



APPLICATION FOR RE-CREDIT OF VSL BALANCE FORM

This form is used to apply for re-credit of a VET Student Loans debt when a student withdraws after census day and special circumstances apply. Your application must provide details and evidence of the special circumstances which prevented you from successfully completing one or more VET Units of Study, evidence that the full impact of the circumstances was not known until after the census day and that the special circumstances were beyond your control. Unsigned applications or those without the necessary supporting documentary evidence cannot be assessed.

Please return the completed form by email to: info@mastery.edu.au.

PERSONAL DETAILS			
Census Date:			
Student Name:	(As appeared on your student card or passport)		
Student ID:			
Course Enrolled:			
Course Duration:			
CONTACT DETAILS			
Address:			
Suburb:		Suburb:	Postcode:
Mobile:			
E-mail:			
Please list the VET Units of Study impacted by the special circumstances relating to the withdrawal:			



Details of the special circumstances relating to the withdrawal:

(please refer to the Student Handbook for Re-crediting a FEE-HELP Balance for the definition of special circumstances)

Student declarations:

- ☐ I have read and understood the MIA re-crediting of a FEE-HELP balance policies and procedures
- ☐ I declare that the information provided by me is true, correct and completed to the best of my knowledge

Student signature: _____ Date: _____

OFFICE USE ONLY (Please tick on boxes where applicable)

Outcome: ☐ Approved ☐ Declined

Reason for Decision:

Approved by: _____ Approval Date: _____

Signature: _____