

## APPLICATION TO RE-CREDIT A FEE-HELP BALANCE – VET STUDENT LOANS

Before completing this form, please read the *Re-Crediting FEE-HELP Balances Procedure* available at [www.charltonbrown.com.au](http://www.charltonbrown.com.au)

### 1. PERSONAL INFORMATION

<b>Given Name</b>		<b>Surname</b>	
<b>Student Number</b>		<b>CHESSN No</b>	
<b>Course Name</b>		<b>Course No</b>	
<b>Postal Address</b>		<b>Suburb/Postcode</b>	
<b>Home Phone</b>		<b>Mobile</b>	
<b>Email Address</b>			
<b>Date of Birth</b>		<b>Gender</b>	Male / Female

### 2. THE UNIT/S OF STUDY I WISH TO RECEIVE RE-CREDIT OF FEE-HELP BALANCE FOR IS/ARE:

Unit of Study Code	Unit of Study Name	Office Use Only

### 3. OUTLINE OF SPECIAL CIRCUMSTANCES

On a separate piece of paper attached to this form, please outline the special circumstances under which you are applying to re-credit your FEE-HELP balance. Attach any independent supporting original or certified copy documentation, for example, a letter from a doctor or counsellor, to support your claim.

### 4. DECLARATION

I wish to apply for a re-credit of my FEE-HELP balance <i>and/or</i>	
I wish to apply for a refund of my tuition fees paid	
I declare that the information I have provided in this application is true and accurate.	
<b>Student Signature:</b>	<b>Date:</b>
	Office use only Date received:

**Submit your completed form and attachments via email to [enrolments@charltonbrown.com.au](mailto:enrolments@charltonbrown.com.au) or post to Level 3, 31 Duncan St Fortitude Valley QLD 4006.** You will be notified of the outcome of your request as soon as possible.

<b>Office use only</b>	Application to re-credit a FEE-HELP VET Student Loans balance approved	
	Application to re-credit a FEE-HELP VET Student Loans balance <b>not</b> approved	
Name:	Signature:	Date:

**Special Circumstances**

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**Attach any supporting documents or evidence to support your claim.**