

# VET Student Loans and HELP Re-Crediting Application Form

**!** Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.  
Please read the 'VET Student Loans and HELP Re-Crediting Instructions' 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.	
<b>Holmesglen Student ID Number:</b>					
<b>Last name:</b>					
<b>First name(s):</b>					
<b>Address</b>					
<b>Unit number/Street number/Street name:</b>					
<b>Suburb/town:</b>			<b>State:</b>		<b>Postcode:</b>
<b>Email address:</b>				<b>Mobile telephone:</b>	

Program Details		
<b>Program code:</b>	<b>Program name:</b>	
<b>CRN:</b>	<b>Unit code:</b>	<b>Unit name:</b>
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Reason for Application
<p>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:</p> <ul style="list-style-type: none"> <li>• were beyond your control;</li> <li>• made it impracticable to complete the requirements for your course or part of your course; and</li> <li>• became apparent to you on or after the census date.</li> </ul>

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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 'VET Student Loans and HELP Re-Crediting Instructions' 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-yyyy):

**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.

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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 time frame 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** (dd-mm-yyyy):

**Dean Signature:**

**Date** (dd-mm-yyyy):

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** (dd-mm-yyyy):

Forward to Manager Student Administration

## Section D – Manager Student Administration

To be completed by the Manager Student Administration

Additional comments

Request processed

**Date** (dd-mm-yyyy):

Student advised

**Date** (dd-mm-yyyy):

HELP or VET Student Loan Debt notified to Department of Education

**Date** (dd-mm-yyyy):

**Manager Student Administration Signature:**

**Date** (dd-mm-yyyy):

Process application and notify student of outcome