

Re-Credit of HELP Balance for students with a HELP loan

Notre Dame will re-credit a student's HELP balance if special circumstances apply that are:

- Beyond the person's control; **and**
- Did not make their full impact on the person until on, or after, the census date; **and**
- Made it impracticable for the person to complete the requirements for the unit in the period during which the person undertook, or was to undertake, the unit.

Special circumstances are listed on the [Application to Re-Credit a HELP Balance VETSL](#) form.

Requests for re-crediting a HELP balance should be made within 12 months of the withdrawal date (unless Notre Dame is satisfied your application could not be made within the timeframe due to special circumstances).

You must withdraw from your enrolment before a request for re-crediting a HELP balance can be accepted and actioned.

You cannot apply for a re-credit for a unit of study if you have successfully completed that unit of study.

If you are not satisfied with the decision of Notre Dame, you can appeal your request for re-crediting Help balance. Please refer to [Policy: Student Appeals](#) for more information.

Process for Re-Crediting a HELP Balance for students:

