



Department of  
**Jobs, Tourism, Science  
and Innovation**

# International Student Accommodation Subsidy Round 4

- Guidelines
- FAQs
- Terms and Conditions

August 2023



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## 1. Introduction

The Western Australian Government provides financial support for international students commencing their studies onshore in Western Australia.

Round 4 of the International Student Accommodation Subsidy (ISAS) provides a one-off payment of \$1,500 (exclusive of GST) for eligible international students in Semester 2, 2023. These funds may be used to offset accommodation expenses while studying full-time in Western Australia.

Funds available for Round 4 of ISAS are limited. Only applications containing all required information and documentation will be progressed for assessment. Any applications received after all available funding has been exhausted will be waitlisted, however, no guarantee of payment can be made.

In the event of additional funds becoming available, the Department of Jobs, Tourism, Science and Innovation (JTSI) reserves the right to open assessment of applications for waitlisted students.

## 2. Eligibility

### 2.1. Eligible international students

To be eligible for the \$1,500 payment, international students must:

- A. be a confirmed international student studying a course delivered by a Western Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered education provider at a campus in Western Australia (a Western Australian University, TAFE International WA, Private Registered Training Organisations, English Language provider, or a primary or secondary school);
- B. have commenced full-time studies onshore (on campus) in Western Australia for the first time in Semester 2, 2023 ;
- C. provide a Confirmation of Enrolment (CoE) issued by their educational provider indicating enrolment in a course running for at least two semesters in 2023-24; and
- D. be studying onshore in Western Australia for at least two semesters, commencing in 2023-24 (international students studying their course onshore for a shorter period of time will not be eligible for this round).

If you are an international student enrolled in primary or secondary school and aged under 18 years, your parent/guardian can apply for your payment and, if approved, funds will be paid to their Australian bank account. Please note your parent/guardian will be contacted after the application is submitted to provide additional evidence of their relationship with you.

### 2.2. Ineligible international students

International students are ineligible for the Accommodation Subsidy payment if they meet any of the following criteria:

- A. The student has previously received an ISAS or International Student ELICOS Bursary (ISEB) or International Student Self Quarantine (ISSQ) payment in Rounds 1, 2 or 3;
- B. The student is not enrolled to study full-time;
- C. The length of time the course is being studied onshore in Western Australia is shorter than two semesters in length.
- D. The student was studying any course onshore in Western Australia between January 2021 and the commencement of Semester 2, 2023;
- E. The student has not yet arrived in Western Australia at the time of submitting an application;
- F. The student cannot provide a Confirmation of Enrolment (CoE) for any reason.



### 3. Timeframes

Applications open at 10:00 am (AWST) on **Monday, 28 August 2023** and close at 4:00 pm (AWST) on **Monday, 09 October 2023** or when program funds have been exhausted, whichever date is earliest. Any applications received in excess of the number of payments available will be waitlisted, and applicants advised accordingly.

It is the Applicant's responsibility to submit a complete and decision-ready application.

Applications that have been submitted with missing, incomplete or incorrect documentation or unsubmitted application forms will be deemed ineligible and their application will not be assessed. JTSI will not contact applicants with a request to supply the required documents if they are not submitted with the application.

### 4. How to apply

Applicants should read these guidelines carefully to determine their eligibility before starting the application form which is completed online.

In order for applications to be assessed, Applicants will need to supply **ALL** required information with their application. Due to the limited funding available for Round 4, any missing, or incorrect documentation or incomplete or unsubmitted application forms will be deemed ineligible and applications will not be assessed.

Applicants must be living in Western Australia and have a current Australian bank account **before** submitting their application form. Evidence of the Australian bank account including BSB, account number, account name and address must be supplied with the application (see 5 below).

The following information and evidence/documentation **must** be included in the Applicant's online application in order for the application to be assessed:

1. The Applicant's **official name**, in full, which is consistent with all documents provided by the applicant;
2. The Applicant's **current residential address** in Western Australia, email address and telephone number (evidence of this will be required) - see 5 below;
3. A **copy of the Applicant's Confirmation of Enrolment (CoE)** which identifies you as an international student and notes details of your education provider, course and course length. Please see an example of the CoE [here](#).  
(Please note: *CoEs which indicate a course length of less than two semesters in 2023-24 (or equivalent) will not be considered unless a confirmed pathway enrolment can be demonstrated. See the FAQ section below for more information on confirmed pathway enrolments*).
4. A **copy of the Applicant's travel documents**, a confirmed itinerary or boarding pass or e-ticket that details your name, flight details and your arrival date (including year) into Western Australia. If the Travel document is in a language other than English, please also provide the English translated travel documents. Please see an example of an acceptable travel document [here](#)
5. A **copy of the Applicant's Australian Bank Statement** (pdf file) showing your full Account Name, BSB and Account Number and full Western Australian residential address, which **must match** the residential address you have used on your application – these details must be presented on ONE PAGE. Screenshots of online banking details will **not** be accepted. Please see an example of an acceptable bank statement here



6. The Applicant's **Unique Student Identifier (USI)**, a number provided to you by the Australian Government that may be applied for when you arrive in Australia. More information is contained here: <https://www.usi.gov.au/>.
7. The Applicant's **student number**, provided to you by your education provider and noted on your CoE.

