For all RTO staff

**Purpose**
- This Contract Notification provides an updated version of the Guidelines about determining student eligibility and supporting evidence and the Guidelines about Fees.

**Background**
- The 2016 Guidelines about determining student eligibility and supporting evidence (v1.0) and the 2016 Guidelines about Fees (v1.0) were published via SVTS on 6 November 2015.

**Main Points**
- The next version of the 2016 Guidelines about determining student eligibility and supporting evidence (v1.1) includes the following changes:
  - clarification of the use of electronic forms of evidence and use of document verification services;
  - amendments to the Student Declaration Form regarding sighting and retaining evidence;
  - updated course details on the Foundation Skills List; and
  - minor corrections of an editorial nature.
- The next version of the 2016 Guidelines about fees (v1.1) includes only minor corrections of an editorial nature.
- The *2016 Guidelines about determining student eligibility and supporting evidence* and the *2016 Guidelines about fees* have been updated in the ‘Documents’ section of SVTS.

**Critical Dates**
- The *2016 Guidelines about determining student eligibility and supporting evidence* and the *2016 Guidelines about fees* are effective immediately for all activity from 1 January 2016.
Relevant Resources

- 2016 Guidelines about Determining Student Eligibility and Supporting Evidence (Version 1.1, December 2015)
- 2016 Guidelines about fees (Version 1.1, December 2015)

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