



Queensland College of Music Pty Ltd

VET Student Loans Re-Credit Application Form

Who should use this form?

You should use this form **ONLY** if all of the following statements apply to you:

- ✓ You took out a VET Student Loans loan for your tuition fees,
- ✓ The census date has passed,
- ✓ You discontinued your enrolment or have not completed your course or part of your course due to special circumstances,
- ✓ You are requesting a re-credit of your VSL debt balance due to special circumstances; and
- ✓ You are making the re-credit application within:
 - 12 months of the withdrawal date or,
 - 12 months of the census day for the course/unit of study.

You DO Not complete this form if:

- ✓ You withdrew from your course on or before the census date, you have not incurred a debt and you are not eligible for a re-credit; and
- ✓ You successfully completed the course. You are not eligible for a re-credit.

1. Personal details:	
Surname:	
Given Names:	
Student ID:	
Email Address:	
Mailing Address:	
Phone:	

2. Details of the unit/s of study which you discontinued:

Unit Name	Unit Code	Term & Year	Date of Discontinuation
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3. Special circumstances (supporting documentation must be provided, see explanatory notes)

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4. Applicant declaration and signature			
<ul style="list-style-type: none"> • I am submitting this application within the application period. • I have attached my supporting documentation. • I wish to apply for re-credit of my VSL balance and a remission of my debt. • 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 rejected. 			
Applicant signature:		Date:	/ /

6. Applications to review a re-credit decision should be submitted:	
Via mail/email:	In person:
Received by:	Received by:
Date:	Date:

RE-CREDIT APPLICATION OUTCOME			
Reviewing Officer Name			
Reviewing Officer Signature		Date:	/ /
Appeal Outcome Supported	YES / NO		

Explanatory Notes

1. What are 'special circumstances'?

QCM defines special circumstances as those that:

- Are beyond your control,
- Do not make their full impact upon you until on, or after the census date for a course, or the part of a course; and
- Make it impracticable for you to complete the unit of study requirements for the course, or the part of the course, during the student's enrolment in the course, or the part of the course.

Special circumstances may involve the following examples:

- Medical reasons:
 - Your medical condition only becomes apparent after the census date and the effects are sufficiently serious that it is impracticable for you to continue with your studies.
 - You contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.
- Family/personal reasons:
 - A member of your family suffers from a severe medical condition that requires you to provide fulltime care, as a result you are unable to continue your studies.
 - You or your family's financial circumstances change unexpectedly to the extent that you are unable to continue with your studies.
- Employment related reasons:
 - You are engaged in employment out of necessity and studying. Your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result, you are unable to continue with your studies.
- Course related reasons:
 - You have been disadvantaged by changed arrangements to your unit of study, and it was impossible for you to undertake alternative units of study.

2. What type of supporting documentation do you need to provide?

It is important that you provide *independent* supporting documentation to support your claims. Statements made by family members, close relatives, or friends are not considered to be 'independent' for these purposes. Depending on your special circumstances you may need to provide an independent statement from a doctor, counsellor, employer.

- **Medical reasons:** A statement from a doctor indicating:
 - The date your medical condition began or changed.
 - How your condition affected your ability to study; and
 - When it became apparent that you could not continue with your studies.
- **Family/personal reasons:** A statement from a doctor, counsellor, or independent member of the community (e.g., a Justice of the Peace, or a Minister of Religion) indicating:
 - The date your personal circumstance began or changed.
 - How your circumstance affected your ability to study; and
 - When it became apparent that you could not continue with your studies.
- **Employment related reasons:** A statement from your employer indicating:
 - Your previous work hours and location.
 - Your current work hours and location; and
 - The reason for changed hours and/or location.

Privacy Disclaimer

QCM is collecting the information on this form in accordance with the *Information Privacy Act 2009* for students who have a VSL with the Australian Government. Only the QCM Director will have access to this information. Your information will not be disclosed to any third party without your consent, unless authorised or required by law