#### **Additional documents for Applicants under 18 years:**

For Applicants aged under 18 years, we require the following additional documents to be submitted with your application:

1. A copy of the Applicant's birth certificate or foreign passport showing the names of their parents; and
2. An official bank statement detailing the parents/guardian's Australian bank account, including full names, BSB and account number and current Western Australian residential address. These details must be presented on **ONE PAGE**. Screenshots of online banking details will **not** be accepted.

#### **Permission to share Applicant details with education provider:**

Applicants must provide permission for JTSI to share the Applicant's personal information relevant to this Application, including the Applicant's name, student number, date of birth and course details with the Applicant's education provider to enable confirmation checks to be undertaken.

**If the Applicant does not provide permission to share these details or selects "no" in response to this question within the application process, the Applicant will automatically be considered ineligible for this payment.**

#### **Application Form**

Applicants wishing to apply for the ISAS payment, should follow the steps below:

- |        |  |
|--------|--|
| Step 1 | Access the online application form at <a href="https://ie.smartygrants.com.au/Round4">https://ie.smartygrants.com.au/Round4</a>  |
| Step 2 | Click on the 'Start a submission' link.  |
| Step 3 | Complete the application registration process. You will receive an email confirming your reference number (ISAS#).   |
| Step 4 | Complete the online application form, ensuring you have attached the required documentation to support your application. You can save and return to the application form at any time before you submit the form. |
| Step 5 | Once your application is complete, click 'Submit'. Any application which has not been formally submitted will not be considered for this payment.  |
| Step 6 | You will receive an automated email acknowledging that your application has been received. If you do not receive this acknowledgement your application has not been submitted.                                   |

## **5. Payments**

Payments of the subsidy will only be made to eligible applicants following completed evaluation of their application and once confirmation from their provider has been received that indicates they have successfully commenced their studies onshore and reached the census date of the institution where they are enrolled.



Successful applicants will receive a one-off payment of \$1,500 through JTSI. Payments are exclusive of GST. Successful Applicants will receive their payment direct to the Australian bank account provided in their application.

## 6. Assessment and Terms and Conditions

### 6.1. Assessment

Once the application is submitted, it will be assessed by JTSI against this published eligibility criteria for the ISAS, and confirmation of details submitted will then be sought from the Applicant's education provider.

JTSI may contact the Applicant during the assessment of their application to confirm information submitted in their application via SmartyGrants or by email. Applicants are encouraged to monitor their emails for this purpose, as non response to any request for information will deem your application ineligible, and no further contact will be made.

Applications that do not contain the correct documentation will automatically be deemed ineligible, however will be permitted to submit a new application with all required documentation if the round remains open.

Once confirmation has been received from the Applicant's education provider, payment will then be progressed and made directly to the Applicant's Australian bank account, nominated in the Applicant's online application.

All Applicants will be notified **via email** regarding the outcome of their application. Please monitor emails for this advice.

### 6.2. Terms & Conditions

By submitting your application, you acknowledge and agree to be legally bound by these Guidelines, including the General Terms and Conditions as set out in these Guidelines. These Guidelines and the General Terms and Conditions will form and constitute a legally binding Agreement between you (the Applicant) and the JTSI.

Before submitting your application, please ensure that you have read and understood the General Terms and Conditions as set out in these Guidelines.

## 7. Contact

All enquiries regarding the ISAS can be directed to [iesupport@jtsi.wa.gov.au](mailto:iesupport@jtsi.wa.gov.au).

The ISAS program receives a high volume of applications and enquiries. Enquiries to this inbox are responded to in order of receipt, so it is likely there will be some delay in JTSI being able to respond.

## 8. General income tax information

Subject to an Applicant's specific circumstances, the receipt of funding from this program may be treated as assessable income. We strongly recommend that potential Applicants seek independent advice about the possible income tax implications from a qualified tax agent/advisor, or the Australian Taxation Office, prior to submitting an application.



