrolment(s) and request FEE-HELP Assistance to cover all or part of your CA Program Graduate Diploma of Chartered Accounting subject tuition fees.

- Click Complete for Declaration and Payment.

- Review the selected subjects and confirm your acceptance of the Enrolment Terms and Conditions for the Program by clicking I agree and click on 'Proceed to payment'.



Subject Enrolment

- In the **Fees -Select Payment Options** screen you will be presented with the subject(s) you have selected so you can indicate how you wish to pay for each subject.
- The system defaults to you paying for your subject enrolment(s) upfront by credit card.
- To **update your payment method**
 - If your employer has given you an Employer Token to cover the cost of your subject enrolment(s), enter the Token number here and select the subject(s) you wish this payment method to be applied to.
 - If you wish to cover the cost of your subjects in full or part by FEE-HELP (if eligible) you will be presented with the option to select the **Percentage (%)** or **enter the Amount (\$)** of the cost of your subject(s) you wish to cover with a **FEE-HELP loan** and select the subject(s) you wish this payment method to be applied to.
 - Select **"UPDATE"** to update the onscreen payment information to reflect your chosen payment method(s).
- Select **"Continue"** to progress to the next screen

Fees - Select Payment Options

Your fees for this term

Year	Term & Location	Subject	Fee	Detail	FEE-HELP	Currency	Original Amount (\$)	Discount
2023	Term 2	Ethics and Business	Tuition Fee		<input type="checkbox"/>	AUD		0.00
								Total

Employer Token Guidance
If your employer has provided you with a payment token, please enter the token code below before continuing.
All tokens received are provided to the relevant employer for verification prior to subject commencement.
Select **Continue** to see who is responsible for paying your fees.

Employer token:

Which subjects should this token apply to? Ethics and Business

FEE-HELP Guidance
You are eligible to use FEE-HELP as you have completed a Commonwealth Assistance Form (CAF).
Which subjects would you like to use with FEE-HELP? Ethics and Business

Percentage to be used for FEE-HELP:

Amount (\$) to be used for FEE-HELP:

- Review and check that your selected **payment methods** are as you have chosen.
- Select **"Continue"** to progress to the next screen.

Who is paying the fees

You haven't entered a token. Who will be responsible for paying?

Payment Method	Year	Term	Program	Subject	Fee	Currency	Amount (\$)
Cash/Debit	2023	Term 2 (2023/24)	Graduate Diploma of Chartered Accounting (GDyCA)	Ethics and Business	Tuition Fee	AUD	177.50
FEE-HELP Loan	2023	Term 2 (2023/24)	Graduate Diploma of Chartered Accounting (GDyCA)	Ethics and Business	Tuition Fee	AUD	177.50
							Total

Select **Continue** to proceed or **Back** to enter a valid token.

- If you are required to make a credit card payment you will be presented with an eWay Payment screen listing the transactions that require payment. Select **'Click Here to Pay'**
- You will be presented with the eWay Secure Transaction Gateway payment screen. Enter your credit card payment details and select the **"Pay Now'** to **finalise your payment.**
If you are not required to make a credit card payment you will be presented with an Enrolment Completion screen. Select **"Finish"** to complete the enrolment process

Online Payments

On this screen you can pay fees online through the secure eWay Payment Service Provider. Below is a list of transactions that require payment.

Outstanding Transactions

Description	Payment Due Date	Amount Due	Pay?	Amount to Pay
Tuition Fee - Ethics and Business	14/04/2023	177.50	<input type="checkbox"/>	177.50

Total to Pay

Total to Pay: \$ 177.50

Fees

Enrolment Completion

There is nothing further for you to action.

Select **Finish** to complete the enrolment process.

