



## 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 Theological Academic Management System (TAMS).

From the end of first semester 2016 all eligible ACT students can apply for FEE-HELP by logging in to TAMS.

Note: Please ensure that you have read the most recent FEE-HELP information booklet, available at: [www.studyassist.gov.au](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: <https://act.edu.net.au> and enter your login details

Username: your 9 digit 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](mailto:AcademicServices@actheology.edu.au)

Step 2: If enrolled in two or more ACT courses look at the 'Course Enrolled by Student' section and click the blue 'Actions' button besides the relevant course and select 'View'. This will ensure the correct course is loaded.

Step 3: Click on the eCAF link in the navigation bar on the left of the screen.

Step 4: Follow the on screen prompts.

If you have any problems logging in to TAMS or completing the eCAF form please do not hesitate to contact the ACT's Academic Services team for help.