

Application for Re-crediting and Remission of FEE-HELP Debt Form

This form is to be used by students who withdraw from a unit of study after the census date or who have not completed the requirements for the unit and who wish to apply to have their FEE-HELP balance re-credited under the *Special Circumstances* listed in the *FEE-HELP Review Procedure*.

Student Details

Surname: _____ Given Names: _____

Student ID: _____ Amount: _____

Telephone Numbers: _____

Email: _____

Course Name: _____

Address to which correspondence is to be forwarded

Units for which refund or remission of debt is sought

Unit Code	Study Period (trimester) and year	Date of Withdrawal

Special Circumstances

Set out below are the special circumstances in chronological order which I believe meet the criteria in these guidelines for the remission of debt. Please refer to the *FEE-HELP Review Procedure* for further details.

Date	Events

If you need more space please attach a separate sheet.

Supporting Documentation

I have attached documentation from an independent doctor, counsellor, or other professional person to show when my condition changed to the extent that I could not continue with my studies.

Declaration

Tick the statement and sign the declaration below.

I am a domestic tuition fee paying student applying for remission of FEE-HELP debt.

I declare that the information and documentation that I have provided with this application is correct and complete.

Signature	
Date	

This form and supporting documentation should be lodged at La Trobe Melbourne Reception, or mailed to:

Director Student Services and Admissions
 La Trobe Melbourne
 Postal Address:
 La Trobe University, VIC 3086 Australia

Office Use Only (please tick)

Director, Student Services and Admissions

Application Received (Date): _____ Supporting Documents Yes No

The student has: Withdrawn, LOA Applied for individual unit(s) but still enrolled

Application made within 12 month time limit: Yes No

Determination: (outcome of application) Denied Granted

Has the student debt already been reported to DEEWR/ATO via the HEIMS Student Submission data file?

Yes No

To Admissions Dept.

Attach CAN Notice

Establish Re-credit Amount \$ _____

Request IT Dept. submit a HEIMS Revisions File

Adjust MAZE A/c – Credit Note

To Director, Student Services and Admissions

To Admissions Dept.

Backdate to Census Date and delete units in MAZE

To Finance Dept.

Adjust MAZE A/c – Credit Note

Student notified by letter / mail

Note placed on MAZE and app filed

End of Process

Signature _____