Subject Enrolment

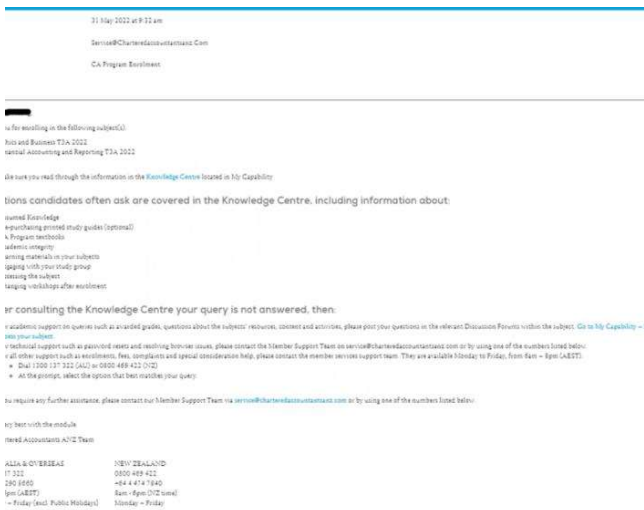
- To view and download a copy of your **Tax Invoice** for your enrolments which you paid for by credit card, click on Finance and navigate to **View My invoices**.



- CONFIRMING YOUR ENROLMENT IS COMPLETE**

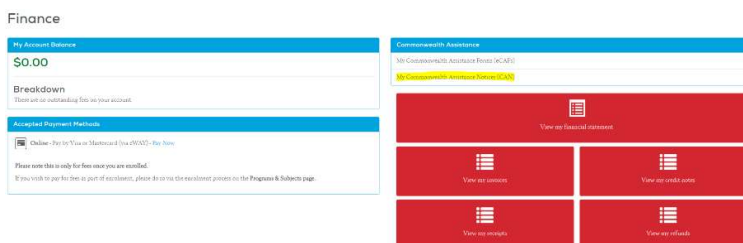
Once your enrolment has been completed and your subject tuition fees paid your enrolment status in the system will be updated immediately.

An enrolment confirmation email will also be available in your MyCA In-tray.



Viewing my Commonwealth Assistance Notice (CAN) if using FEE-HELP Assistance to cover all or part of the tuition fees of your enrolled subjects.

If you have covered any or all your subject tuition fees using FEE-HELP Assistance a Commonwealth Assistance Notice (CAN) will be provided to you within 28 days of the subject census date. It will list the units you enrolled in for that study period where you accessed a Commonwealth FEE-HELP loan. To access your CAN navigate to Finance tab.

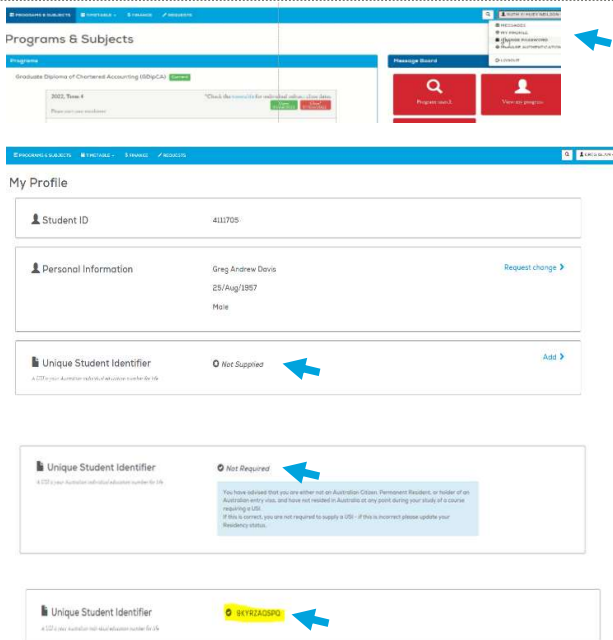


Supply and view your USI outside of enrolment

- To supply your Unique Student Identifier (USI) outside of enrolment or view your supplied USI Navigate to your My Profile screen.
- If you need to supply a USI the screen will show 'Not Supplied'. Click Add and input your Australian Government supplied 10 digit alphanumeric USI.
- If you do not need to supply a USI the screen will show 'Not Required' and display an explanatory box.
- If you have already supplied a validated USI it will be displayed (see yellow highlight) and cannot be edited.