## Frequently Asked Questions (FAQs)

### **I am a new international student and have enrolled in a 12-month course commencing onshore during Semester 2, 2023. Will I be eligible for the \$1,500 payment?**

Yes, provided you meet all other eligibility criteria. Currently the program is in place for new onshore students enrolling in courses of at least two semesters in length (or equivalent) that commence in Semester 2, 2023. Students must be able to demonstrate enrolment in a course or pathway which requires full-time enrolment for at least two semesters. However, application for this program can only be made once you have arrived onshore to commence your studies.

### **I have been enrolled in my course with a Western Australian provider since 2022, however studied offshore in 2022 due to a visa delay. I have now arrived onshore to commence my studies in person in Semester 2, 2023. Am I able to apply for this fund?**

Yes, the Accommodation Subsidy is provided to any international students commencing their studies onshore in Western Australia in Semester 2, 2023 who will be studying onshore and have at least two semesters of their course remaining. Providing you meet all other eligibility criteria including length of course requirements, you are eligible to apply for this payment.

### **I commenced my studies onshore in Trimester 2, 2023 – can I apply?**

The ISAS program is a semester-based program. Due to limited payments available through Round 4 of the ISAS program, application is currently limited to Semester 2, 2023 commencements only. However, any application received from a student who commenced in Trimester 2 will be waitlisted and considered should additional funding for the program become available.

### **I submitted my application, but received an email saying it was ineligible due to incorrect documentation. Can I reapply once I have the required documentation available?**

Applicants who do not submit a complete application for Round 4, including ALL required documentation/evidence will automatically be considered ineligible. Applicants will be advised of this as soon as possible. If applications for the Round 4 program remain open, applicants may submit an updated application once all of the required documentation is to hand. However, it is noted that the number of payments available through Round 4 is limited, and any subsequent application will be considered in the order it was received.

### **I received advice that my Application has been waitlisted. What does that mean?**

JTSI receives a greater number of applications for ISAS than payments available. Once available funding has been exhausted no further assessment of any application will be conducted. However, surplus applications will be waitlisted for assessment should additional funding be identified for the Round in which you applied become available. Notification of a waitlist is not a guarantee that your application will be assessed.

### **I don't hold a student visa but I am enrolled to commence my course in 2023. Will I qualify for this payment?**

Applicants must have a Confirmation of Enrolment (CoE) issued by their education provider and be able to demonstrate they have a confirmed full-time enrolment as an international student at an eligible institution for at least two semesters commencing in Semester 2, 2023 to be eligible for this program. If a CoE cannot be issued for your enrolment, you will be considered ineligible for this round.

### **I won't be studying in Perth for two semesters as my enrolled course is shorter than two semesters, or I only have one semester of study remaining. Can I still apply?**



No, current eligibility criteria for this round of the Scheme requires students to be studying onshore in Western Australia for at least two semesters (or equivalent) or more. Confirmed pathway enrolments may be considered.

### Why is my application taking so long to process?

All applications undertake a rigorous assessment process to ensure only students meeting all criteria are awarded the funding. JTSI receives far more applications for this program than funding available, and no payments will be made until confirmation of eligibility is determined and also confirmed by your education provider.

The speed at which your application is assessed depends on a number of factors, including the date it was submitted and the quality of the documentation provided. If your application requires any follow-up by JTSI, this will delay the assessment and progression of your application. To avoid delays, please ensure your application includes all required information as noted in these guidelines.

### What is a Pathway course?

In order to meet the minimum English language requirements prior to studying at a University or Vocational Education and Training (VET) education provider, some international students must complete additional studies. This requirement is noted on the Confirmation of Enrolment issued for the University or VET course you have enrolled in.

### What is the correct documentation I must attach to make sure my application can be assessed?

When submitting your application through SmartyGrants you will be asked to attach three key documents to verify your details and personal identity. It is important you attach the correct documents in order to avoid delays in assessing your application as eligible for payment, provided all eligibility criteria are met. Any application that does not provide the following documentation will not be assessed in Round 4.

In order to verify an applicant is undertaking a pathway course, additional Confirmation of Enrolment evidence will need to be provided in the application.

1. Your **Confirmation of Enrolment (CoE)** document - [click here for example](#)  
This is provided to you by your education provider. This document confirms the following information:
  - Your status as an international student
  - Your official name on formal documents
  - The education provider you are enrolled at
  - The name of your course
  - How long your course will take (i.e. the start and end dates); and
  - Your student number (Student ID) as noted by your education provider

**Any application that does not provide a CoE will automatically be found ineligible for payment in Round 4.**

2. A current **Australian Bank Statement or Proof of Balance** document - [click here for example](#)  
This is an official document provided to you by your bank. This document must note and confirm:
  - Your official name (must match the application name)
  - You are the holder of an Australian bank account
  - The BSB and account number your payment will be paid into (if successful); and
  - Your current residential address is in Western Australia, (must match the address you provided in your application).
  - A screenshot of your banking details from your internet banking app **is not an official bank document and is not sufficient evidence** for this requirement.



