



Document Advice for Claiming Back Expenses Higher Education Students using a Government Loan Scheme

You do not need to wait to the end of your course to claim a reimbursement. To make a claim from the scholarships fund for reimbursement, you will need to demonstrate two things have occurred:

- You were enrolled in the approved unit(s) during the activity period associated with the Round you applied, and you successfully passed the unit(s).
- You incurred an expense for the enrollment.

A university will usually produce an **official letter** on request, that confirms:

- your tuition fees for the unit(s) being claimed,
- the study semester and year for these units, and
- the academic record is at least a pass (if your letter doesn't show this you need to provide us with an academic transcript, see below).

Your university or higher education provider's student services office will issue the following official documents periodically, and on request:

- **Fee Account Statement** (also called a **Statement of Account**) showing a record of fees for a period (usually a year).
- **Academic Transcript** showing a graded or non-graded pass for the units.

Most documents printed through online student portals, or via student financial loan schemes are unofficial. Please ensure that the documents (including letters) submitted to us are both *original* and *official*, show the information we require, and are signed and/or sealed or stamped by the responsible university officer.

If you incur costs associated with the university's administration of these requests, you can submit receipts with the reimbursement claim form and the official university documents to AIDR, up to two times in a calendar year, usually at the end of each semester.

Documents need to be posted to us. We will return the original documents to you in the mail.