

TECH SKILLS AUSTRALIA APPLICATION TO RE-CREDIT VET FEE-HELP BALANCE

To be completed by learner who meet all the criteria and return to Tech Skills Australia or email to info@techskillsau.com.au

You only need to fill out this form if you meet all the following criteria	
	1. I discontinued VET Loan for my tuition fee
	2. Census date has passed
	3. I discontinued my enrolment or have not completed one or more VET units of study due to special circumstances
	4. am requesting a re-credit of my FEE-HELP balance and a remission of my VET FEE-HELP debt due to special circumstances
<p>Note: If you withdrew from your studies on or before the census date, you have not incurred a VET FEE-HELP debt and you should not lodge an application for re-credit. If you successfully completed a VET unit of study, you are not eligible to apply for re-credit.</p>	

Family name		First name	
Other Name		USI No.	
Date of Birth		Phone No.	
Postal address			
Course Code		Course Name	

Details of VET Units of Study Discontinued				
Unit Code	Unit Name	Census Date	Date of Discontinuation	Re-credit applied (Yes/No)

What are your special circumstances? (supporting evidence required)

Declaration and Signature			
	I am submitting this application within the application period (see explanatory notes).		
	I have attached my supporting documentation, OR I will submit it within 10 working days of lodging this application.		
	I wish to apply for re-credit of my FEE-HELP balance and a remission of my VET FEE-HELP debt.		
	I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, my application will be immediately disregarded.		
Signature of applicant		Date	

Electronic Payment of Refunds Option	
Account Name	
Bank Branch	
BSB No. Account No.	

Credit Card Payment Option	
Type of Card, e.g. AMEX, Visa, Mastercard	
Card Number	
Name	

Explanatory notes - Application to re-credit FEE-HELP balance – VET students

Special circumstances may include, but not limited to;

- Condition beyond your control
- Do not make their full impact upon you until on, or after the Census Date
- Make it impracticable for you to complete the unit of study requirements.

Special circumstances may involve, but not limited to: Medical reasons; Family/Personal reasons or Employment related reasons. Some examples are detailed below:

- Medical reasons - you contract an illness and the effects are sufficiently serious that it is impracticable for you to continue with your studies
- Family/personal reasons - a member of your family suffers from a severe medical condition that requires you to provide full time care
- Employment related reasons - you are engaged in employment out of necessity and studying. Your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result, you are unable to continue with your studies

What type of supporting documentation do I need to provide?

It is important that you provide independent supporting documentation to support your claims. Statements made by family members, close relatives or friends are not considered to be ‘independent’ for these purposes. The supporting document may include, but not limited to:

- **Medical reasons:** a statement from a doctor including the date your medical condition began or changed, how your condition affected your ability to study and when it became apparent that you could not continue with your studies.
- **Family/Personal reasons:** a statement from a doctor, counsellor or independent member of the community (e.g. Justice of the Peace or a Minister of Religion) including the date your personal circumstance began or changed, how your circumstance affected your ability to study and when it became apparent that you could not continue with your studies.
- **Employment related reasons:** a statement from your employer including your previous work hours and location your current work hours and location and the reason for changed hours and/or location.

Application Period

If you have already discontinued your studies, your application must be sent Student Administration within 12 months from the day you discontinued. If you have not discontinued your unit of study, your application must be sent Student Administration within 12 months from the end date for the unit of study in which you were enrolled. You do not need to wait for confirmation of your discontinuation from your unit of study or for finalised supporting documentation to submit your application for

remission of your FEE-HELP debt. Your application will be registered as awaiting outstanding documentation. The supporting documentation must then be submitted within 7 days of receipt of your application, unless otherwise approved.

Note: Applications received after the relevant due date WILL NOT be considered.

How long will it take to assess my application?

Upon receipt of your application by Student Administration you will receive an acknowledgement in the post within 10 days. The decision to approve or not approve the remission of your FEE-HELP debt will be considered principally on the basis of your independent supporting documentation. You should allow up to 5 weeks for your application to be assessed. You will be advised in writing of the decision made.

Office Use Only							
Approved		Not Approved		Approval No.		Amount Refunded	
Signature (Officer who approved)				Date			
Reason for Not approved (if applicable)							