



Trade Support Loans – Change of Circumstances

What is a ‘change of circumstances’?

A change of circumstances is any change to your personal or work situation, which *could* affect your eligibility to receive Trade Support Loan payments. You **must** notify your Apprenticeship Network Provider of such changes.

When do I have to notify my Apprenticeship Network Provider?

You **must** notify your Apprenticeship Network Provider within 14 days if:

- You change your employer
- Your workplace address changes (if you are working in the horticulture sector)
- You cancel, suspend or withdraw from your apprenticeship
- You change your qualification
- Your Tax File Number (TFN) changes
- Your Australian residency status changes
- You are currently (or about to be) imprisoned
- Anything else changes that may affect your eligibility to receive Trade Support Loan payments.

These changes are called ‘*notifiable changes*’. If you do not notify your Apprenticeship Network Provider of a notifiable change within 14 days, you may be committing an offence and need to pay back the money received immediately.

How should I notify my Apprenticeship Network Provider?

It is up to you how you let your Apprenticeship Network Provider know of a change of your circumstances (e.g. phone, fax, mail, email). We recommend you use email – this way, you have a record of what exactly you sent and when.



What if I change my contact or bank details?

You should let your Apprenticeship Network Provider know if:

- Your address has changed
- Your phone number has changed
- Your email address has changed
- Your bank details have changed
- Any other personal details have changed.

If you do not tell your Apprenticeship Network Provider, you may not be able to receive important information, or you may not get your Trade Support Loan payments. It is your responsibility to ensure that your Apprenticeship Network Provider has your correct details – please let them know as soon as practicable.

What else do I need to do?

If you think the information held by your Apprenticeship Network Provider is different to the information the Australian Taxation Office (ATO) has, you may need to contact your Apprenticeship Network Provider and/or the ATO to have your records updated. If the information you provide to your Apprenticeship Network Provider does not match the information the ATO holds about you, you may need to pay back the money received immediately.

Further Information

If you have any questions, contact your Apprenticeship Network Provider.