



VET STUDENT LOANS

> APPLICATION TO REVIEW A RE-CREDIT DECISION

Who should use this form:

- > Students who have previously submitted an Application to Re-credit VET Student Loans Balance, have had this assessed and have been notified of TIWA's decision
- > Students requesting a review of TIWA's decision not to re-credit or refund unit/s from which the student has withdrawn after Census Date

This application must be made within 28 days of receiving notice of the original decision.

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:

REASONS FOR REVIEW

Provide the reasons why you are applying for a review - To support your case you will also need to provide supporting documentation from a doctor, counsellor or employer (see Explanatory Notes)

DECLARATION AND SIGNATURE

I wish to apply for a review of the decision made regarding my application to re-credit my FEE-HELP balance/refund any upfront payments towards 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:



EXPLANATORY NOTES

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REVIEW PROCEDURES AND INSTRUCTIONS

Decisions regarding re-crediting a person's VET Student Loans balance are reviewable. A review of a decision may be requested by any student who is affected by the original decision or without a student request if TAFE International Western Australia is satisfied that there is sufficient reason to do so.

What should I provide?

- > TIWA has retained copies of your original *Application to Re-credit VET Student Loans Balance* and supporting documents. These will be considered alongside your application for review
- > You will need to submit the attached form: *Application to Review a Re-credit Decision*, along with your supporting documentation
- > If your original application was declined due to insufficient supporting documentation, it is very important that you provide further documentation to support your claims

SUPPORTING DOCUMENTATION

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.

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

WHAT HAPPENS NEXT?



What happens to my application after it has been lodged with TAFE International Western Australia?

1. Upon receipt of your application by the Director Academic Strategy, an acknowledgement will be sent to you within 5 days. If you have not received an acknowledgement of your application within two weeks of submitting it, you should contact TIWA
2. The Director Academic Strategy will consider the evidence supplied in your original application along with any additional evidence supplied with this application. It is your responsibility to ensure all relevant documentation is provided to TIWA
3. The Director Academic Strategy will reconsider the decision and will do one of the following: a) confirm the decision, b) vary the decision, or c) set the decision aside and substitute a new decision
4. You will be advised in writing of the decision made within 14 days
5. If you have not been advised of a decision within 45 days of having submitted the application for review, the original decision is taken to be confirmed.

What if I disagree with the decision of the Institute Review Panel?

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 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.