

Application for Re-Crediting HELP & VET Student Loans in Special Circumstances

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Holmesglen Student ID Number

Please read the Instructions – Application for Re-Crediting HELP and VET Student Loans in Special Circumstances prior to completion of your application.

Section A - Student Details

To be completed by the Student, Department Administrative Officer or Senior Educator and obtain a student signature.

Last Name

First Name

Address Unit Number/Street Number/Street Name

Suburb State Postcode

Email Address Mobile

Program Details

Program Code <input type="text"/>	Program Name <input type="text"/>
CRN	Unit Code

Reason for Application

Please specify details and special circumstances under which you are applying for a re-credit of your HELP debt or refund of upfront tuition fees and attach relevant supporting documentation to support your application. Please include sufficient details as to how your circumstances:

- were beyond your control;
- made it impracticable to complete the requirements for your course or part of your course; and
- became apparent to you on or after the census date

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Description of Evidence Provided with this application

Please list any documents enclosed in support of this application ('Special Circumstances' are described in the Instructions – Application for Re-Crediting HELP and VET Student Loans below about what information must be included in your supporting documentation).

Declaration

- I wish to apply for a re-credit of my HELP Loan or VET Student Loan balance and/or
- I wish to apply for a refund of upfront tuition fees paid
- I declare that the information I have provided is true and accurate
- I understand that Holmesglen may contact me to clarify any statements made in this application by me, or to request additional supporting documentation that is required.

Student Signature:

Date (dd-mm-yy)

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Submit your completed form and supporting documentation to the Information Office.

You will be notified of the outcome of your request as soon as possible.

OFFICE USE ONLY

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Section B – Faculty Review To be completed by the Head of Department or Dean

Application Supported Application Not Supported

If application is supported, was the application made within the timeframe relevant to their course and payment option?

Yes No

Justification for re-credit or refund, including details of Holmesglen’s satisfaction of special circumstances and basis for any extension of period for making the application.

Description of supporting documentation provided by student to support application (eg. medical certificate or letter from counsellor).

HOD Signature Date

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Dean Signature Date

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Forward to Chief Financial Officer

Section C – Chief Financial Officer To be completed by the Chief Financial Officer

Application Supported Application Not Supported

Chief Financial Officer Signature Date

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Forward to Manager Student Administration

Section D – Manager Student Administration To be completed by the Manager Student Administration

Additional Comments

<input type="checkbox"/> Request Processed	Date	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>								
<input type="checkbox"/> Student Advised	Date	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>								
<input type="checkbox"/> HELP or VET Student Loan Debt notified to Department of Education	Date	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table>								

Manager Student Administration Signature Date

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Process application and notify student of outcome