Important:

If you are supplying your USI it is important that you ensure your personal details in the Australian Government’s USI Registry are up to date and match your First Name, Last Name, and Date of Birth details displayed under the 'Personal details' screen. If these details do not match subsequent government verification processes will fail and you will be requested to resubmit your USI. If you change your name you’ll need to ensure your new name is updated in both the Australian Government’s USI Registry and MyCapability - Program.



View my course progress

- To see how you are tracking with your program of study, click **View My Progress**.
- You will see the structure of the program that you are enrolled in, i.e. all the subjects the program consists of any credit points associated and the status of your subjects - Not Taken, Enrolled, Exempt etc and a snapshot of progress

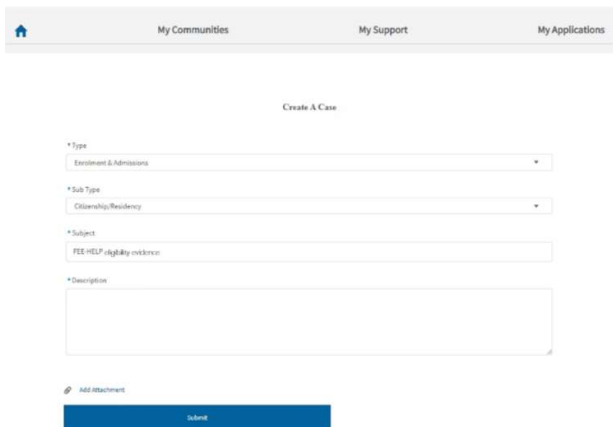


Supply CA ANZ my citizenship/residency documents evidencing eligibility to request FEE-HELP Assistance

If you have applied for FEE-HELP assistance please upload your citizenship/residency evidencing your eligibility through MyCA as follows:

- Log into MyCA and under the 'My Support' tab select 'New Case'. This will open the 'Create A Case' screen.
- In the 'Create A Case' screen at:
 - *Type** Select 'Enrolment & Admissions'
 - *Sub Type** Select 'Citizenship/Residency'
 - *Subject** Type "FEE-HELP eligibility evidence".
 - *Description** Enter the type of evidence you are uploading (e.g. copy of Passport photo page, birth certificate)

Click on 'Add Attachment' on the bottom left of screen and upload your Citizenship/Residency document(s) Select 'Submit' to lodge your document(s) with CA ANZ.



Withdraw from a Subject

- Navigate to **Program & Subjects**



- There are 2 withdrawal scenarios:
 - If you withdraw from a subject on or before the subject's published census date** you will no longer be liable for the subject's tuition fee and if accessing FEE-HELP no FEE-HELP debt will be incurred for the withdrawn subject. Any tuition fee amount paid upfront to CA ANZ for the withdrawn subject will be automatically refunded to the payee (including any NZ GST paid if applicable).
 - If you withdraw from a subject after the subject's census date** you will remain liable for the tuition fee for the subject, and if accessing FEE-HELP for the subject will incur a FEE-HELP debt. You will also incur a grade penalty as set out in the [Candidate Assessment and Grading Policy and Procedure \(see Grade Table\)](#). The exception is where CA ANZ has approved the candidate's post-census date withdrawal due to demonstrated Special Circumstances as set out in the [Candidate Course Fees Refund Appeals and Review Policy and Procedure](#).

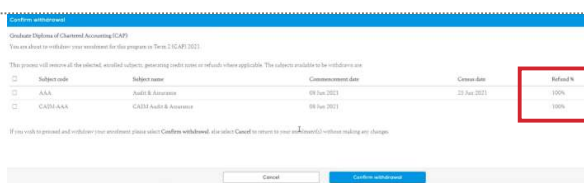
NOTE:

The census date for each subject is set out in the CA Program course timetable available at: www.charteredaccountantsanz.com/become-a-member/timetables-fees-and-enrolment

- Click on the **Withdraw** waste bin icon and select the subject you wish to withdraw from.



