

Who should use this form?

You should use this form **ONLY** if all of the following statements apply to you:

- ✓ I took out a VET FEE-HELP loan for my tuition fees
- ✓ Census date has now passed
- ✓ I discontinued my enrolment or have not completed one or more VET units of study due to special circumstances
- ✓ I am requesting a re-credit of my FEE-HELP balance and a remission of my VET FEE-HELP debt due to special circumstances.

Important: 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/remission. If you successfully completed a VET unit of study you are not eligible to apply for re-credit/remission.

Please read the attached Explanatory Notes before you complete this form

1. Personal Details

Surname:	Given name:	Student ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:	Email:	
<input type="text"/>	<input type="text"/>	
Address:	Post Code:	
<input type="text"/>	<input type="text"/>	

2. Details of the VET unit/s of study which you discontinued

VET Unit Name (eg 'Monitor a safe workplace')	Unit Code (eg BSBOHS407a)	Semester	Date of Discontinuation

3. Semester and year for which re-crediting is sought

Semester	Year	Date of Discontinuation

4. Special Circumstances (supporting documentation must be provided, see explanatory notes)

5. Applicant 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 7 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.

Applicant signature:

Date:

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6. How to submit this form

<p>Via mail:</p> <p>FEE-HELP Coordinator Customer Services TAFE Queensland Brisbane</p> <p>Locked Mail Bag 14 South Brisbane Qld 4010</p>	<p>In Person:</p> <p>Customer Service Contact Centres located at:</p> <p>South Bank, Mt Gravatt, Loganlea, Alexandra Hills, Bracken Ridge, Grovely, Caboolture and Redcliffe campuses</p>
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Note: If you do not have the Supporting Documentation ready, send in this application form without delay. Applications will NOT be considered if received outside the Application Period.

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

1. What are 'special circumstances'? (Section 4)

TAFE Queensland Brisbane defines special circumstances as those that:

- Are 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: Medical reasons; Family/Personal reasons or Employment related reasons. Some examples are detailed below:

- Medical reasons - you contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies
- Medical reasons - your medical condition only becomes apparent after the census date 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, as a result you are unable to continue your studies
- Family/personal reasons - you or your family's financial circumstances change unexpectedly to the extent that you are unable to continue with your studies
- 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.

2. What type of supporting documentation do I need to provide? (Section 4)

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. Depending on your special circumstances you may need to provide an independent statement from a doctor, counsellor, employer, or from your Faculty:

- Medical reasons – a statement from a doctor indicating:
 - The date your medical condition began or changed
 - How your condition affected your ability to study
 - 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) indicating:
 - The date your personal circumstance began or changed
 - How your circumstance affected your ability to study
 - When it became apparent that you could not continue with your studies.
- Employment related reasons – a statement from your employer indicating:
 - Your previous work hours and location
 - Your current work hours and location
 - The reason for changed hours and/or location.

Please note: If your application includes a Professional Practitioner Certificate/s as supporting independent documentation, please also provide a letter from the doctor/counsellor outlining the details of the certificate/s that are relevant to this process. A Professional Practitioner Certificate is solely used to assess a student's academic performance and is not sufficient for the purpose of approving an application for re-crediting of your FEE-HELP balance.

3. Application Period

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

If you have already discontinued your studies - your application must reach Student Administration **within 12 months from the day you discontinued** your unit of study.

If you have not discontinued your unit of study - your application must reach 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.

4. 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 14 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.

5. What if I disagree with the decision made by TAFE Queensland Brisbane?

- **Internal review:** If you are not satisfied with the decision made by TAFE Queensland Brisbane, you may apply for a review. You should submit your request for a review on the TAFE Queensland Brisbane form: FM454c Application to Review a Re-credit Decision, within 28 days of receiving the original advice. TAFE Queensland Brisbane will acknowledge receipt of your request and you will be notified of the Review Panel's decision in writing.
- **External review:** If you are dissatisfied with the results of the TAFE Queensland Brisbane review, you have the right to request a review of the decision by the Administrative Appeals Tribunal (AAT). Current cost of lodging an appeal to AAT is approximately \$816. This cost is the responsibility of the applicant. The cost may be reduced under certain circumstances, please contact AAT directly to find out more.

Contact details for AAT are:

Street address:

Deputy Registrar, Administrative Appeals Tribunal, Level 4,
Harry Gibbs Building, Commonwealth Law Courts, 119 North Quay, QLD 4000

Postal address:

Deputy Registrar, Administrative Appeals Tribunal, GPO BOX 9955, QLD 4001

Phone:

07 3361 3000 / 1300 366 700

Fax:

07 3361 3001

Internet:

www.aat.gov.au

Privacy Disclaimer

TAFE Queensland Brisbane is collecting the information on this form in accordance with the *Information Privacy ACT 2009* for students who have a VET FEE-HELP debt with the Commonwealth Government. Only authorised TAFE Queensland Brisbane and TAFE Queensland officers will have access to this information. Your information will not be disclosed to any third party without your consent, unless authorised or required by law.