



# Student Application for Special Circumstances Remission/Recredit of VET Student Loan

## Please read prior to completing your application.

The VET Student Loans program is an Australian Government loan program that helps eligible students enrolled in approved courses at approved course providers pay their tuition fees. Students will owe a debt to the Australian Government for the loan, which will be managed by the Australian Taxation Office (ATO). North Regional TAFE acts in accordance with Federal Legislation in the administration of loans on behalf of the Student and the Australian Government.

In applying for a Special Circumstances Remissions/ReCredit of VET Student Loan, it is important to note that *the student is requesting a formal loan agreement between themselves and the Australian Government be recredited*, and that North Regional TAFE is required to determine on behalf of the Australian Government if their application meets the requirements under Part 6, section 68 of the *VET Student Loans Act 2016* (Cth). For debts incurred before 1 July 2019, subclause 46(2) of Schedule 1A of the *Higher Education Support Act 2003* (Cth) applies.

## Who should use this form?

This form applies to students holding a VET Student Loan for the payment of their fees at North Regional TAFE, who withdraw from a course or unit(s) after the census date, due to special circumstances having prevented them from successfully completing their studies, and believe they may be eligible for consideration for a remission or recredit of their fees.

**Please Note:** The College Discretionary Fee is non-refundable. If a portion of course fees were paid directly to the college and not placed on a VET Student Loan, these will be refunded direct to you as applicable to the outcome of this application. You cannot apply for a recredit for a VET Student Loan if you have successfully completed a course or unit(s).

**PLEASE READ ALL EXPLANATORY NOTES PRIOR TO PROCEEDING WITH YOUR APPLICATION TO ENSURE THAT YOU ARE ABLE TO PROVIDE NORTH REGIONAL TAFE WITH ALL NECESSARY SUPPORTING DOCUMENTATION WITH YOUR APPLICATION. IT IS NOT THE RESPONSIBILITY OF NORTH REGIONAL TAFE TO REQUEST FURTHER INFORMATION TO ASSESS YOUR APPLICATION.**

## Outcome and review of application

You will receive an email confirming the receipt of your application. You will be advised of the outcome of your application within 28 days of the receipt of your application.



Upon receipt of advice of the outcome of the Application for Special Circumstances Remission or Recredit, you may apply for a review of the decision within 28 days of receiving notification of the outcome.

A Reviewing Officer of North Regional TAFE will reconsider the decision, and either:

- Confirm the decision; or
- Vary the decision; or
- Set the decision aside and substitute a new decision.

### General application criteria

In order to be eligible to apply for special circumstances remission/recredit, you must first satisfy **ALL** the following application criteria:

- You were unable to complete the requirements of the unit(s) during the study period; **and**
- You applied in writing for special circumstances remission/recredit; **and**
- You applied within 12 months of the date you withdrew from your course(s), or if you did not withdraw from your course(s), your application must reach the VET Student Loans Team within 12 months from the last day of the study period in which you were enrolled in the course(s). These arrangements apply to both standard and non-standard study periods.

If upon receipt of the outcome from the Reviewing Officer you are unsatisfied with the decision, you may refer your case to the Administrative Appeals Tribunal, for an independent review of the decisions made by North Regional TAFE.

### Once you have met the above general application criteria, you must then satisfy the following special circumstances criteria:

In all cases, special circumstances must have a significant impact on you and your ability to complete the course/unit(s) you have undertaken to study. You must demonstrate with supporting documentation that the circumstances:

- 1 are beyond your control; are not a result of your action or inaction; are unusual or uncommon; AND
- 2 did not make their full impact on the student until on, or after, the census day for the course, or unit(s). A circumstance that first occurred before the census day 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; AND
- 3 made it impracticable for the student to complete the requirements for the course, or part of the course, during the student's enrolment.



### Supporting documentation:

Why do I need independent supporting documentation?

Your application will be considered based on your independent documentation to support your claims. It is not enough to provide only a personal statement outlining your special circumstances.

Supporting independent documentation **must** demonstrate how your circumstances affected your ability to study, the date the special circumstances began or changed, and when it became apparent that you could not continue and complete your studies.

**Supporting documentation must be original signed copies, printed on business letterhead, and include Medicare Provider Number details where applicable.**

*It is advisable to provide these explanatory pages to your medical provider, employer, or other person providing supporting documentation so that they understand the information required from them to support your application.*

### Examples of supporting documentation

FOR MEDICAL REASONS:

**Example:** Where your medical condition has changed to such an extent that you are unable to continue studying.

**Supporting documentation:** A statement from a treating doctor or psychologist, specifying the dates of your illness, and confirming that it prevented you from studying.

**If you had a pre-existing medical condition that impacted your studies on or after the census date** you will need to provide a medical certificate from a doctor or psychologist highlighting the date at which your illness worsened, to the extent that you were unable to continue studying.

FOR FAMILY/ PERSONAL REASONS:

**Example:** Death, severe medical problems or unforeseen financial difficulties within a family so that it is unreasonable to expect you to continue studying.

**Supporting documentation:** A statement from a doctor, counsellor or independent member of the community (depending on the individual circumstances involved).

A death certificate is enough where the deceased is an immediate family member. In all other cases, please provide a letter of support from your doctor or psychologist, confirming the dates that you were unable to study.

