

Quick Reference Guide: How to opt-out of an Australian Apprenticeship Support Loan

Australian Apprentices receiving an Australian Apprenticeship Support Loan (AASL) can use this guide to help stop their payments. Australian Apprentices automatically receive payments upon successful completion of their Australian Apprenticeship Support Loan application.

1. Navigate to [ADMS](#) and login using the Apprentice login button.

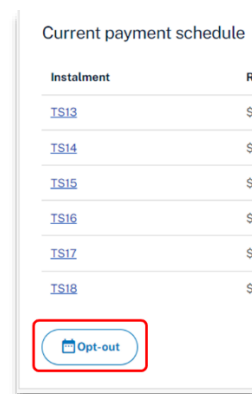
NOTE: If you are logging into ADMS for the first time, you will need to set up your ADMS access. Visit the [Claiming Apprentice Incentives page](#) on the Australian Apprenticeships website for further information.

2. Click 'View my Australian Apprenticeship Support Loan schedule' in the Actions section.



RESULT: The Australian Apprenticeship Support Loan Payment Schedule is displayed.

3. Click 'Opt-out' in the 'Current payment schedule' section.



Instalment	Re
TS13	\$7
TS14	\$7
TS15	\$7
TS16	\$7
TS17	\$7
TS18	\$7

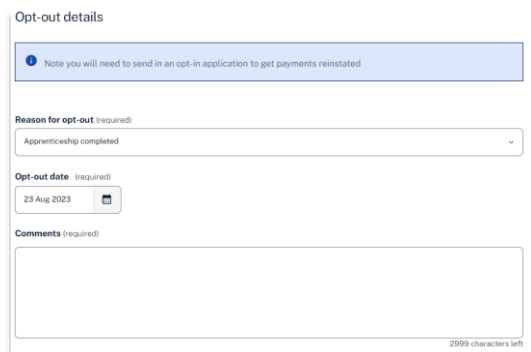
Below the table is a button labeled 'Opt-out' with a calendar icon, which is highlighted with a red rectangle.

4. Select a reason for opt-out from the drop-down menu.
5. Pick a date for opt-out.

RESULT: The cancelled payments will display in the 'Cancelled payments' section.

NOTE: All scheduled payments after the opt-out date will be cancelled.

6. Provide a comment about why you want to opt-out.



Opt-out details

Note you will need to send in an opt-in application to get payments reinstated

Reason for opt-out (required)
Apprenticeship completed

Opt-out date (required)
23 Aug 2023

Comments (required)

2999 characters left

7. Check your cancelled payments before clicking 'Opt-out' to finalise the form.

NOTE: You can opt-in again at any time during your apprenticeship period.

NOTE: Information that is pre-filled on your application is taken from what's recorded in ADMS. Contact your Australian Apprenticeship Support Network provider if you need to update any details

Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider. If you aren't sure who your AASN provider is, please call 1800 020 108.