



# RAAF WELFARE TRUST FUND

### Step 1

- Download the RWTF Loan Application Form (AE796) from Web Forms or the RWTF Website [Apply Online – RAAF Welfare Trust Fund](#)
- Fully complete the **Applicant details** section.

Retirement Date / CFTS end date: For SERCAT 6 & 7 Aviators this is the compulsory retirement date. Alternatively, it is the relevant Gap Year or Continuous Full Time Service (CFTS) engagement end date.

*Experiencing issues downloading the web form? For security reasons, Chrome and Edge web browsers provide their own PDF engine to display PDFs within the web browser. Right-click on the PDF and select Save As (Chrome) or Save Target As (Edge) and then click 'Open', or save the file to a location (such as your desktop) and double-click to open.*

### Step 2

- Forward to your Supervisor or Unit Administrator (by using the web form button) for Unit Recommendation – at least FSGT level, e.g. your CO, PCO (Admino) or Executive Officer.

The purpose of this recommendation is to indicate for the Chaplain whether an applicant is:

- likely to be discharged for any reason before completion of current engagement; or
- being considered for any action on disciplinary grounds that may result in discharge.

Should the Unit Recommendation indicate that an Aviator is likely to be discharged, the Chaplain / Trustee may need to renegotiate the terms of the loan with the applicant.

### Step 3

Once recommended by the Supervisor or Unit Administrator, you will receive your loan form back via email.

- Complete **Bank details (your pay account)** section.

To prevent bounced payments this should match the bank account where your Defence pay goes as registered in PMKeyS.

- Complete **Statement of amount, purpose of loan and prior financial details** sections:

- (i) Refer to the table on page 3 of this instruction guide for the 3 new loans available including maximum loan amounts, loan terms and Fund Maintenance Contribution (FMC) loan fee rate.

Loans issued will be rounded to the nearest \$100 – for example \$7,655 sought for a Home Improvement loan based on a furniture quote for example (refer next Step 3 (ii) below) will be rounded by RWTF to \$7,700.

**Note:** access to loans is no longer dependent on Group Life Insurance (GLI) membership, but GLI members are entitled to the lowest available loan FMC fees and save 0.5% p.a. On receipt of a loan at the discounted GLI rate, you must remain a GLI member for the duration of the loan.

- (ii) Select the **Type of loan** from the drop down menu:

<u>General Purpose:</u>	up to \$6,500
<u>Home Improvement:</u>	\$6,500 to \$10,000
<u>Emergency:</u>	up to \$1,000

Note: a Home Improvement loan application requires manual attachment of the following 3 documents to the email created by clicking “Forward to Chaplain” (there is no attachment button within the form itself).

**We recommend saving these 3 documents in your File Explorer** for easy attachment later when emailing your completed loan application to the RWTF in Step 5 – Adobe web form controls prevent the ability to drag attachments from your earlier email to the Chaplain:

1. Latest payslip
2. Last 3 bank statements
3. Supplier quote/materials list supporting the loan amount requested in full, for example:
  - quotes from builder / electrician etc.
  - list / bill of materials from Bunnings (e.g.) for DIY projects
  - snips into a Word document of furniture / appliances etc. from Harvey Norman (e.g.) online catalogue
  - contract of sale on purchase of home or property / bank pre-approval letter or letter of offer in support of intention to bid/offer

Where the RWTF receives a loan application not supported in full by quotes:

- a variance of up to \$200 is acceptable – e.g. requesting a loan of \$8,000 when quotes provided total \$7,800
  - where the variance is more than \$200 – the RWTF will seek additional quotes before it can consider lending the higher loan value. For example, where the request is \$10,000 but quotes are provided for only \$8,500, the RWTF will advise the applicant by email that a loan of \$8,500 can be assessed unless support for the additional \$1,500 is received, requesting a reply email
  - should the applicant choose to borrow \$8,500 in this example, the AE796 does not need to be updated or re-signed by the applicant or Chaplain (the email will suffice).
- (iii) Tick Yes or No: **Are you a RWTF Group Life Scheme member** – this will impact the FMC charged, saving GLI members 0.5% p.a.
- (iv) Click on the Repayment Calculator link to open the new loan calculator embedded in the RWTF website. Copy the resulting **Loan Amount, FMC and Total sum repayable** into the loan web form.
- (v) Complete **Purpose of Loan** (mandatory) - detail the reason(s) why you are seeking the loan
- (vi) Complete all relevant **Financial details statement** boxes with amounts for:
- (A) Incoming (per fortnight) including gross income (your pay) from your payslip
  - (B) Outgoings and deductions (per fortnight) including Tax from your payslip
  - (C) Mortgage / loan / credit card payments (per fortnight)
  - (D) Assets owned including savings account / investments / property / vehicles / contents

- Submit your loan application to your local base Chaplain (using the Forward to Chaplain button on the web form) ensuring all 3 attachments are included for Home Improvement Loan applications and make an appointment to discuss your circumstances in an interview with that Chaplain either in person (preferably) or by phone.

Aviators located overseas or at locations without ready access to a RAAF Chaplain may submit their application directly to the RWTF in Canberra after first contacting the RWTF by phone (02) 5130 9486 or by email to [RWTF@defence.gov.au](mailto:RWTF@defence.gov.au).

After your interview the Chaplain will recommend the loan by signing your loan application electronically and emailing 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 (by using Forward to RWTF web form button).

## Step 5

- Read and electronically sign the **Loan Agreement and Indemnity**
- Use the Forward to RWTF button to create the email to submit your loan application (which will be sent to [RWTF@defence.gov.au](mailto:RWTF@defence.gov.au))
- Before sending the email - attach the 3 items required for a Home Improvement loan per Step 3 (ii) which will have been checked by the Chaplain but not returned to you

You will receive notification by email from [RWTF@defence.gov.au](mailto:RWTF@defence.gov.au) when your loan is approved.

Loan	Purpose	Loan amount	Loan term	Eligibility	Fund Maintenance Contribution (FMC)		Aviator to attach additional information to loan application email for Chaplain and RWTF
					GLI member	Non-GLI member	
<b>General Purpose</b>  Replaces the Group Life, Professional Development and Long Service Leave loans	For any worthwhile purpose such as purchasing a car, furniture or appliances, for home or car repairs, or to take a holiday  Unlimited per career	Up to \$6,500	Up to 2 years  (1 – 52 fortnights)	<ul style="list-style-type: none"> <li><u>SERCAT 6 &amp; 7</u> aviators on completion of initial training (1RTU / OTS / ADFA)</li> <li><u>Reserve Aviators undertaking CFTS for at least 6 months</u> for the period of the CFTS</li> </ul>	3% p.a.	3.5% p.a.	N/A
<b>Home Improvement</b>	To build, buy, renovate or furnish a home  Limited to 3 per career	\$6,500 to \$10,000	Up to 4 years  (1 – 104 fortnights)		4% p.a.	4.5% p.a.	1. Payslip 2. Last 3 bank statements 3. Supplier quote/materials list to substantiate the loan purpose
<b>Emergency</b>	To meet temporary circumstances such as emergency housekeeping expenses, family medical or dental expenses, pressing household bills or fares for travel on compassionate leave	Up to \$1,000	Up to 2 years  (1 – 52 fortnights)		FMC free		N/A