# VET Student Loans Re-credit Form

Students who withdraw after the census day may apply under special circumstances:

* to have their HELP balance re-credited if they have taken out a VET Student Loan; or
* to have their tuition fees refunded (if they have paid upfront).

Special circumstances are specified under the *VET Student Loans Act 2016* and are listed in the Explanatory Notes section at the end of this form.

You should use this form if all the following statements apply to you:

* You took out a VET Student Loan for your tuition fees;
* The census date has passed;
* You discontinued your enrolment or have not completed one or more units of study due to special circumstances;
* You are requesting a re-credit of your FEE-HELP balance and a remission of your debt due to special circumstances; and
* You are making the re-credit application within 12 months of the census day for the course/unit of study.

You **DO NOT** complete this form if:

* You withdrew from your course/unit of study on or before the census date, you have not incurred a debt and you are not eligible for a re-credit; and
* You successfully completed the course/unit of study. You are not eligible for a re-credit.

Please complete the form below and return it to: [uqskills@uq.edu.au](mailto:uqskills@uq.edu.au)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Personal details | | | |
| Surname: |  | USI number: |  |
| Given names: |  | Student number: |  |
| Phone: |  | Course number: |  |
| Course name: |  | | |
| Email: |  | | |
| Address: |  | | |
|  | | | |
| 2. Unit/s of study I am seeking special consideration for: | | | |
| **Unit code** | **Unit name** | | |
|  |  | | |
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| 3. Outline of special circumstances | | | |
| ***Note:*** *Supporting documentation from an independent source must be provided, e.g., a letter from a doctor or counsellor to support your claim. See the Explanatory Notes section for more information.* | | | |
|  | | | |
| 4. Declaration | | | |
| I have submitted this application within with application period.  I have attached ***original or certified copies*** of my supporting documentation.  I wish to apply for re-credit of my FEE-HELP balance and a remission of my debt.  I declare that the information I have provided is true and accurate.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ | | | |

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| 5. Submission |
| **Submit your completed form and other *original* or *certified copy* documentation** to the UQ Skills Student Services teamvia [uqskills@uq.edu.au](mailto:uqskills@uq.edu.au).  You will be notified of the outcome of your request as soon as possible.  **Please note:** All decisions are reviewable. |

|  |  |  |
| --- | --- | --- |
| FOR OFFICE USE ONLY | | |
| Re-credit/refund outcome: | Yes / No | Date: |
| Reviewing Officer name: |  | |
| Reviewing Officer signature: |  | |

## Explanatory notes:

1. **What are ‘special circumstances’?**

UQ Skills defines special circumstances as those that:

* Are beyond your control;
* Do not make their full impact upon you until on or after the census date;
* Make it impracticable for you to complete the unit of study requirements for all, or part, of the course.

Special circumstances may involve the following examples:

* **Medical reasons:**
  + Your medical condition only becomes apparent after the census date and the effects are sufficiently serious that it is impracticable for you to continue with your studies.
  + You contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.
* **Family/personal reasons:**
  + A member of your family suffers from a severe medical condition that requires you to provide full time care, as a result you are unable to continue your studies.
  + You or your family’s financial circumstances change unexpectedly to the extent that you are unable to continue with your studies.
* **Employment related reasons:**
  + Your circumstances make it a necessity that you work to support yourself while studying, and you’re unable to object when your employer unexpectedly increases your hours. As a result, you are unable to continue with your studies.
* **Course related reasons:**
  + You have been disadvantaged by changes to your unit of study, and it was impossible for you to undertake alternative units of study.

1. **What type of supporting documentation do you need to provide?**

It is important that you provide independent supporting documentation to support your claims.

Statements made by family members, close relatives, or friends are not considered to be ‘independent’ for these purposes. Depending on your special circumstances you may need to provide an independent statement from a doctor, counsellor, employer, or from your training provider, outlining the following:

* The date your circumstances began or changed;
* How your circumstances affected your ability to study; and
* When it became apparent that you could not continue with your studies.