

APPLICATION TO REVIEW A VET STUDENT LOANS OR FEE-HELP RE-CREDIT DECISION FORM

This form is to be used by students who have received written notification that their Application to Re-credit VET Student Loans or FEE-HELP has been denied and they would like the decision reviewed by Shafston House College.

REVIEW APPLICATION PERIOD

Your Application to Review a VET Student Loans or FEE-HELP Re-credit Decision form must reach the Director within 28 days of the written notification that the decision to re-credit the VET Student Loans or FEE-HELP balance has been unsuccessful and the request denied.

It is very important that your application reaches the Director by the due date. Applications received after this date WILL NOT be considered. Incomplete applications that do NOT have written supporting documentation WILL NOT be accepted by the Director.

- **Supporting Documentation**

If your application for re-credit VET Student Loans or FEE-HELP was unsuccessful on the grounds of lack of supporting documentation it is very important that you provide additional independent supporting documentation. Your Application to Review a VET Student Loans or FEE-HELP Re-credit Decision Form will be considered on its merits in conjunction with your original Application to Re-Credit VET Student Loans or FEE-HELP Form and supporting documentation originally provided. Your additional supporting documentation should provide enough additional detail for the Director to make an informed decision regarding your case for review of the decision to deny your original request to Re-Credit your VET Students Loan or FEE-HELP loan.

IMPORTANT NOTE:

It is very important that you provide independent supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. Depending on your reasons for applying for re-credit/remission you may also need to provide a statement from a doctor, counsellor, your employer, or your Trainer to verify your claims.

Statements made by parents, husbands/wives/partners, close relatives or friends are not considered to be "independent documentation" for these purposes.

If your application includes a Medical Certificate/s as supporting independent documentation, please also provide a letter from the professional practitioner, 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 VET Student Loans balance or FEE-HELP balance.

RESPONSE

Upon receipt of this application form, the Director will reply to you in writing within 45 days to notify you of the outcome. If your application to review your application to re-credit VET Student Loans or FEE-HELP is successful you will be notified in writing and Shafston will advise the Department (DET) to re-credit your VET Student Loans balance or FEE-HELP balance. Your request is finalised when your VET Student Loans balance or FEE-HELP balance is re-credited by the Commonwealth.

YOUR RIGHT TO AN EXTERNAL APPEAL

If the outcome of your application to review the decision to Re-Credit VET Student Loans or VET FEE-HELP is again unsuccessful and denied and if you are not satisfied with the decision, you may apply to the external Administrative Appeals Tribunal (AAT) at a cost of approximately \$884.00. Please visit <http://www.aat.gov.au/> for more information regarding the (AAT)

PLEASE COMPLETE THIS FORM, SAVE TO YOUR COMPUTER AND EMAIL TO SUBMIT:

1. PERSONAL DETAILS

Given names:	<input type="text"/>	Surname:	<input type="text"/>
Student ID:	<input type="text"/>	Email Address:	<input type="text"/>
Mailing Address:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Work Phone:	<input type="text"/>	Home Phone:	<input type="text"/>

THIS SECTION MUST BE COMPLETED BY THE APPLICANT:

2. REASONS YOU ARE APPLYING FOR A REVIEW

You must provide the reasons you are submitting this application for review. Your reasons should show to the Shafston Review Panel how you have satisfied 'special circumstances' and be supported by independent evidence.

3. TO SUPPORT YOUR CASE, YOU WILL NEED TO PROVIDE INDEPENDENT DOCUMENTARY EVIDENCE:

Documentation provided with this form are:

Please tick those attached:

- a medical certificate/s
- a statement from a doctor, counsellor, therapist
- evidence of your continued health plan
- a statement from your employer
- statements clearly outline the details required as mentioned above under evidence accepted
- If your special circumstances changed after the census date, the date they changed and to what extent
- How your circumstanced affected your ability to study
- When it became apparent to you that you could not continue your studies

Please have the above documentation ready and attach to this form and send in this application form without delay

4. DECLARATION

I wish to apply for a review of the decision previously made regarding my application to re-credit my VET Student Loans balance/ remission of my VET Student Loans debt or FEE-HELP balance/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.

Signature:

Date:

SUBMITTING THIS FORM

ENTER INTO THE FIELDS PROVIDED ABOVE, SAVE TO YOUR COMPUTER, EMAIL A COPY



POST
 Service Skills Academy
 46 Thorn Street
 Kangaroo Point QLD 4169



EMAIL
enrol@ssa.edu.au



ENQUIRIES
 1800 552 869

5. OFFICE USE ONLY

Date Received: [] Review received by: []

Outcome of the review: [] Decision confirmed [] Decision varied [] Decision overturned

Details of the Decision: []

Director Signature: []

[] Successful Review letter sent [] Finance Department advised

If review/appeal is successful, action has been taken to rectify: [] Revision File Completed [] File updated

[] Academic penalty removed from affected Units of Competency

If review/appeal is unsuccessful, action has been taken: [] Unsuccessful Review letter sent [] File updated

[] Notified of right to external appeal

VET Student Loans/VET FEE-HELP Administration Officer signature: []