

Application to Re-credit HELP Balance (VETSL)



Submitting the Form

Complete this form if you have withdrawn from your VETSL course and wish to apply for a re-credit of your HELP balance. Students are advised to read the [PROCESS: VET Re-credit \(VET Student Loans\)](#) before filling out this form. You can submit this form electronically to Broome Courses at broome.courses@nd.edu.au, in person to 88 Guy Street, Broome WA, or by post to Broome Courses, The University of Notre Dame Australia Broome Campus, PO Box 2287, Broome WA 6725.

Personal Details

Student Name

Student ID

Date of Birth

Current Postal Address

Phone Number

Email Address

Course Details

Qualification Code

Qualification Title

Commencement Date

The unit(s) of study I wish to receive re-credit of HELP balance for is/are:

| Unit of Study Code | Unit of Study Name | Administration use only |
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Special Circumstances

If you withdraw from a unit/s of study **after the census day** you may be eligible for a re-credit of your HELP balance if there are special circumstances. For an outline of Special Circumstances see Attachment A of this form. Complete the section Special Circumstances giving the reasons you are applying to re-credit your HELP balance. Attach any independent supporting original or certified copy documentation, for example, a letter from a doctor or counsellor, to support your claim.

Declaration

- I wish to apply for a re-credit of my HELP balance *and/or*
- I wish to apply for a refund of my tuition fees paid

I declare that the information I have provided in this application is true and accurate.

Office use only
Date received:

Student Signature: _____ **Date:** _____

Office Use Only

- Application to re-credit a HELP balance **approved**
- Application to re-credit a HELP balance **not approved**
- USIQ Units closed/NA

If not approved, provide reason:

Approving Officer:

Signature: _____

Name: _____

Date: _____

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Attachment A

Special Circumstance for re-crediting a student's HELP balance

1. Special Circumstances:

The University of Notre Dame (the University) must re-credit if the provider is satisfied that special circumstances apply to the person that were:

- 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 [HESA Schedule 1A, Clause 48]

Beyond a student's control

Circumstances could be considered beyond a student's control if a situation occurs that a reasonable student would consider is not due to the student's action or inaction, either direct or indirect, and for which the student is not responsible. For example, a student develops a serious illness. This situation would generally be expected to be unusual, uncommon or abnormal. A lack of knowledge of how FEE-HELP works or the requirements regarding Census Dates would not be considered beyond a student's control.

Do not make full impact until on or after the Census Date

Circumstances could be considered not to make their full impact on the student until on or after the Census Date for the unit if the student's 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 after that day; or
- on or after the Census Date. Students do not need to demonstrate they were unable to withdraw from the VET unit of study prior to the census date.

Impracticable for the student to complete the Unit of Study requirements

Circumstances that make it impracticable for the student to complete the requirements for their unit may include:

- Medical circumstances. For example, where a student's medical condition has changed to such an extent that he or she is unable to continue studying.
- Family/student circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a student to continue studies.
- Employment related circumstances. 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.

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- Course related circumstances. For example, where the University of Notre Dame Australia, Broome Campus 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.

Pre-existing Conditions

A circumstance that first occurred before the census date may satisfy the special circumstances requirement where it worsens after that day or the full effect or magnitude does not become apparent until after that day. Alternatively, the full implications of a person's condition may not have been apparent until after the census date. This may be because recovery does not go to plan, or the degree of disability or incapacity for study are not fully realised until after the census date.

2. Special circumstances do not include:

Lack of knowledge or understanding of requirements for *VET Student Loans* assistance; or

A student's incapacity to repay a *VETSL debt*, as repayments are income contingent and the student can apply for a deferral of a compulsory repayment in certain circumstances.

Special Circumstances does not cover an inability to repay student loans. If you would like to find out more about repaying your VETSL debt please visit the Study Assist website www.studyassist.gov.au.

If you are unhappy with the University's decision, you need to apply to your University in writing within 28 days for an internal review of the decision. If you are unhappy with your provider's internal review decision, you can apply to the Administrative Appeals Tribunal (AAT) within 28 days for an external review. For more information, visit www.aat.gov.au.

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| Version | Date of approval | Approved by | Amendment |
|---------|------------------|------------------------------|--|
| 1.1 | 07/01/2020 | Regulatory Assurance Officer | Added Version control, qualification and special circumstances outline. Minor formatting changes and added qualification code and title. |