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# International Student Emergency Relief Fund and Domestic Student COVID Relief Fund

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## What is the International Student Emergency Relief Fund and the Domestic Student COVID Relief Fund?

These Relief Funds are different from the RMIT COVID Support Grants (for technology and emergency financial support) which are now closed. They are focused specifically on supporting students whose access to legal employment has been impacted by COVID-19 and are offered in addition to other RMIT relief programs and other existing government support.

## Eligibility

### Who is eligible for the International Student Emergency Relief Fund and Domestic Student COVID Relief Fund through RMIT?

The eligibility criteria for the International Student Emergency Relief Fund has been determined by the Victorian Government and RMIT has applied the same criteria to the Domestic Student COVID Relief Fund.

To be eligible you must meet **all** the following eligibility criteria:

1. You are enrolled **at RMIT in Victoria**, and you were enrolled at 16 March 2020.
2. You are currently living in Victoria and not interstate or overseas.
3. You were employed in Victoria in March 2020, and are experiencing financial hardship due to the coronavirus (COVID-19) pandemic, as a result of:
  - a significant reduction in hours of employment **OR**
  - loss of employment due to a business shutdown **AND**
  - you do not have access to other forms of financial support.
4. In addition to this, international students must hold a current student visa which expires after 30 June 2020.

### Is the International Student Emergency Relief Fund separate to the relief funds provided by my university?

The International Student Emergency Relief Fund provides additional money so the government, together with education institutions, can help as many international students in Victoria who are experiencing financial hardship as possible. RMIT has existing support services and are best placed to assess individual students' needs which is why we are managing the application process. In addition, RMIT has decided to provide equivalent funding support for domestic students.

### Can I apply if I have already applied for a COVID Support Grant or other emergency assistance from RMIT?

You can apply If you have received support from RMIT and you are still in genuine hardship due to reduced income from loss of work or reduced hours as a result of COVID-19. Previous payments made to you by RMIT will be taken into consideration.

## About the application process

1. You can only apply once and will not be able to save the application and return to it so make sure you have gathered all your supporting documentation before you start.
2. All supporting documentation must be in accepted formats and contain all the information requested for the application to be assessed.
3. Carefully read the additional information in the application form about supporting documentation and contact [RMIT Connect](#) if you have any questions before you apply.
4. If your application is complete it will then be assessed against the eligibility criteria and you will be notified of the outcome.
5. If you receive a successful outcome you must follow the instructions in the outcome email and enter your bank account details via Enrolment Online so that the payment can be made to your bank account.
6. If you receive an unsuccessful outcome you will not be able to apply again.

## Supporting Evidence

### What supporting documentation will I have to provide?

- Evidence of your employment
- Evidence of reduction of hours or loss of employment
- Evidence of your current financial situation

### Evidence of employment and financial hardship requirements

#### QUESTION 21 (DOMESTIC STUDENTS) OR QUESTION 22 (INTERNATIONAL STUDENTS) EVIDENCE REQUIREMENTS:

To show evidence of employment in March 2020, you must include at least one of the following:

**1. One payslip** dated in March 2020, including:

- Employer's and your name (matching the name used in your application).
- Employer's Australian Business Number (ABN).
- Payment period.
- Date of payment.
- Gross and net pay.
- If you are paid an hourly rate, the payslip must include the ordinary hourly rate and the number of hours worked at that rate.

**2. A letter from your employer**, signed, dated and including the contact details of the employer (name and phone number) that verifies your employment in March 2020.

**3. Bank statement/s** from the account/s in which your wage is deposited. Bank statement must be in English language and must include:

- bank letterhead.
- your name (matching the name used in your application).
- the balance at the end of the statement period.
- transactions in March 2020 that demonstrates payment of your wage or salary from your main employment.

Note: Screenshots, records from Spending Tracker, password protected documents or images from internet banking or phones will not be accepted. PDF format is preferred. Where possible, please highlight the payment of wages in your transactions.

If you are self-employed, or working as a contractor, for evidence of your employment you can provide bank statements, two invoices or a Business Activity Statement (BAS).

### **QUESTION 23 (DOMESTIC STUDENTS) OR QUESTION 24 (INTERNATIONAL STUDENTS) EVIDENCE REQUIREMENTS:**

To show evidence of changes to your employment such as reduced hours or loss of employment, you must include at least one of the following:

**1. Your last three payslips.** One payslip must be dated at March 2020 and all payslips must include:

- Employer's and your name (matching the name used in your application).
- Employer's Australian Business Number (ABN).
- Payment period.
- Date of payment.
- Gross and net pay.
- If you are paid an hourly rate, the payslip must include the ordinary hourly rate and the number of hours worked at that rate.

**2. A letter of termination** of your employment or reduction in hours, signed, dated and including the contact details of the employer (name and phone number).

**3. An email from your employer** communicating a reduction in hours/shifts (do not provide screen shots or text messages. You must download the email and submit it in PDF file format).

**4. Bank statement/s** from the account/s in which your wage is deposited. Bank statement must be in English language and must include:

- bank letterhead.
- your name (matching the name used in your application).
- the balance at the end of the statement period.
- transactions in March 2020 that demonstrates payment of your wage or salary from your main employment.

Note: screenshots, records from Spending Tracker, password protected documents or images from internet banking or phones will not be accepted. PDF format is preferred. Where possible, please highlight the payment of wages in your transactions.

If you are self-employed, or working as a contractor, for evidence of changes to your employment you can provide bank statements, two invoices or a Business Activity Statement (BAS).

### **QUESTION 25 (DOMESTIC STUDENTS) OR QUESTION 26 (INTERNATIONAL STUDENTS) EVIDENCE REQUIREMENTS:**

To show evidence of your current financial situation, you must include bank statements for all of your current bank accounts. Each bank statement must be in English language and must include:

- bank letterhead.
- your name (matching the name used in your application).
- the balance at the end of the statement period.

- transactions between March and June 2020, including any payments of wages or salary from your main employment during 2020.

Note: All accounts must be included, including linked bank accounts or accounts you transfer between. screenshots, records from Spending Tracker, password protected documents or images from internet banking or phones will not be accepted. PDF format is preferred. Where possible, please highlight the payment of wages in your transactions.