3. An **e-ticket or flight itinerary** document - [click here for example](#)

This document confirms:

- Your official name on formal documents
- Your flight or travel details; and
- Your date of arrival into Western Australia

**Important Note – Please Read:**

Please ensure the documents you provide match the information provided in your application. For example:

- The name you provide in your application form should match your official name seen on the Confirmation of Enrolment, bank statement and travel documents attached.
- The account details and residential address you provide in your application form should match the account details and address noted on your bank statement.
- The arrival date into Western Australia you provide in your application should match the date shown on the travel documents you provide.

**How will you contact me once I submit my application?**

You will receive confirmation that your application has been successfully submitted for evaluation to the email you registered with.

If your application requires any clarification, JTSI will contact you via SmartyGrants or the email you registered with from the [iesupport@jtsi.wa.gov.au](mailto:iesupport@jtsi.wa.gov.au) inbox.

**Please make sure you monitor your email for any follow up enquiries from JTSI.** JTSI will not phone you to follow up, and will place your application to the end of the assessment queue if a request for additional information is not received within the time stated in the email request.

**Who do I contact with any queries?**

All enquiries regarding the ISAS payment can be directed to [iesupport@jtsi.wa.gov.au](mailto:iesupport@jtsi.wa.gov.au). This email inbox receives a very high amount of enquiries. Enquiries regarding the status of your application will generally not be responded to as this will be communicated with you when an outcome is determined.

**How will I know if my application is successful or not?**

You will receive email advice once assessment has been completed indicating if you are successful in obtaining the payment or advising your application is ineligible.

If your application is deemed ineligible due to missing document/information, you may resubmit a complete application **if the program remains open**, however, your application will move to the end of the assessment queue.

## General Terms and Conditions

### 1. Cancellation and Variation

The Department of Jobs, Tourism, Science and Innovation (JTSI) reserves the right at its absolute discretion, at any time and from time to time, to (in whole or in part) cancel, vary, supplement, supersede or replace this Program.

If JTSI cancels, varies, supplements, supersedes or replaces this Program, then:

- (a) JTSI will advise each Applicant that the Program has been cancelled, varied, supplemented, superseded or replaced; and



- (b) The Applicant shall not have any recourse against JTSI whatsoever including claims for any costs or expenses incurred by the Applicant in applying for funding through this Program.

## 2. JTSI's Rights & Applicant Obligations

### 2.1 JTSI Rights

JTSI is under no obligation to accept any application and may reject any application at its absolute discretion, including, but not limited to:

- (a) an application fails to comply with the requirements of this Program;
- (b) an application is incomplete or contains information or representations that are false or misleading;
- (c) JTSI, in its absolute discretion, decides to cancel the Program, or exercise any other right referred to in clause.

### 2.2 Information

Any time, particularly during the assessment of an application, and before any payment is made to the Applicant, JTSI may from time to time request information and/or documents in connection with the Program, the Applicant's eligibility and/or this Agreement, including without limitation any information or documents (including supporting evidence) which JTSI reasonably required to consider whether JTSI is or should be satisfied of or with any matter in connection with the Program, the Applicant's eligibility or this Agreement and the Applicant must promptly comply within the time period prescribed by JTSI's written request.

### 2.3 Audits

After a funding payment is made to an Applicant, JTSI may, at its absolute discretion:

- (a) Conduct random or specific audits of any or all of the information provided by the Applicant;
- (b) Request additional information from the Applicant if JTSI reasonably believes that any of the information provided by the Applicant may be incomplete, false or misleading; and
- (c) If JTSI decides that an Applicant no longer satisfies, or never did satisfy, the eligibility criteria for the funding program, JTSI may seek recovery of some or all of the funding paid to the Applicant. JTSI may issue a written notice to the Applicant requiring the Applicant to repay some or all of the funding paid to the Applicant. The Applicant must repay the amount specified in the notice to JTSI within 20 Business Days of the notice. The obligation for an Applicant to repay JTSI any funding represents a debt due and payable by the Applicant to JTSI.

### 2.4 Applicant warranties

Each Applicant, in submitting an application, warrants and represents that all information and representations (in whatever form) given to JTSI under, as part of or in connection with the Program or the application, is true and correct, complete, and up-to-date, and in no way misleading or deceptive.