In situations involving the illness of a family member, or other family/personal reasons you will need to provide a medical certificate from a doctor or psychologist confirming the impact that these circumstances



have had on your ability to study. The certificate should include the dates that you were affected and confirm that you were unable to study.

Do not provide medical certificates for your family members. All documentation must be specific to you, and how your studies have been affected.

**FOR EMPLOYMENT RELATED REASONS:**

**Example:** If your employment conditions have changed, requiring you to work more hours, take on a greater workload or relocate to a destination where it is impracticable to continue attending your studies.

**Supporting documentation:** you should provide a statement from your employer on company letterhead confirming the nature of the change, the date you were advised of it and the expected duration. In these situations, it must be clear that the change was outside of your control.

If you are self-employed you will need to complete a statutory declaration. Please note in this instance, you may be asked to provide further documents after our initial assessment.

**What happens to my application after it has been lodged with the College?**

Upon receipt of your application, we will email you an acknowledgement.

If you have not received an acknowledgement of your application within two weeks of submitting it, you should contact Client Services.

The decision to approve or not approve the remission of your VET Student Loan debt will be considered principally based on your independent supporting documentation. It is your responsibility to ensure all relevant documentation is provided with your application.

You will be advised in writing of the decision made. If you are not satisfied with the decision, you may apply in writing for a review. Your Application to Review a Re-credit Decision must be sent to the College within 28 days of receiving the original advice. You must state the reasons why you are applying for a review.

The College will acknowledge receipt of your request for a review and will assign a Review Officer who will review the case within 2 weeks of receiving the request for review. You will be notified in writing of the College's decision and the reasons for making the decision.

If the Review Officer has not advised you of a decision in 45 days of receiving the request for review, the Review Officer is taken to have confirmed the original decision.



If you wish to further appeal this decision you may lodge an appeal with the Administrative Appeals Tribunal (AAT) within 28 days from the day you first received the College's notice of the decision. Further information regarding the AAT appeal process can be found at <https://www.aat.gov.au/apply-for-a-review>.

Applications can be made online, by email or letter sent to:

Administrative Appeals Tribunal  
Level 5  
111 St Georges Terrace  
Perth WA 6000  
Phone: 1800 228 333  
Email: [perth.registry@aat.gov.au](mailto:perth.registry@aat.gov.au)

The current fee to lodge an application with the AAT for the review of a decision can be found on the AAT website: <https://www.aat.gov.au/apply-for-a-review/other-decisions/fees>

Secretary of the Commonwealth of Australia represented by the department which has the responsibility for administering the *VET Student Loans Act 2016* and the *Higher Education Support Act 2003* (the Department) or the Secretary's delegate will be the respondent for cases that are brought before the AAT.

Upon the Department's receipt of a notification from the AAT, the Department will notify the College that an appeal has been lodged. Upon receipt of this notification from the Department, the College will provide the Department with copies of all the documents they are holding that are relevant to the appeal within five (5) business days by courier or express post.



**TO BE COMPLETED BY STUDENT**

**1. STUDENT DETAILS**

Surname/Family name:		Given name/s:	
Student ID:	Email:		
Postal address:			
Suburb:	Post Code:	Mobile number:	

**2. COURSE ENROLMENT DETAILS:**

Course Code:	Course Title:		
Semester:	Year:	Campus:	
Total fees DEFERRED TO VET STUDENT LOAN: \$	Total amount PAID DIRECT TO COLLEGE: \$		
Total value of refund/re-credit requested: \$	Date of Withdrawal:		

**3. SPECIFY THE COURSE OR SUBJECT(S) WHICH THIS APPLICATION APPLIES TO:**

<input type="checkbox"/> Refund/ re-credit for the <b>full course enrolment</b> <input type="checkbox"/> Refund/ re-credit for the <b>following subjects only</b>
--

SUBJECT CODE	SUBJECT TITLE	CENSUS DATE



**REASONS FOR YOUR APPLICATION (COMPULSORY)**

Please provide detailed reasons for your application. If you require more space, please attach a separate sheet.

**INDEPENDENT SUPPORTING DOCUMENTATION (COMPULSORY)**

Please attach all documentation meeting requirements as outlined on Page 3 of this application package.

**PLEASE TICK TO INDICATE ALL AVAILABLE DOCUMENTS ARE ATTACHED**

*Please note: It is not the responsibility of North Regional TAFE to request further information. Your application will be assessed based on the information provided to the College with this application.*

**PERMISSION TO CONSULT CENTRAL REGIONAL TAFE DISABILITY SERVICES OFFICER (OPTIONAL)**

I consent to the Assessing Officer consulting relevant staff in the Disability Services Team to obtain further information about my special circumstances if required.

**YES**

**NO**

**DECLARATION**

*I have read, understood and agree to the information and terms as set out in Pages 1-3 of the Application for Special Circumstances Remission/Re-Credit of VET Student Loan Fees*

*I declare that the information I have given on this application is true and correct.*

*I am over the age of 18 years old (if under 18 years old, this application must be co-signed by your parent/guardian)*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Under 18 - Signature Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



**Send your completed application marked CONFIDENTIAL to:**

[VETstudentloans@nrtafe.wa.edu.au](mailto:VETstudentloans@nrtafe.wa.edu.au)

(If scanned, we may request the original documents be posted or delivered to the College later)

**OR**

VET Student Loans

North Regional TAFE – 68 Cable Beach Road Broome WA 6725

**OR**

Hand deliver to any North Regional TAFE campus in a sealed envelope.