



## (DOMESTIC STUDENTS ONLY)

Complete and sign this form to request remission of debt (HECS-HELP), re-credit of debt (FEE-HELP and VET FEE-HELP) and/or re-credit of SLE. Please read the information and instructions below carefully before completing your details on the reverse of this form. You can submit your application at a Student Service Centre or to the mailing address overleaf.

### WHO IS ELIGIBLE TO APPLY FOR A RE-CREDIT OR REMISSION?

If you are in a Commonwealth Supported Place you can apply, after the relevant census date(s), for a re-credit of Student Learning Entitlement (SLE) and/or remission of fees.

This includes:

- HECS and/or PELS debts for units of study commenced on or after 1 January 2005
- Domestic students in a Full Fee Tuition Place
- VE/FE students who wish to apply for re-credit of fees after Census date

This does not include those students undertaking studies consisting wholly of Work Experience in Industry (WEI).

You may apply for a re-credit or remission of debt if:

- You have withdrawn from their studies after the census date and exceptional circumstances apply; or
- You have not completed the requirements for the unit of study (ie. you received a fail grade) and exceptional circumstances apply; or
- Your enrolment has been suspended/excluded after the Census date and exceptional circumstances apply.

You cannot apply for a re-credit or remission if you have successfully completed the unit of study. You can read a definition of "exceptional circumstances" at [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu).

### WHAT IS THE APPLICATION PERIOD?

To apply for a re-credit or a remission, you must apply in writing within 12 months of the withdrawal date of the unit. If you have not withdrawn, you must apply in writing within 12 months of the end of the period of study (including the examination period) in which the unit was to be undertaken. You must make your application in writing to the Remissions Actioning Officer, Admissions and Enrolments Section, Student Connections Department.

If you have been on a leave of absence, the twelve (12) month period applies from the end of the period of leave. Claims for a re-credit or remission will not be accepted by Victoria University after the expiry period has elapsed.

### DEMONSTRATING YOUR EXCEPTIONAL CIRCUMSTANCES

Your application must include any independent, original or certified copy of supporting documentation, such as a letter from your doctor, to support the claim. The documentation must be signed and on printed letterhead. A letter from a doctor which does not identify the doctor's medical provider number will not be accepted. A document witnessed by a Justice of the Peace must have that person's full details for identification purposes with the Department of Justice, if necessary. In accordance with the guidelines issued by DEEWR, letters from a family member or other students are not considered independent. Original or certified copies of, supporting documentation must clearly state:

- that your circumstances were beyond your control;
- that the circumstances did not make their full impact on you until on or after the census date for the unit;
- when it became apparent after the census date that you could not continue with their study; or if the circumstances existed prior to the census date, how your circumstances prevented them from withdrawing from study before the census date.

Where the application is submitted for some but not all units of study in which you are enrolled, then, in addition to the above, the supporting documentation must clearly state why you are unable to study the units covered by the application but you are able to study the units not covered by the application.

### WHAT MAY BE REMITTED AND/OR RE-CREDITED

In instances where, remission and/or re-crediting are approved, the table below outlines what is remitted and/or re-credited and the University's obligations to students and the Commonwealth.

Student cohort	What can be remitted or re-credited?	University's obligations to you and the Commonwealth
HECS-HELP	<ul style="list-style-type: none"> <li>• Re-credit of your SLE (pre 2012 enrolments)</li> <li>• Remittance of relevant HECS-HELP debt</li> </ul>	<ul style="list-style-type: none"> <li>• Repay the amount of HECS-HELP remitted to the Commonwealth</li> <li>• Repay relevant moneys to you, if you have made upfront payment directly to the University</li> </ul>
FEE-HELP or VET FEE-HELP	<ul style="list-style-type: none"> <li>• Re-credit of your HELP Balance (equal to assistance received)</li> </ul>	<ul style="list-style-type: none"> <li>• Repay the amount of HELP remitted to the Commonwealth</li> <li>• Repay relevant moneys to you, if you have made upfront payment directly to the University</li> </ul>

### NOTIFICATION TO APPLICANTS AND REVIEW PROCESS

The Remissions Actioning Officer must notify you of the decision within 14 days of a determination being made. You will be notified in writing of the decision and the reasons for making the decision. If you are not satisfied with the decision arising from your application for remission and/or re-credit then you may apply to the Review Officer for a review of the decision. The time limit for a review of a decision is twenty-eight (28) days from the date you first received the notice of the decision arising from your application for remission and/or re-credit.

OFFICE USE ONLY	APPLICATION APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	REFUND PROCESSED? <input type="checkbox"/> YES <input type="checkbox"/> NO
	PROCESSED BY (REMISSIONS ACTIONING OFFICER):	
	SIGNATURE:	DATE:

#### CONTACT

Enquiries [ASKVU www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
 Phone +613 9919 6100  
 Web [www.vu.edu.au/current-students](http://www.vu.edu.au/current-students)

#### STUDENT SERVICE CENTRES

City Flinders Newport  
 City King St Albans  
 Footscray Nicholson Sunshine  
 Footscray Park Werribee  
 Melton

#### MAIL TO

Remissions Actioning Officer  
 Admissions and Enrolments  
 St Albans Campus  
 Victoria University  
 PO Box 14428  
 Melbourne VIC 8001

#### PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).

