

# Important Information for Students

**Please read the following important information for students prior to completing your application.**

## **Am I eligible to apply for a Remission of Debt and Re-crediting of SLE?**

Domestic Commonwealth Supported HECS-HELP students who withdraw from a course or unit after the published census date(s) due to special circumstances or who have been prevented from completing or withdrawing from a course due to special circumstances can apply for a remission of debt and re-crediting of SLE. In the case of FEE-HELP students the same conditions apply, however there is no re-crediting of SLE.

A student cannot apply for remission of debt and re-crediting of SLE for a course if he/she has successfully completed the unit of study. A student who receives a Fail grade is not considered to have successfully completed the unit of study and may apply for a remission of debt and re-crediting of SLE for specific unit(s) if special circumstances apply.

## **What are special circumstances?**

Special circumstances are defined as:

- Medical reasons - a medical condition that existed prior to the census date and deteriorated to the extent that a student was unable to complete her/his studies, or; a medical condition only became known after the census date and is such that a student was unable to continue her/his studies. A medical certificate substantiating the circumstances will be required.
- Personal/family reasons - unforeseen personal or family reasons that occurred or worsened after the census date and which were beyond the control of the student prohibiting a student from continuation of studies.
- Employment related reasons - unexpected changes to employment arrangements or statuses that were beyond the control of the student that prohibited a student from continuing studies. A letter from the employer substantiating the circumstances must be provided.
- Course related reasons - unexpected changes to course or unit timetable arrangements that were beyond the control of the student and prohibited continuation of studies. Supporting evidence from the Faculty/School substantiating the circumstances must be provided.

Special circumstances do not include:

- lack of knowledge or understanding of requirements under the schemes, or
- a student's incapacity to repay a Higher Education Loan Program (HELP) debt, as repayments are income contingent and the student can apply for a deferral of a compulsory repayment in certain circumstances

## **What if I am not a Commonwealth Supported student? Can I apply to have my fees refunded if my studies have been affected by special circumstances?**

International and Full Fee students can apply to have their fees refunded if their studies have been affected due to special circumstances. Students in these categories do not consume SLE.

## **Are there time limits for applying?**

If you commenced your studies after 1 January 1998 you must apply within 12 months of the date you withdrew from your unit. If you have not withdrawn from your unit, you must apply within 12 months of the last day of the teaching period in which the unit was or was to be undertaken.

Applications received outside these timelines may not be considered.

## **Where to I submit my application?**

Applications must be submitted to:

Student Records Manager  
Student Records Office  
La Trobe University  
Bundoora VIC 3086

## **What happens next?**

You will receive a letter acknowledging receipt of your application within 14 days of the date your application is received. The letter will provide a reference number and a timeframe within which your application will be reviewed.

Once a decision has been made, you will be advised of the outcome in writing within 28 days. Where a refund of fees is required, an Application for Refund of Fees will be forwarded.

## **Can I appeal the decision?**

Requests for a review of the decision must be made in writing within twenty-eight (28) days of the date on which the decision was dispatched to the student. Applications received outside these timelines normally will not be considered.

Applications for review of the decision should be directed to:

Deputy Manager  
Academic Services  
Student Records Office  
La Trobe University  
Bundoora VIC 3086

A student may make an application to the Administrative Appeals Tribunal (AAT) for a reconsideration of the University's decision to refuse to re-credit or remit, and may supply additional information to the AAT that he or she did not previously supply to the University.

Deputy Registrar  
Administrative Appeals Tribunal  
Level 16  
Southgate Tower  
40 City Road  
Melbourne VIC 3000

Telephone: (03) 9282 8444





**SECTION D: Checklist**

- 1. I have read and understood the information contained in the "Important Information for Students" section accompanying this application.
  - 2. I have completed Sections A, B and C of this application including the section outlining the circumstances affecting my studies.
  - 3. I have attached independent supporting documentation where required.
  - 4. I have read and signed the Declaration section below.
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**SECTION E: Student Declaration**

I declare that the information provided in this application for Remission of Debt and Re-crediting of SLE is accurate.  
I have read and understood the information provided in the "Important information for students" section of this application.  
I understand that if I knowingly make a false or misleading statement, I may be liable for prosecution.

Signature of student

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

**Privacy Statement**

Personal information collected on this form or supplied by you to La Trobe University will be treated in accordance with the Information Privacy Act 2000 (Vic) and related Legislation, University Statutes, Regulations and Policy. The information collected on this form is used for the purpose of assisting La Trobe University to make an informed decision regarding your application. If your application for Remission of Debt and Re-crediting of SLE is successful, the Australian Taxation Office will be notified and your debt amended accordingly. Information provided on this form may also be provided to the Department of Education, Science and Training when requested and in order for your Student Learning Entitlement to be appropriately managed.