

**Purpose of this form**

Under Section 71 of the *Trade Support Loans Act 2014* a person who has made an application for, or is receiving Trade Support Loans must notify their Australian Apprenticeships Centre they have a change of circumstances that may affect their eligibility (qualification and payability) for Trade Support Loans.

**Timeframes for completing this form**

If at *any time* your circumstances as listed below change, you must notify your Australian Apprenticeships Centre *within 14 days of the change*.

**Completing this form**

While this form has been provided for your convenience, you may notify your Australian Apprenticeships Centre in person, verbally by phone or by writing, either email or letter.

**Notifiable changes are:**

- Change of employer
- Apprenticeship suspension, cancellation or withdrawal
- If you are undertaking, or begin a second apprenticeship while *still* undertaking the first
- Changes to your Australian residency
- Change to your tax file number
- Incarceration

If you are undertaking your apprenticeship in the horticulture sector, any changes to your employer's address is also a notifiable change.

**Notification of Change of Address**

In addition to the above, please notify your Australian Apprenticeships Centre within 14 days of you changing your address. Please note failure to notify change of address is not an offence under the Trade Support Loans Act but may cause problems for you, such as you not receiving vital information as it has been instead sent to your old address. It is your responsibility to ensure that your Australian Apprenticeships Centre has your correct details.

**Changes to your Australian residency**

If you submit this form in person, you are required to bring document/s that prove you reside in Australia, and that you are an Australian Citizen or the Holder of a permanent visa. For example, your birth certificate, certificate of citizenship, visa or passport.

If you send your application form by mail, you are required to submit evidence showing that you reside in Australia and that you are an Australian citizen or the holder of a permanent visa. This evidence must be a certified true copy of the original documentation and must include the certifier's name, title and registration number (where applicable), their original signature and the date. The certifier must state the following 'I certify that I have sighted the original document and that this is a true copy of it'.

## NOTE:

- any alterations made to this form must be made by crossing out the incorrect information and inserting the correct information;
- any alterations made to this form must be initialled;
- do not use correction fluid, pencil or stickers when completing this form;
- unsigned or incomplete forms will not be processed and will be returned to you for completion;
- an original signature is not required for the processing of this form. Please submit through electronic or hard copy form; and

Before you sign this form ensure that:

- all questions are answered;
- you have read and understood the form and signed and dated the declaration; and
- you have attached all necessary documents if required.

This form has been produced and approved by the Australian Government.



**Australian Government**

**Department of Industry**

ABN 74 599 608 295

## Trade Support Loans Change of Circumstances Form

Please confirm details (initial any changes), sign and return to your Australian Apprenticeships Centre at:

AAC stamp

**1. Australian Apprentice Details**

Australian Apprentice Client ID (if known)	
Australian Apprentice Name	
Address	
Postcode	
Contact Number (     )	Date of Birth     /     /

**2. Has your residency status changed?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue to 3	

**3. Have you suspended, cancelled, or otherwise withdrawn from your apprenticeship?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue to 4	

**4. Has your employer changed, moved address or has your employment been terminated?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue to 5	

**5. Do you need to update your tax file number?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue to 6	

**6. Have you commenced a second apprenticeship, while still undertaking the first?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue to 7	

**7. Are you, or will you be undertaking your apprenticeship while incarcerated in a government institution?**

<input type="checkbox"/> Yes → Please complete	
<input type="checkbox"/> No ↓ Continue	

<b>Signature of person verifying details:</b>	<b>Date:</b>
	/     /