



## Progression Form Fact Sheet



### What is the Form?

If you have a [VET Student Loan](#), and are currently studying, or have recently been studying, you are required to complete a Progression Form 2–3 times a year throughout your studies.



### Why do I need to complete it?

The purpose of the Form is for the Department of Education, Skills and Employment to confirm your current study status, to determine if you still require your VET Student Loan.

If you **do not complete** the Form within **14 days** of receiving it:

- Your VET Student Loan may be **stopped**.
- You may **incorrectly incur debt** for studies that you are not continuing with.



### Who needs to complete it?

All students accessing a VET Student Loan **must** complete the Progression Form.

If you are **continuing** with your course, complete the Form to ensure continued access to your loan.

If you are re-commencing after a period of absence from your course (for example, after a deferral or withdrawal) you **must** complete the Form, advising the date of recommencement, to ensure your loan is recontinued for your course.

If you have **completed** your course, complete the Form to ensure you do not incur further VET Student Loan debt.

If you have **deferred** or **withdrawn** from your course, complete the Form to ensure your VET Student Loan for your course is paused/ stopped. You **must**:

- Follow the deferral/withdrawal procedure of your education/training provider.
- Complete the Progression Form, advising the date of deferral/ withdrawal, to ensure you are not incurring any unnecessary VET Student Loan debt. If this date is after the [census date](#) published by your provider, you will incur a debt.

If you **never commenced** the course, complete the Form to ensure you do not incur a VET Student Loan debt.



## How do I complete it?

For **each course** that you are enrolled in:

1. You will receive an email from [[ecafsystem@education.gov.au](mailto:ecafsystem@education.gov.au) / [VETStudentLoans@education.gov.au](mailto:VETStudentLoans@education.gov.au)] with the subject line 'Your VET Student Loan – action required by [due date]'.
2. Use the link and passkey from the email to login. You will also need to enter your date of birth in the following date format DD/MM/YYYY to login.
3. Complete the questions and submit. The Form is simple and should take less than 5 minutes to complete.

*You will have **14 days** from the date you receive the email to complete and submit the Form.*



## What should I do if I have difficulty completing it or do not complete it on time?

Please **contact** your provider if you have any queries or difficulties accessing/submitted your Progression Form, including if:

- you are unsure how to complete the Form
- you made any errors in the Form
- you deleted the email before completing the Form
- you missed the deadline for completing the Form
- the passkey does not work



## Where can I get more information?

For more information about VET Student Loans, refer to the [VET Student Loans Information Booklet](#).

You can also contact the Department of Education, Skills and Employment by using the department's [student enquiry form](#).