



VET STUDENT LOANS

> APPLICATION TO RE-CREDIT VET STUDENT LOANS BALANCE

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 Student 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 Student Loans debt due to special circumstances

Please note: If you withdrew from your studies on or before the Census Date, you have not incurred a VET Student Loans 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 for that unit of study.

Please read the attached Explanatory Notes before you complete this form.

 This icon appears in sections where additional documentation must be attached.

STUDENT DETAILS

Please complete all fields. Date fields to be filled in DD/MM/YY format unless specified.

Family name: Given name(s):

Student number: Email address:

CHESSN: WA TAFE college:

Mailing address: Postcode:

Telephone: Mobile:

Program of study:

DETAILS OF THE VET UNIT/S OF STUDY WHICH YOU DISCONTINUED

VET unit name (e.g. 'Monitor a safe workplace')	Unit code (e.g. BSB0HS407A)	Semester	Date of discontinuation

SEMESTER AND YEAR FOR WHICH RE-CREDITING IS SOUGHT

Semester

Year

Date of discontinuation

SPECIAL CIRCUMSTANCES

 Supporting Documentation must be provided, see Explanatory Notes. Please attach additional pages if required.

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/remission of my VET Student Loans 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 : Date:

SUBMISSION

Applications to review a re-credit decision should be submitted using one of the methods below:

 Email: vetstudentloans.TIWA@dtwd.wa.gov.au and attach the completed form and all relevant supporting documentation.

 Postal: Director Academic Strategy | TAFE International Western Australia | Locked Bag 16, Osborne Park DC, WA 6916

 In person: TAFE International Western Australia | Level 7,3 Forrest Place, Perth Western Australia, 6000



EXPLANATORY NOTES

> APPLICATION TO RE-CREDIT FEE-HELP BALANCE – VET STUDENTS

SPECIAL CIRCUMSTANCES

What are 'special circumstances'? (Section 4)

TIWA 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 and
- > make it impracticable for you to complete the unit of study requirements

Special circumstances may involve:

- > **medical reasons**
- > **family/personal reasons**
- > **employment related reasons** – 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 reasons** – for example, where the provider 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.

SUPPORTING DOCUMENTATION

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 medical professional, counsellor, employer, or from your WA TAFE College (course related reasons only):

For medical reasons – a statement from a medical professional 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

For family/personal reasons – a statement from a medical professional, 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

For 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

For course related reasons – a statement from your WA TAFE College indicating:

- > that you have been disadvantaged by changed arrangements to your unit of study and that it was impossible for you to undertake alternative units of study.

Please note: If your application includes a Medical 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 Medical 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.

APPLICATION PERIOD

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

If you have already discontinued your studies - your application must reach TIWA **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 VET Student Loans 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.

HOW LONG WILL IT TAKE TO ASSESS MY APPLICATION?

Upon receipt of your application by TIWA you will receive an acknowledgement within 14 days. The decision to approve or not approve the remission of your VET Student Loans debt will be considered principally on the basis of your independent supporting documentation.

You should allow up to 28 days for your application to be assessed. You will be advised in writing of the decision made.

WHAT IF I DISAGREE WITH THE DECISION MADE BY TIWA?

Internal review: If you are not satisfied with the decision made by TIWA, you may apply for a review. You should submit your request for a review on the TIWA form: Application to Review a Re-credit Decision, within 28 days of receiving the original advice. TIWA will acknowledge receipt of your request and you will be notified of the Director Academic Strategy's decision in writing.

External review: If you wish to further appeal this decision you may lodge an appeal with the Administrative Appeals Tribunal (AAT) within 28 days from this written notice. The current fee to lodge an application with the AAT for the review of a decision can be found on the AAT website aat.gov.au/FormsAndFees/Fees.htm 

or contact the AAT at:

 Administrative Appeals Tribunal | Level 5/111 St Georges Terrace, Perth WA 6000

 (08) 9327 7200

PRIVACY DISCLAIMER

TAFE International Western Australia (TIWA) is collecting the information on this form in accordance with the Commonwealth *Privacy Act 1988*. Only authorised TIWA and departmental 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.