

## Student Review Procedures for Re-crediting a VET Student Loan Balance

### Definitions

**The Act** refers to the *VET Student Loans Act 2016*

**Student/s:** refers to all persons enrolled in a unit of study who are, or would be entitled to VET STUDENT LOANS assistance; and

**Census Date:** A published date, set by the provider, no earlier than 20% of the way through a VET Unit of Study.

**Tuition Fees:** Fees paid for a VET Unit of Study that is approved for VET STUDENT LOANS and applies to students who are, or would be entitled to VET STUDENT LOANS assistance.

**Unit or VET Unit of Study:** A unit that a student may undertake with MVJ Enterprises Pty Ltd t/a Perth College of Beauty Therapy, YES College for which the student may access VET STUDENT LOANS assistance to pay for all or part of their tuition fees.

**The Department:** The Department of Employment, Skills, Small and Family Business

### Guidelines

1. A student's fee help balance can be re-credited under part 6 of the Act
2. A student may apply to Perth College of Beauty Therapy for their FEE HELP balance to be re-credited under section 68 of the Act because of special circumstances
3. Students may apply to the Secretary for their FEE HELP balance to be re-credited under section 71 of the Act because:
  - the provider, or a person acting on the provider's behalf, engaged in unacceptable conduct in relation to the student's application for the VET student loan, or
  - the provider has failed to comply with the Act or an instrument under the Act and the failure has adversely affected the student
4. Applications for re-crediting under section 71 of the Act must be made within 5 years after the census day for the course, or the part of the course, concerned or within that period extended by the Secretary
5. There is no charge to students for reconsideration or review of decisions, other than review by the Administrative Appeals Tribunal (AAT)
6. The Secretary of the Department of Employment, Skills, Small and Family Business may re-credit a student's FEE HELP balance in relation to special circumstances if an approved course provider is unable to act or is being wound up or has been dissolved; or has failed to act and the Secretary is satisfied that the failure is unreasonable

### Incurring a VET Student Loans Debt

A Student who is, or would be, eligible for VET STUDENT LOANS and has requested VET STUDENT LOANS Assistance, who withdraws from a Unit on or before the census date will not incur a VET STUDENT LOANS debt for the tuition fees for that Unit.

Students who have requested VET STUDENT LOANS Assistance who remain enrolled after the published census date will incur a VET STUDENT LOANS debt. A Student who withdraws from a Unit after the published census date for that Unit will incur a VET STUDENT LOANS debt for that Unit.

### **Re-crediting a VET Student Loan Balance**

Students who withdraw from a Unit after the published census date, or fail to complete a Unit, may apply to have their VET STUDENT LOANS balance re-credited with respect to the Unit if they believe **special circumstances** apply in accordance with the following procedures.

### **Special Circumstances**

If a Student withdraws from a Unit after the published census date for that Unit, or has been unable to successfully complete a Unit, and believes this was due to special circumstances, the student may apply to have their VET STUDENT LOANS balance re-credited for the affected Unit/s.

Perth College of Beauty Therapy will re-credit the Student's VET STUDENT LOANS Balance if it is satisfied that Special Circumstances apply where:

- these circumstances are beyond their control, and
- these circumstances did not make their full impact on the student until on, or after the census date; and
- these circumstances were such that it was impracticable for the Student to complete the requirements for the Unit.

For circumstances to be beyond a Student's control, the situation should be that which a reasonable person would consider is not due to the Student's action or inaction, either direct or indirect, and for which the Student is not responsible. The situation must be unusual, uncommon or abnormal to be considered special circumstances.

Special circumstances do not include:

- lack of knowledge or understanding of requirements for VET STUDENT LOANS assistance; or
- a Student's incapacity to repay a VET STUDENT LOANS debt (repayments are income contingent and the Student can apply to the Australian Taxation Office for a deferral of a compulsory repayment in certain circumstances).

### **Re-credit of a Student's VET STUDENT LOANS balance - The process**

Each application for re-credit of a student's VET STUDENT LOANS balance will be considered on its merits together with all supporting documentation substantiating the special circumstances claim.

