



STUDENTS- APPLY FOR FEE-HELP ONLINE

ACT students can apply for FEE-HELP funding by filling out an Electronic Commonwealth Assistance Form (eCAF) that can be accessed through the ACT's administrative system, Paradigm EMS (previously known as TAMS).

All eligible ACT students can apply for FEE-HELP by logging in to Paradigm.

Note: Please ensure that you have read the most recent FEE-HELP information booklet, available at: <http://www.studyassist.gov.au>. You must also have your Tax File Number ready before attempting to complete your eCAF.

LOGGING INTO TAMS AND APPLYING FOR FEE-HELP

Step 1: Go to Paradigm at: <https://act.edu.net.au> and enter your login details

Username: your ACT student number

Password: your default password is the day and month of your date of birth in the format dd/mm + the last 3 digits of your ACT student number.

For example, a student with the ACT student number of 123456789 who was born on July 1 would have the password: 01/07789. Please do not forget to enter the / when entering your password. If you encounter any problems logging in, please contact the ACT's Academic Services team at: AcademicServices@actheology.edu.au or (02) 9262 7890.

Step 2: If enrolled in two or more ACT courses look at the 'Course Enrolled by Student' section of the summary page and click the blue 'Actions' button next to the relevant course and select 'View'. This will ensure the correct course is loaded when you complete the eCAF.

Step 3: Click on the eCAF link in the navigation bar on the left of the screen and then click next.

The screenshot shows a web interface for the Australian Government's Request for FEE-HELP assistance. On the left, there is a navigation menu with options like 'Student', 'Summary', 'Edit Details', 'Course', 'Units', 'Course Plan', 'Edit Address', 'View Content', 'Online Submissions', 'My Login', 'eCAF', and 'Reports Timetable'. The main content area displays the 'Request for FEE-HELP assistance' form. It includes the Australian Government logo and the text 'Request for FEE-HELP assistance'. Below this, there are instructions: 'Before completing this form, you must read the FEE-HELP information booklet, available at www.studyassist.gov.au'. The form also contains a 'NEXT' button at the bottom right.

Step 4: Follow the on-screen prompts. If you have any please do not hesitate to contact the ACT's Academic Services team for help at AcademicServices@actheology.edu.au or (02) 9262 7890.



Troubleshooting tip: If you are enrolled in two or more ACT courses, you may need to select the course you want to submit an eCAF for, so that the right information is preloaded when you go to complete the form on Paradigm.

On the Paradigm summary page under the **'Course Enrolled by Student'** section, click the blue **'Actions'** button next to the course that you want to submit an eCAF for and select **'View'**. This will ensure the correct course is loaded when you go to complete the eCAF.

