

## 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.**

<b>Signature</b>	
<b>Date</b>	

This form and supporting documentation should be lodged at Deakin College Reception on your campus, or mailed to:

Director Business & Finance  
 Deakin College  
 Postal Address:  
 Deakin University, Melbourne Burwood Campus  
 221 Burwood Hwy, Burwood VIC 3125 Australia

**Office Use Only** (please tick)

*Director Business & Finance*

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The student has:  Withdrawn,  LOA  Applied for individual unit(s) but still enrolled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

(Outcome of application)

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

Yes  No

*To Finance Dept.*

Attach CAN Notice

Establish Re-credit Amount \$ \_\_\_\_\_

Request IT Dept. submit a HEIMS Revisions File

Adjust MAZE A/c – Credit Note

*To Director Business & Finance*

*To Academic Services 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 \_\_\_\_\_