Application to Review a VSL Re-credit Decision Form

# Review Procedures and Instructions for Students

Decisions regarding re-crediting a person’s VET Student Loan balance are reviewable. A review of a decision may be requested by any student who is affected by the original decision or without a request if TasTAFE is satisfied that there is sufficient reason to do so.

# Who should use this form?

This form is to be used by students who are requesting a review of a TasTAFE decision not to re-credit or refund unit/s from which the student has withdrawn after Census Date.

You must have previously submitted an Application to Re-credit VSL Form and had this assessed by the VET Student Loan Coordinator.

# What should I provide?

TasTAFE has stored copies of your original Application to Re-credit VSL Form and supporting documents. These will be considered alongside your application for review.

You will need to submit the Application to Review a VSL Re-credit Decision Form along with any additional supporting documentation. This application should provide enough detail for the TasTAFE VSL Review Officer to make an informed decision regarding your case for re-credit.

If your application has been rejected on the grounds of lack of supporting documentation, it is very important that you provide independent supporting documentation to support your claims. Please review acceptable documentation outlined in this information.

Supporting documentation should include:

For medical reasons - a statement from a doctor indicating:

* the date your medical condition began or changed
* how your condition affected your ability to study
* when it became apparent that you could not continue with your studies.

For family personal reasons - a statement from a doctor, counsellor or independent member of the community indicating:

* the date your personal circumstance began or changed
* how your circumstance affected your ability to study
* when it became apparent that you could not continue with your studies.

For employment related reasons - a statement from your employer indicating:

* your previous work hours and location
* your current work hours and Iocation
* the reason for changed hours and/or location

# This application should be submitted via:

Post: VET Student Loan Coordinator, TasTAFE

Level 1, 75 Campbell Street

Hobart TAS 7000

Or scanned and emailed to: [vetstudentloans@tastafe.tas.edu.au](mailto:vetstudentloans@tastafe.tas.edu.au)

# What happens to my application after it has been lodged with the VET Student Loan Coordinator?

Upon receipt of your application by the VET Student Loan Coordinator you will be issued, via post or return email an acknowledgement. If you have not received an acknowledgement of your application within two weeks of submitting it, you should contact the [VET Student Loan Coordinator](mailto:vetstudentloans@tastafe.tas.edu.au). A review of your circumstances will be completed within 45 days of you submitting your application. If you have not been advised of the decision within 45 days, the original decision is taken to be confirmed.

The review will be conducted by the TasTAFE VET Student Loan Review Officer who will consider all evidence supplied in your original application along with any additional evidence supplied with this application. It is your responsibility to ensure all relevant documentation is provide when the Application to Review a Re-crediting Decision is made.

The VET Student Loan Review Officer will reconsider the decision with available options to either; confirm the decision, vary the decision, or set the decision aside and substitute a new decision.

You will be advised in writing of the decision made.

If you are not satisfied with the decision, you may apply to the Administrative Appeals Tribunal (AAT), which sits externally to TasTAFE and charges approximately $816.00. The fee is subject to change and is the responsibility of the applicant.

**Please read the attached instructions before you complete the form. The application must be made within 28 days of receiving notice of the original decision.**

# Student making application to complete.

**Name:**

**Student ID:**

Reasons you are applying for a review. Please provide the reason/s you are submitting this application for a review. Please provide any additional evidence which you believe may be of assistance with the review of your application to re-credit your FEE-HELP balance.

| **Details of review application** |
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**To support your case, you will need to provide the following documentary evidence:**

* Documentation from doctor, counsellor, employer or independent member of the community which states:
  + the date your circumstance/s began;
  + if your circumstances changed after the census date, the date they changed and to what extent;
  + how your circumstances affected your ability to study;
  + when it became apparent that you could not continue your studies.

**Declaration**

I wish to apply for a review of the decision previously made regarding my application to re-credit my FEE-HELP balance.

I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, my application will be immediately disregarded.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

# Supporting document control

## Contact points

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| --- | --- | --- | --- |
| **Responsibility** | **Position title** | **Contact person** | **Contact number** |
| **Executive owner** | Chief Financial Officer | Will McShane | 0437 192 635 |
| **Policy owner** | Manager Digital Services | Andrew Stevens | 0419 518 029 |
| **Contact person** | Business Systems Officer | Casey Harwood | (03) 6232 7546 |

## Dates

Last updated: 29/02/2024

## Version history

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| **Version** | **Date** | **Description of changes** |
| 1.0 | 29.02.2024 | Updated with the new template |

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