The Campus Manager is the designated officer responsible for the assessment of a Student's request for a re-credit of their VET STUDENT LOANS balance due to special circumstances and for the initial decision regarding the request.

1. A Student must apply in writing to the Campus Manager at Perth College of Beauty Therapy, PO Box 501, Victoria Park WA 6979 or [admin@perthcollege.com.au](mailto:admin@perthcollege.com.au) within 12 months after the census day for the course, or the part of the course, concerned or within that period extended by Perth College of Beauty Therapy. Perth College of Beauty Therapy has the discretion to waive this requirement if it is satisfied that it was not possible for the application to be made within the 12 month period. Relevant supporting documentation will be required to substantiate the claim.
2. The application for re-crediting a VET STUDENT LOANS balance must include details of the:
  - Unit(s) for which a Student is seeking to have a VET STUDENT LOANS balance re-credited; and
  - special circumstances as referred to above, including supporting documentation.
3. Perth College of Beauty Therapy will consider each application within 14 working days of receipt of the application. It will consider each request to re-credit a VET STUDENT LOANS balance in accordance with the requirements of Schedule 1A of the Act. Applicants will be notified in writing of the decision within 14 working days.

### **Review of Decision**

4. Where Perth College of Beauty Therapy makes a decision NOT to re-credit a Student's VET STUDENT LOANS balance, that decision may be subject to review.
5. If a Student is not satisfied with the decision made by Perth College of Beauty Therapy, the Student may apply, within 28 days of the receipt of the original decision, for a review of the decision. The application for review must:
  - be made within 28 days of receipt of the original decision
  - include the date of the original decision
  - state fully the reasons for applying for the review
  - include any additional relevant evidence
6. Applications should be made in writing to the Chief Executive Officer of Perth College of Beauty Therapy, PO Box 501, Victoria Park WA 6979 or [ceo@perthcollege.com.au](mailto:ceo@perthcollege.com.au) as the designated Review Officer of any decisions relating to a request for re-crediting of a VET STUDENT LOANS balance. The Review Officer is senior to the designated officer responsible for the original decision and was not involved in making the original decision to be reviewed.
7. The Review Officer will:
  - acknowledge receipt of the application for review of a decision in writing within 10 working days; and
  - inform the Student that if the Review Officer has not advised them of a decision within 45 days of receipt of the application for review, it is taken that the Review Officer has confirmed the original decision.
8. The Review Officer will then:
  - review the information from the original decision and then assess any new evidence provided by the Student

- provide written notice to the Student of the decision, setting out the reasons for the decision
- inform the Student of their right to apply to the Administrative Appeals Tribunal if they disagree with the Review Decision, and timelines involved (see below).

### **Reconsideration by the Administration Appeals Tribunal**

**At the time of the original decision, and at the time of the subsequent review decision,** the Student will be notified of their review rights and responsibilities. The relevant officer will inform a Student in writing of their right to appeal to the Administrative Appeals Tribunal (AAT) if they are not satisfied with the outcome and the contact details of the closest AAT office and the approximate costs of lodging an appeal. The Application must be lodged at the AAT within 28 days of receiving written notice of the Review Decision. This time limitation can be extended in limited circumstances by order of the AAT.

Full details of the application process and fees payable are available on the AAT's website: [www.aat.gov.au](http://www.aat.gov.au). An application fee may have to be paid and is subject to change. Applications cannot proceed until the fee has been paid or waived. Applications for fee waiver must be made to the AAT. Refer to the AAT website for more details.

#### **Details of closest AAT office:**

Administrative Appeals Tribunal  
Level 13  
111 St Georges Terrace  
Perth WA 6000

The Secretary of the Department, or the Secretary's delegate, will be the respondent for cases that are brought before the AAT. Upon the Department's receipt of a notification from the AAT, the Department will notify Perth College of Beauty Therapy that an appeal has been lodged. Upon receipt of this notification from the Department, the Review Officer will provide the Department with copies of all the documents that are relevant to the appeal within ten (10) business days.

#### **Publication**

These procedures are published on the Perth College of Beauty Therapy website [www.perthcollege.com.au](http://www.perthcollege.com.au) to ensure Students have up to date and accurate information publicly available to them.