POST CENSUS REMISSION/REREDIT
OF DEBT IN SPECIAL CIRCUMSTANCES

(DOMESTIC STUDENTS ONLY)

Complete and sign this form to request remission of debt (HECSHELP), recredit of debt (FEE-HELP and VET FEE-HELP, VET Student Loan). 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 VUHQ or through ASKU, or the mailing address overleaf.

WHO IS ELIGIBLE TO APPLY FOR A RECREDIT OR REMISSION?
If you are in a Commonwealth Supported Place you can apply, after the relevant census date(s), for a 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 recredit 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 recredit 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- You have withdrawn from their studies after the census date and exceptional circumstances apply;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 recredit or remission if you have successfully completed the unit of study. You can read a definition of “exceptional circumstances” at www.vu.edu.au/asku.

WHAT IS THE APPLICATION PERIOD?
To apply for a recredit 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 If you have not withdrawn, you must apply in writing within 12 months of the end of the period of study (including the examination period) in which the unit was to be undertaken.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, Student Financials, Student Services.

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 recredit 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 the Department of Education and Training (DET), 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 REMISSIONED AND/OR REREDITED
In instances where, remission and/or recredit are approved, the table below outlines what is remitted and/or recredit and the University’s obligations to students and the Commonwealth.

<table>
<thead>
<tr>
<th>Student cohort</th>
<th>What can be remitted or recredit?</th>
<th>University’s obligations to you and the Commonwealth</th>
</tr>
</thead>
<tbody>
<tr>
<td>HECHELP</td>
<td>Recredit of your SLE (pre 2012 enrolments)</td>
<td>Repay the amount of HECHELP remitted to the Commonwealth</td>
</tr>
<tr>
<td></td>
<td>Remittance of relevant HECHELP debt</td>
<td>Repay relevant money to you, if you have made upfront payment directly to the University</td>
</tr>
<tr>
<td>FEE-HELP or VET FEE-HELP</td>
<td>Recredit of your HELP Balance (equal to assistance received)</td>
<td>Repay the amount of HELP remitted to the Commonwealth</td>
</tr>
<tr>
<td>VET Student Loan</td>
<td></td>
<td>Repay relevant money to you, if you have made upfront payment directly to the University</td>
</tr>
</tbody>
</table>

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 recredit then you may apply to the Review Officer for a review of the decision. The time limit for a review of a decision is twentyeight (28) days from the date you first received the notice of the decision arising from your application for remission and/or recredit.

<table>
<thead>
<tr>
<th>OFFICE ONLY</th>
<th>APPLICATION APPROVED?</th>
<th>□ YES</th>
<th>□ NO</th>
<th>REFUND PROCESSED?</th>
<th>□ YES</th>
<th>□ NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROCESSED BY (REMISIONS ACTIONING OFFICER):</td>
<td></td>
<td></td>
<td>SIGNATURE:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTACT
Enquiries     ASKU www.vu.edu.au/asku
Phone                     +613 9919 6100
Web                      www.vu.edu.au/currentstudents

STUDENT SERVICE CENTRES
City Flinders
City King
Footscray Nicholson
Footscray Park
St Albans
Sunshine
Werribee

MAIL TO
Remissions Actioning Officer
Student Financials
Footscray Park 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/privacy-and-security) and the Privacy Policy (www.vu.edu.au/privacy).
Please write in BLOCK LETTERS using a block or blue pen.

Please note: Have you changed your address? If so, please update your details through Student Connect or else submit a Personal Details Amendment form.

Course Details

Course Code:  
Location:  
Study Year:  
Date Withdrawn: / /  

<table>
<thead>
<tr>
<th>Unit of Study Code</th>
<th>Unit of Study Title</th>
<th>Period</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office Use Only

Remission of:  

Explain your exceptional circumstances (Please attach a separate sheet if insufficient space)

You must provide sufficient details explaining how your:

- circumstances were beyond your control; or
- circumstances make it impractical to complete the unit of study and/or course of study requirements; or
- circumstances did not make their full impact until or after Census date.

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

SUPPORTING DOCUMENTATION

Have you attached independent supporting documentation to support your case?  □ YES  □ NO

Declaration

I have read the information and instructions. I wish to apply for recredit of debt/SLE and/or remission of debt. I declare that the information I have given on this application is correct.

Student Signature:  
Date: / / 20