

# Application for Re-credit and Remission of FEE-HELP Debt Form

## Instructions:

This form is to be used by students who withdraw from a unit of study after the Census Date or who have not completed the requirements for a unit and who wish to apply to have their FEE-HELP balance re-credited under the special circumstances listed in the Australian Performing Arts Conservatory (APAC) *Domestic Students Refund Policy and Procedure* available online at <https://apac.edu.au/student-policies/>. The form will need to be submitted in conjunction with the Application for Withdrawal Form for Higher Education Domestic and International Students.

Please complete the form electronically before printing and signing.

This form and supporting documents should be lodged to the Admissions and Compliance Manager in person or via email at:

**Email:**

[administration@apac.com.au](mailto:administration@apac.com.au)

**In-person:**

APAC Reception

Level 5/ 102 Adelaide Street

Brisbane QLD 4000

## 1. Student Details

<b>Student Name:</b> [Surname, Given Name]	<b>Mobile Number:</b>
<b>Student ID:</b>	<b>Amount (if known):</b>
<b>Email:</b>	
<b>Course:</b>	
<b>Student (or Guardian) Signature:</b>	

## 2. Units for which Refund, or Remission of Debt is Sought

Unit Code	Study Period and Year	Date of Withdrawal

## 3. Criteria for Refund of Fees under Special Circumstances:

Do you meet the criterion for Special Circumstances consideration?		Evidence attached YES / NO
<input type="checkbox"/>	Circumstances were beyond the student's control.	
<input type="checkbox"/>	Circumstances did not make their full impact until on or after the Census Date for the unit/s in question.	
<input type="checkbox"/>	Medical circumstances that have changed to such an extent that the student is unable to continue studying, or new medical circumstances arose.	
<input type="checkbox"/>	Family/personal circumstances such as death, significant medical issues, unforeseen financial difficulties, or other circumstances that are unreasonable to expect a person to continue their studies.	
<input type="checkbox"/>	Employment related circumstances the employment status or arrangements have changed so that the student is unable to continue their studies and this change is beyond their control.	
<input type="checkbox"/>	Course related circumstances where APAC has changed the unit offered, and the student is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses.	
<input type="checkbox"/>	Extenuating circumstances of reasonable significance that interfere with the student's ability to meet a course's requirements. For example, carers' responsibilities, legal commitments, military service, accidents, or natural disasters.	

#### 4. Special Circumstances

Set out below in chronological order the special circumstances that are believed to meet the criteria in the guidelines for the remission of debt.

Date	Events

#### 5. Declaration

- I am a domestic student applying for remission of FEE-HELP debt.
- I have attached supporting documentation including any from an independent doctor, counsellor or other professional to show when my condition changed to the extent that I could not continue with my studies.
- I acknowledge that APAC reserves the right to confirm the information provided and may vary or reverse any decision regarding this application if it is found to be made on the basis of incorrect or incomplete information.
- I declare that the information and documentation that I have provided with this application is correct and complete.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Email from your APAC email account constitutes a signature for this form)*

## 6. Office Use Only

<b>Refund Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b> _____
<b>Approved by:</b> _____	<b>Signature:</b> _____

### Administration Process:

- Students' fees are updated in SMS.
- FEE-HELP Credit or Credit Card payment is process
- Form loaded in Student's file in SMS.
- CAN issued with reversed fees.
- Email advising on application outcome sent to Student.