

APPLICATION TO RE-CREDIT FEE-HELP FORM

This form is to be used by students who have a VET Student Loans or VET FEE-HELP debt with the Commonwealth Government.

You should use this form if:

- You took out a VET Student Loan or VET FEE-HELP loan for your tuition fees with Shafston House College trading as Service Skills Academy and Mary McConnel School of Early Childhood;
- the Census Date has now passed but you are unable to continue with your study because of 'special circumstances' (explained in detail below);
- because of these 'special circumstances' you discontinued your enrolment in one or more VET units of study, or have not completed the requirements for one or more VET units of study; and
- because of these 'special circumstances' you are requesting a re-credit of your FEE-HELP balance and a remission of all or part of your VET Student Loan debt or VET FEE-HELP debt.

Please note:

- If you withdrew from your studies on or before the Census Date, you have not incurred a VET Student Loans debt or VET FEE-HELP debt for the particular semester and you should not lodge an application for re-credit/remission.
- If you have successfully completed a VET unit of study you are not eligible to apply to have your FEE-HELP balance re-credited or to have your VET Student Loans debt or VET FEE-HELP debt removed for that VET unit of study

Application Period

Your 'Application to Re-credit FEE-HELP form' must reach the Administration Manager within three years from the day you discontinued your studies. If you have not discontinued your VET unit of study, your application must reach the Administration Manager within three years from the end date for the relevant VET unit of study in which you were enrolled.

It is very important that your application reaches Administration Manager 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 Administration Manager.

Special Circumstances

Each application will be examined and determined on its merits. As a general guide special circumstances include those that:

- Are beyond your control, i.e. a situation that occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal

AND

- Does not make its full impact on you until on or after the Census Date, i.e. your 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 on or after that day on or after the Census Date

AND

- Make it impracticable for you to complete the VET unit of study requirements, i.e.:
 - undertake the necessary private study required, or attend sufficient classes or meet other compulsory attendance requirements in order to meet your compulsory VET unit of study requirements to complete the required assessable work
 - sit the required examinations, or complete any other VET unit of study requirements

Special circumstances may include but are not limited to:

Medical reasons – where your medical condition existed prior to the Census Date, continued past that date and deteriorated to the extent that you are unable to continue your studies OR your medical condition only became known after the Census Date.

Evidence accepted but not limited to:

- 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 – due to unforeseen personal/family reasons that are beyond your control, you are unable to continue with your studies.

Evidence accepted but not limited to:

- a statement from a doctor, counsellor, therapist 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
 - A statement from your family member’s doctor verifying the family member’s medical condition and the affect it has had on your ability to study

Employment related reasons – where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.

Evidence accepted but not limited to:

- 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
 - Shafston may contact your employer to verify this documentation
 - Supporting Documentation

Your application for re-credit/remission will be considered on its merits in conjunction with the supporting documentation you provide. Your supporting documentation should provide enough detail for the Administration Manager to make an informed decision regarding your case for re-credit/remission.

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.

Please note:

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 FEE-HELP balance.

Please complete this form, save to your computer and email to submit:

1. Personal Details

Given Names: [] Surname: []
 Student ID: [] Email Address: []
 Mailing address: []
 Mobile Phone: [] Work: [] Home: []
 Name of Course/Program: []

2. Provide details below to request re-credit of full Stages of Study

Stage and Year for which Re-credit is sought:

Stage (e.g. Stage 1)	Year (eg 2015)	Date of Discontinuation
[]	[]	[]
[]	[]	[]
[]	[]	[]

3. Provide details below to request re-credit of individual VET unit/s of competency

VET Unit Name (in full)	VET Unit Code	Stage/Year	Date of Discontinuation

4. Are you listed with Job Services Australia in relation to this course of study?

Yes No

If yes, name of JSA: Location:

5. Have you listed with Centrelink for allowance payments in relation to this course of study?

Yes No

If yes, which type of allowance payment:

This section MUST be completed by the applicant:

6. Special circumstances

You must provide sufficient details explaining

- (a) how your circumstances were beyond your control;
 - (b) how your circumstances prevented you from continuing your studies and
 - (c) how your circumstances changed after the Census Date
- (if you require extra space, please attach additional pages).

7. 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
- a statement from your employer
- statements clearly outline the details required as mentioned above under evidence accepted

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

8. Declaration

I wish to apply for re-credit of my FEE-HELP balance/remission of my VET Student Loans or 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



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ENQUIRIES
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