




<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>2</b>	
<b>FINANCE</b>	<b>2</b>	
<b>STUDENT FINANCIAL POLICIES</b>	<b>5</b>	
<b>NUMBER</b>	<b>000</b>	
		Policy Database Document Reference Number <b>225000P</b>

## REMISSION OF DEBT AND RE-CREDITING OF STUDENT LEARNING ENTITLEMENT POLICY


<b>Purpose/ objectives</b>	<p>This policy establishes the framework within which the University receives, reviews and responds to applications for:</p> <ul style="list-style-type: none"> <li>remission of debt for domestic Commonwealth Supported Students and domestic fee-paying Students;</li> <li>re-crediting of Student Learning Entitlement (SLE) for domestic Commonwealth Supported Students only.</li> </ul>
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>all campuses</li> <li>all programs</li> <li>all domestic students in receipt of HECS-HELP or FEE-HELP</li> </ul>
<b>Policy Statement</b>	<p>Domestic Commonwealth Supported HECS-HELP students who:</p> <ul style="list-style-type: none"> <li>withdraw from a course or subject after the published Census Date(s) due to Special Circumstances, or</li> <li>have been prevented from completing or withdrawing from a course due to Special Circumstances</li> </ul> <p>can apply for a remission of debt and re-crediting of Student Learning Entitlement (SLE). Appropriate documentation is required to substantiate the Special Circumstances.</p> <p>The same conditions apply to FEE-HELP students, but there is no re-crediting of SLE.</p> <p>Detailed conditions for applying for remission of debt and re-crediting of Student Learning Entitlement are prescribed in the supporting procedures. Each application will be examined and determined on its merits, on the basis of criteria set out in the procedures. The examination process will involve consideration of both the application and the supporting documentation substantiating the application.</p> <p>All applications for remission of debt and, where applicable, re-crediting of SLE will be acknowledged within 14 days of the date the application is received by the Student Records Office. Notification of the decision will be made in writing within 28 days of determination.</p>
<b>Supporting Procedures</b>	Remission of Debt and Re-crediting of Student Learning Entitlement Procedures
<b>Responsibility for implementation</b>	Fees and HECS Officer

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>2</b>	
<b>FINANCE</b>	<b>2</b>	
<b>STUDENT FINANCIAL POLICIES</b>	<b>5</b>	
<b>NUMBER</b>	<b>000</b>	
		Policy Database Document Reference Number <b>225000P</b>

<b>Responsibility for monitoring implementation and compliance</b>	Director, Academic Services
<b>Status</b>	Reformatting of policy approved by Academic Services Division in March 2005.
<b>Key stakeholders</b>	Commonwealth Government Fees and HECS Office Domestic Commonwealth Supported Students in receipt of HECS-HELP Domestic fee-paying students in receipt of FEE-HELP
<b>Approval Body</b>	Senior Management Committee
<b>Initiating Body or person(s)</b>	Director, Academic Services
<b>Abbreviations and definitions</b>	<p>Census Date: the date on which the University must confirm to the Government the enrolments in a particular subject.</p> <p>Commonwealth Supported Place a higher education place for which the Commonwealth makes a contribution towards the cost of a student's education.</p> <p>CSP Commonwealth Supported Place</p> <p>Debt HECS-HELP or FEE-HELP debt incurred as a result of deferred or up-front fees or tuition fees</p> <p>FEE-HELP a Government loan given to eligible domestic fee-paying students to help pay part or all of their tuition fees.</p> <p>HECS-HELP a Government loan available to eligible students enrolled in Commonwealth supported places to cover all or part of their student contribution amount.</p> <p>Special Circumstances special circumstances are defined as:</p> <ul style="list-style-type: none"> <li>• 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 that only became known after the census date and was such that a student was unable to continue her/his studies.</li> <li>• 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.</li> </ul>

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>2</b>	
<b>FINANCE</b>	<b>2</b>	
<b>STUDENT FINANCIAL POLICIES</b>	<b>5</b>	
<b>NUMBER</b>	<b>000</b>	
		Policy Database Document Reference Number <b>225000P</b>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• course related reasons - unexpected changes to course or subject timetable arrangements that were beyond the control of the student and prohibited continuation of studies.</li> </ul> <p>Special circumstances do not include:</p> <ul style="list-style-type: none"> <li>• lack of knowledge or understanding of requirements under the HECS-HELP or FEE-HELP schemes, or</li> <li>• 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</li> </ul> <p>Student Learning Entitlement (SLE): students who are an Australian citizen, a New Zealand citizen or the holder of a permanent visa receive a Student Learning Entitlement (SLE) providing them with access to at least seven years of equivalent full-time study in a Commonwealth supported place. Commonwealth supported students consume SLE as they undertake units of study (subjects).</p>
<b>Related legislation</b>	<i>Higher Education Support Act 2003</i> Fees Statute 2009
<b>Related Policy and other documents</b>	Administrative Information for Higher Education Providers: Student Support (DEEWR) Refunds of Course Money for International Students Policy
<b>Date Effective</b>	17 September 2009
<b>Next Review Date</b>	September 2014 or as required by legislative changes
<b>Keywords</b>	Student Learning Entitlement, SLE, debt, remission, refund, Commonwealth supported, CSP, HECS-HELP, FEE-HELP
<b>Owner/Sponsor</b>	Director, Academic Services
<b>Author</b>	Fees and HECS Officer

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>2</b>	
<b>FINANCE</b>	<b>2</b>	
<b>STUDENT FINANCIAL POLICIES</b>	<b>5</b>	
<b>NUMBER</b>	<b>000</b>	
		Policy Database Document Reference Number <b>225000P</b>

<b>Contact person</b>	Fees and HECS Officer <a href="mailto:fees@latrobe.edu.au">fees@latrobe.edu.au</a>
-----------------------	---