



## Dear Kirana Student

The Australian Government recently made updates to the VET FEE-HELP loan scheme requiring students who are continuing their studies into 2017 to opt back into using the financial assistance. As you are currently accessing VET FEE-HELP to cover your course fees you should have received an email or letter from the Department of Education and Training informing you of the requirements to opt in.

### How do you opt in?

To ensure your fees remain covered by VET FEE-HELP and that we continue to help you reach your learning potential, follow the instructions set out in the correspondence from the Department of Education and Training. You are required to only opt in once to ensure that you are continuing your course for 2017 using VET FEE-HELP.

There are 5 easy steps you need to follow which should take no longer than a few minutes of your time. These include:

#### Step 1 – Retrieve your email/letter notification

Check your personal email [insert email address we have on file] to confirm you have received a letter from the Department of Education and Training. If you cannot find the email check your junk or trash folder.

#### Step 2 – Fill out opt in form

The email/letter should contain a unique passkey and a hyperlink to the Department of Education and Training opt in form at <https://ecaf.education.gov.au/vfh>. You have 10 days from receipt of the notification to click on the link and complete the form. If you do not complete the form within this timeframe your passkey may expire. If it does expire you will *need to contact the department at* <https://www.education.gov.au/vet-student-loans/vet-fee-help-opt-in>.

#### Step 3 – Submit the form

Submit the form by selecting to Opt In. *You will need to submit the form to avoid any disruption to your current studies.*

#### Step 4 – Receive confirmation letter from the Department of Education and Training

A confirmation letter will be sent to you by the Department of Education and Training (check your junk mail/trash folder just in case you haven't received it). Once you have received this letter via email, please forward this letter and any attachment to:

[vetloanoptin@kirana.edu.au](mailto:vetloanoptin@kirana.edu.au)

Suite 8, Level 1, 50 Macquarie Street  
Liverpool NSW 2170  
P 1300 857 514  
kirana.edu.au

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**Step 5 – Confirmation of receipt**

A member of our student support team will confirm receipt of your letter and update your records for you to continue your qualification.

**What happens if you do not complete the opt in form?**

If we have not received your **confirmation letter** by the 4<sup>th</sup> January 2017, we are required by the Department of Education and Training to halt your access to the course and its materials until **we receive the confirmation letter**. This also includes halting access to the MyKirana learning platform.

For further information and assistance please contact the student support team on **1800 078 839. Our team is here to assist you.**

Kind Regards

Katrina Galea

Operations & Student Support Manager