

APPLICATION TO RE-CREDIT A VET FEE-HELP BALANCE

Students who withdraw after the Census Date may apply under special circumstances:

- to have their VET FEE-HELP balance re-credited if they have taken out a VET FEE-HELP loan; or
- to have their tuition fees refunded (if they have paid upfront).

Special circumstances are specified under the *Higher Education Support Act (HESA 2003)* and are listed on the back of this form. **Please read these carefully to ensure you are eligible before applying.** All decisions to re-credit a VET FEE-HELP balance can only be made in accordance with the requirements of *HESA*.

Requests for re-crediting a VET FEE-HELP debt should be made within 12 months of the withdrawal date (unless CHARLTON BROWN® is satisfied your application could not be made within the time frame because of special circumstances). You cannot apply for a re-credit if you have successfully completed a Unit of Study.

1. PERSONAL INFORMATION

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

2. THE UNIT/S OF STUDY I WISH TO RECEIVE SPECIAL CONSIDERATION FOR IS/ARE:

Unit of Study Code	Unit of Study Name	Office Use Only

3. OUTLINE OF SPECIAL CIRCUMSTANCES

On separate paper, please outline the special circumstances under which you are applying to re-credit your VET FEE-HELP debt. 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 VET 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 is true and accurate.	
Student Signature:	Date: Office use only Date received:

5.

Submit your completed form and other *original or certified copy* documentation to the Enrolments Department at CHARLTON BROWN®.

You will be notified of the outcome of your request as soon as possible.

Please note: all decisions are reviewable.

Office use only	Application to re-credit a VET FEE-HELP balance approved	
	Application to re-credit a VET FEE-HELP balance not approved	
Name:	Signature:	Date:

SPECIAL CIRCUMSTANCES FOR RE-CREDITING A STUDENT'S VET FEE-HELP BALANCE

1. Special Circumstances

A provider must re-credit if the provider is satisfied that special circumstances apply to the person that were:

- beyond the person's control; and
- did not make their full impact on the person until on, or after, the Census Date; and
- made it impracticable for the person to complete the requirements for the unit in the period during which the person undertook, or was to undertake, the unit [HESA Schedule 1A, Clause 48]

1.1 Beyond a student's control - Circumstances could be considered beyond a student's control if a situation occurs that a reasonable student would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. This situation would generally be expected to be unusual, uncommon or abnormal. For example, a lack of knowledge of how VET FEE-HELP works or the requirements regarding Census Dates would not be considered beyond a student's control.

1.2 Do not make full impact until on or after the Census Date - Circumstances could be considered not to make their full impact on the student until on or after the Census Date for the unit if the student's circumstances occur:

- before the Census Date, but worsen after that day
- before the Census Date, but the full effect or magnitude does not become apparent until after that day; or
- on or after the Census Date.

Students do not need to demonstrate they were unable to withdraw from the VET unit of study prior to the census date.

1.3 Impracticable for the student to complete the Unit of Study requirements - Circumstances that make it impracticable for the student to complete the requirements for their unit may include:

- Medical circumstances. For example, where a student's medical condition has changed to such an extent that he or she is unable to continue studying.
- Family/student circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to continue studies.
- Employment related circumstances. For example, where a student's employment status or arrangements have changed so that the student is unable to continue his or her studies and this change is beyond the student's control.
- Course related circumstances. For example, where CHARLTON BROWN® has changed the unit it had offered and the student is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses.

1.4 Pre-existing Conditions - circumstance that first occurred before the census date may satisfy the special circumstances requirement where it worsens after that day or the full effect or magnitude does not become apparent until after that day.

Alternatively, the full implications of a person's condition may not have been apparent until after the census date. This may be because recovery does not go to plan, or the degree of disability or incapacity for study are not fully realised until after the census date.

2. Special circumstances do not include:

2.1 lack of knowledge or understanding of requirements for VET FEE-HELP assistance; or

2.2 a student's incapacity to repay a FEE-HELP debt, as repayments are income contingent and the student can apply for a deferral of a compulsory repayment in certain circumstances.