

VET FEE-HELP

RGIT Australia
National Provider No: 22088
ABN 68 127 999 160
CRICOS Code: 03002G



Application to remit VET FEE-HELP debt

Your Details

Student Number: _____

Course enrolled in: _____

Given/First name: _____

Family name: _____

Address (Where notification of outcome will be sent): _____

State: _____

Post Code: _____

Email: _____

Contact Phone: _____

Mobile: _____

Remitting a HELP debt

You can only have your HELP debt remitted (and FEE-HELP balance re-credited if applicable) under particular circumstances. There are no provisions under the *Higher Education Support Act 2003 (HESA)* to have your debt remitted if you have already completed your unit or course of study.

If you withdraw from a unit after the census date because you become seriously ill or because of other 'special circumstances', please complete and submit this form to apply to have your HELP debt remitted (and your FEE-HELP balance re-credited if applicable). To remove any HELP debt, re-credit your FEE-HELP balance and refund any up-front payments, **RGIT Australia** must be satisfied that 'special circumstances' applied to you. You need to demonstrate that the circumstances:

- were beyond your control;
- did not make their full impact on you until on or after the census date(s) of the unit(s) in question; and
- were such that they made it impracticable for you to complete the requirements for the unit(s).

Please submit your application and all supporting evidence to **RGIT Student Services**. We will assess your application in accordance with the requirements of the Higher Education Support Act 2003 and its associated guidelines. You will need to provide independent supporting documentation to support your claim that special circumstances occurred. Note: You cannot apply to have your debt remitted under special circumstances if you have successfully completed the unit.

Your application must reach RGIT Student Services within 12 months of your withdrawal day. The 'withdrawal day' is the day specified as the day the withdrawal takes effect. If you did not officially withdraw, your withdrawal day is the last day of the period for which you were enrolled in the unit.

For more information please visit: <http://studyassist.gov.au>

Applicant declaration

I am applying for a remittance of my HELP debt for the above-named course. All information provided by me in this application is correct.

Student Signature: _____

Date: _____

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OFFICE USE ONLY – Please ensure all sections are completed and signed

Form received

Full name: _____

Date: _____

Position: _____

Signature: _____

Evidence provided

Document: _____

Date: _____

Processed by: _____

Signature: _____

Decision

APPROVAL:

SATISFIES SPECIAL CIRCUMSTANCES:

DENIED:

DOES NOT SATISFY SPECIAL CIRCUMSTANCES:

Date: _____

VET FEE-HELP Campus Administrator

Full name: _____

Signature: _____

VET FEE-HELP Coordinator

Full name: _____

Signature: _____

VET FEE-HELP Manager

Full name: _____

Signature: _____

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