### 2.5 General

Despite anything expressed or implied to the contrary in these General Terms and Conditions, the Guidelines, or any other documentation associated with the Program, no Applicant shall have or assert any legal (including equitable) rights under, in connection with, on account of, or associated with any of the aforesaid documents or the Program.

## 3. Application Process

The Applicant must submit the application electronically through the website link <https://ie.smartygrants.com.au/ISAS-Round4>, noting the following conditions:



- (a) Receipt of the application will be determined by the date and time shown on the 'in-box' that the application was received;
- (b) Lodgement of electronic files may take time and the Applicant must make their own assessment of the time required for full transmission of their application;
- (c) JTSI will not be responsible or liable (in negligence or howsoever) in any way for any loss, damage or corruption of the electronic copy of the application;
- (d) If the electronic copy of the application becomes corrupted, illegible or incomplete as a result of transmission, storage, encryption or decryption, then JTSI may request the Applicant to provide another copy of the application either electronically or in hard copy or both;
- (e) If JTSI requests the provision of further information, then the Applicant must provide the copy of the documents or information requested within the period specified by JTSI.

#### **4. Assessment Process**

An assessment of each application will be undertaken against the criteria identified above to confirm that the information submitted is complete, correct and accurate, prior to any offer of funding.

#### **5. Withdrawal of Application**

The Applicant may withdraw their application at any time prior to acceptance of its application, by notifying JTSI by email.

#### **6. Disclosure of Offer Information**

##### 6.1 Freedom of Information Act 1992 (WA)

- (a) The Applicant acknowledges and agrees that the application, this Agreement and information relating to the application, Agreement and/or the funding payment may be subject to the *Freedom of Information Act 1992 (WA)*. As such, JTSI may be required to publicly disclose such information as required by the FOI Act. JTSI may also be required to disclose information to the State of Western Australia under court order or upon request by Parliament, any Committee of Parliament or as otherwise required by law.
- (b) To the fullest extent of the Law the Applicant releases the State of Western Australia, JTSI including their respective officers, employees, contractors and agents or otherwise from all liability (in negligence or howsoever arising) for any loss, injury, damage, liability, costs or expenses suffered or incurred by the Applicant resulting from the disclosure of the application in part or whole.

##### 6.2 Auditor General's Act 2006 (WA) and Financial Management Act 2006 (WA)

- (a) Nothing in the Guidelines or the General Terms and Conditions shall be interpreted to affect or diminish the powers and responsibilities of the Auditor General for the State of Western Australia under the *Financial Management Act 2006* and the *Auditor General's Act 2006* in any way.
- (b) Subject to this clause 6, the provisions of the *Financial Management Act 2006* and the *Auditor General's Act 2006*, JTSI will not make public any part of the application or any application information that the Applicant expressly and reasonably nominates in their application as confidential. However, JTSI may require the Applicant to withdraw any claim to confidentiality in respect of any part of the application information as a condition of acceptance of the application.

##### 6.3 Privacy

- (a) By submitting their application for the Program, the Applicant consents to the information provided by the Applicant or collected by JTSI relating to the Applicant or their Application



being used by JTSI in the assessment of their application, administration of the Program and this Agreement.

- (b) JTSI will store personal information collected in this process, supporting documentation and any program administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (Cth) and the Australian Privacy Principles.

## 7. Limitation of Liability

To the fullest extent of the law, the State of Western Australia and JTSI, including their respective officer, employees, contractors and representative, shall have no liability whatsoever (arising in negligence or howsoever) for any loss, injury, damage, liability, costs or expenses (including legal costs) suffered or incurred by the Applicant in connection with their application and JTSI's lawful disclosure of the Applicant's information and/or application as required for the purposes of administering the Program and this Agreement.

## 8. General

To the fullest extent permitted by law all implied terms and conditions are excluded from these General Terms and Conditions constituting the Agreement between the Applicant and JTSI. .

## 9. Laws

This Agreement, including the General Terms and Conditions, is governed by the law of the State of Western Australia.

The Applicant must comply with all relevant laws and rules of the State of Western Australia regarding their application.

## 10. Definitions

In these General Terms and Conditions:

**Agreement** means these Guidelines and the General Terms and Conditions contained within.

**Business Day** means a day, not being a Saturday, Sunday or public holiday, on which banks are open for general banking business in Western Australia.

**Program** means the International Student Accommodation Subsidy, and associated processes, and requirements and benefits described in both the Program Guidelines and these General Terms and Conditions; and

**Guidelines** means the document titled "International Student Accommodation Subsidy Round 4, 2023. Guidelines, FAQs, Terms and Conditions."