

Enrollment Process for FEE-HELP Applicants at IHM

1. Initial enquiry

- Student contacts IHM through website, phone, email or through paid campaigns.
- IHM provides initial information about courses and FEE-HELP availability

2. Course Selection

- Student selects a FEE-HELP eligible course (e.g., Master of Nursing, Graduate Certificate in Advanced Nursing, or Bachelor of Social Work)

3. Online Application

- Student completes the online application form on IHM's website
- Uploads required documents (e.g., academic transcripts, proof of identity)

4. Eligibility Check

- IHM admissions team reviews application and confirms eligibility for the chosen course
- Checks FEE-HELP eligibility criteria (citizenship status)

5. Conditional Offer Letter

- IHM issues a conditional offer letter to the student
- Includes course details, fees, and FEE-HELP information

6. FEE-HELP Application

- Student completes the Request for FEE-HELP Assistance form
- Provides Tax File Number (TFN) and Unique Student Identifier (USI)
- Submits any additional required documentation (e.g., VEVO extract for visa holders)

7. Acceptance of Offer

- Student accepts the offer and submits the signed acceptance form
- Pays any applicable enrollment fees not covered by FEE-HELP

8. FEE-HELP Approval

- IHM processes the FEE-HELP application
- Confirms approval status to the student

9. Enrollment Confirmation

- IHM sends enrollment confirmation and course commencement details
- Provides access to student portal and learning materials

10. Orientation

- Student attends orientation session (online or on-campus)
- Receives further information about FEE-HELP, course structure, and support services

11. Course Commencement

- Student begins their studies
- FEE-HELP is applied to their account

12. Ongoing Support

- IHM provides continuous academic and administrative support
- Monitors student progress and FEE-HELP status throughout the course

This enrollment process ensures that students are guided through each step of applying for both their chosen course and FEE-HELP assistance. It's important to note that all FEE-HELP documentation must be submitted before the census date of the first study period to ensure eligibility for the loan scheme.