

VET FEE-HELP (VFH) Appeal Against Remittance Outcome Form



INSTRUCTIONS – Read Before Proceeding

- When completing this form, it must be read in conjunction with the VFH Withdrawal and Tuition Fee Remit and Re-credit Policy and Procedure and your Outcome of Debt Remittance Notice.
- Complete all the appropriate sections of the form and attach your personal statement with the relevant supporting documentation evidence.
- Applicants must submit this form to the Student Services Department either in-person on campus or via email to studentservices@rgit.edu.au.

Student Details

Full Name:		Student ID:	
Course:			
Intake Date:		Census Date:	
Email:		Mobile No.:	
Address:			

Reason for Appeal

Please provide in detail the reason(s) for appealing against the remittance outcome.

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Personal Statement and Supporting Documentation

Your personal statement serves as the basis of your appeal.

- You must substantiate your appeal with relevant documentation and justifiable arguments. It is not sufficient to say 'I should have my debt remitted' or 'I am not interested in this course anymore' without producing any evidence to support this claim.
- Your statement must be neat and legible.

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- You are advised to address all factors that may have affected your academic performance over the duration of your studies.
- Suggested supporting documentation include statements from employers, family or other persons directly associated with the circumstances being referenced in your appeal, as well as any other documents/records which can substantiate your claims. If your academic performance has been adversely affected by your physical or emotional health, please attach original documentation from your medical practitioner or other health care professional(s). All documents provided with your appeal form must either be an original or certified copy.

Evidence(s) attached:

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Privacy Notice

The information collected as a part of this form is purely collected for the purpose of assessing the appeal request. RGIT Australia is committed to ensuring the confidentiality and security of the information provided. For details about RGIT Australia's practices regarding student information and privacy, please see RGIT Australia's Privacy Policy.

Declaration

- I declare that to the best of my knowledge, all the information supplied by me as a part of this appeal request is true, correct and complete in every respect.
- I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in the rejection of my appeal request.
- I acknowledge that I am subject to and must comply with RGIT Australia's policies and procedures (www.rgit.edu.au/policies), especially in the occurrence of governing my conduct as a student and in academic matters affecting my studies.

Signature:		Date:	
OFFICE USE ONLY			
Appeal Outcome:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		
Comments:			
Domestic Student Services Manager Name:			
Signature:		Date:	