

Step 1

Download the RWTF Loan Application Form (AE 796) from Web Forms.

Fully complete the "Applicant details" section

Please ensure that the date your current engagement ends is recorded on the application. For members who are serving on a permanent engagement this is your age retirement date.

Step 2

Forward to your Supervisor or Unit Administrator (by using the webform button)

Unit recommendation - The recommending authority must be at least FSGT level. e.g. your CO, PCO (Admino) or Executive Officer.

The purpose of the Unit Recommendation is to provide an indication to the Investigating Chaplain / Officer that an applicant is not likely to be discharged during the term of the loan. Should the Unit recommendation indicate that a member is likely to be discharged then the Investigating Chaplain / Officer may need to re-negotiate the terms of the loan with the applicant.

Step 3

Once recommended, you will receive your loan form back by email.

Complete "Bank details (your NPD pay account)" section

The bank details provided should match where your pay goes. This information is requested only because some members are not visible on D1 and some overseas members will need to nominate an Australian bank account.

Complete "Statement of amount, purpose of loan and prior financial details" section

Use the (Repayment Options Guide) to complete the required fields once you have decided how much you want to borrow.

Complete the Type of loan and maximum limits.

Group Life Loan - max \$5,500 - For members of the RWTF Group Life Insurance Scheme

Long Service Loan - max \$4,500 - For members who have completed at least 10 years PAF service

Home Improvement - max \$4,500 - Home improvements or furniture (Receipts may be requested)

Professional Development – max \$4,500 – Computers, course costs (Receipts may be requested)

Purpose of loan - detail the reason(s) why you are seeking the loan - **THIS IS MANDATORY.**

Complete the "Financial details statement" then Statement of Fortnightly Income and Expenditure. (Complete all areas listed that are relevant to your financial position).

Step 4

Submit your loan application to your local base Chaplain (using the Forward to Chaplain button on the webform) and make an appointment to discuss your circumstances with them either in person (preferably) or by phone.

Members located overseas or at locations that do not have ready access to a RAAF Chaplain may submit their application directly to the RWTF Head Office in Canberra. Members in this category should first contact the RWTF by telephone (02) 5130 9486 or by email to RWTF@defence.gov.au

RWTF Chaplain Contact List		
Amberley	amb.chaplains@defence.gov.au	07 5362 0450
Butterworth	thomas.killingbeck@defence.gov.au	60 12471-0053
Canberra	david.deal@defence.gov.au / emma.street@defence.gov.au	0420 996 367
Darwin	dar.chaplains@defence.gov.au	0477 308 064
East Sale	nathan.runham@defence.gov.au	0472 812 545
East Sale (OTS)	stuart.asquith@defence.gov.au	07 4430 0728
Edinburgh	edn.chaplains@defence.gov.au	0438 761 403
Edinburgh (IWD)	andrew.morris9@defence.gov.au	08 9570 1755
Glenbrook	john.carroll3@defence.gov.au	0427 281 741
Pearce	peachaplains@defence.gov.au	0438 612 853
Richmond	ric.chaplains@defence.gov.au	0427 281 741
Tindal	tdl.chaplains@defence.gov.au	0427 890 054
Townsville	david.kelly12@defence.gov.au	0418 977 196
Wagga	wagga.chaplains@defence.gov.au	0429 435 236
Wagga (1RTU)	mitchell.herps@defence.gov.au	0419 259 209
Williams	david.enticott@defence.gov.au	0429 781 525
Williamstown	wlmchaplains@defence.gov.au	0457 772 854

After your interview the Chaplain will recommend the loan by signing your loan application electronically and email it back to you (using the Return to Member button on the webform), ready for you to sign electronically and submit to the RWTF for assessment and approval (using the Forward to RWTF button on the webform).

Step 5

Complete loan agreement and indemnity and submit the application to the RWTF.

Our aim is to process loans received prior to 1100 Canberra local time that working day.