- The calculated **Refund %** is displayed next to the subject. **Select the subject and click Confirm Withdrawal.**
- Refunds will be credited back to your card or your employer will be credited if you paid by token.



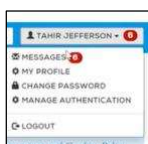
View My Personal Timetable

- If your program of study includes workshops, once details have been published, you will receive a notification and you will be able to see the workshops that you have been accepted into in Timetable.
- You can view your Group/Cohort details in **Teaching Timetable**.



View My Course Results

- To view **historical results**, click **My Results** to review an **Unofficial Statement of Academic Record** on Screen.



Statement of Academic Record Graduate Diploma of Chartered Accounting

Year	Term	Module Code	Module Name	Grade	
2020	Term 1	AAA	Audit & Assurance	Pass	View assessments View results
2020	Term 1	TAXNS	Taxation (NS)	Pass	View assessments View results
2020	Term 2	F2F	Financial Accounting & Reporting	Pass	View assessments View results
2020	Term 2	MAAF	Management Accounting & Applied Finance	Pass	View assessments View results
2020	Term 3	CAP	Capstone	Pass	View assessments

End of Transcript

Do I need to supply CA ANZ my USI and how do I get a USI?

What is a USI?

A Unique Student Identifier (USI) is a 10 digit alpha numeric number issued by the Australian Government to an individual for life. It also creates an online record of your Australian training and education achievements.

From 1 January 2023, all higher education students, including those who commenced prior to 2021, must have a USI to:

- be eligible for a Commonwealth financial assistance (e.g. FEE-HELP)
- to graduate and receive their award.

Do I need to supply a USI to CA ANZ?

If you are a CA Program candidate about to commence or currently studying your Graduate Diploma of Chartered Accounting course you may need to provide CA ANZ your USI to enrol in your course subjects. To see if you need to provide a USI look up the ready reckoner table below.

How do I get a USI?

It's easy! - you only need 5 minutes and some identification to create a USI. [Get your USI now.](#)

What if I already have a USI?

If you have undertaken vocational education and training or higher education studies in Australian in the past few years you may already have a USI. [Find your USI now.](#)

Important

If you need to supply your USI it is important that you ensure your personal details in the Australian Government's USI Registry are up to date and match your First Name, Last Name, and Date of Birth details displayed under the MyCapability - Program 'Personal details' screen. If these details do not match subsequent government verification processes will fail and you will be requested to resubmit your USI information. If you change your name you'll need to ensure your new name is updated in both the Australian Government's USI Registry and MyCapability - Program.



Further Information on the Australian Government's USI website

- www.usi.gov.au/students
- <https://www.usi.gov.au/help/FAQs/general>
- [USI information for New Zealand, international & offshore students](#)

USI Ready Reckoner – Use this table to see if you need to supply CA ANZ your Australian Government issued USI

<i>About me</i>	<i>Australian Citizen, Permanent Resident, or holder of AU entry visa (e.g. graduate, special category, diplomatic, or other)</i>	<i>New Zealand Citizen, NZ Permanent Resident, or holder of NZ entry visa (e.g. graduate, diplomatic or other)</i>	<i>International candidates</i>
a. I currently reside in Australia and am studying my CA Program Graduate Diploma of Chartered Accounting (GradDipCA) course	USI is required	USI is required	USI is required
b. I plan to be residing in Australia while enrolling in or studying my CA Program GradDipCA course subject(s)	USI is required	If you already have a USI please supply it to CA ANZ. If you do not have a USI, you will be required to obtain and supply CA ANZ your USI if you enter/reside in Australia while studying the CA Program's GradDipCA course. You will be able to obtain a USI once you have landed in Australia and gone through customs. You will need to use your non-Australian passport and visa as a form of ID to satisfy the Australian Government's identification requirements.	
c. I have prior resided in Australia while enrolling in or studying my CA Program GradDipCA course subject(s)	USI is required		
d. Neither (a), (b) or (c) above applies and I am not currently residing in Australia while studying my CA Program GradDipCA course	USI is required		

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