

AUSTRALIAN ACADEMY

BEAUTY - DERMAL - LASER

Application to re-credit a Help balance due to special circumstances

Please ensure you have read our policies and procedures regarding review procedures for re-crediting a help debt.

These policies are available on the website and in Student Handbook.

This form must be submitted to The Deputy CEO Olivia Figliuzzi – olivia@aabt.com.au within 12 months of the last census date for the course or part of the course.

Part 1. Personal details

Family Name		Other Names	
Email			
Phone Number			
Address			
Course Name			
Course Name			

Part 2. The unit/s of study you wish to receive special consideration for is/are:
The unit of study names and codes are on your CANS notices

Unit of study code	Unit of study name

Part 3. Outline of special circumstances

On a separate sheet of paper, please outline the special circumstances under which you are applying to re-credit your HELP balance.

Please attach any supporting original or certified documentation, for example a Doctors letter, to support your claim.

Part 4. Declaration

I wish to apply for re-credit of my Fee help balance and/or	<input type="checkbox"/>
I wish to apply for a refund of my tuition fees paid	<input type="checkbox"/>
I declare the information I have provided is true and correct	<input type="checkbox"/>
Student signature:	
Date:	

Part 5. Submitting your completed form and original or certified documentation.

Please email to the Deputy CEO Olivia Figliuzzi olivia@aabt.com.au

You will be notified of the review as soon as possible but no later than 28 days after receipt of application

Part 6. Review of decision made

If you are not happy with the decision after our initial review, you may apply with 28 days for a review of the initial decision as per our policies and procedures.

Any applications for review of the initial decision must be made to the CEO sue@aabt.com.au within 28 days of receipt of the original decision

Part 7. Review by independent body

If you are not happy with the review of the initial decision you have a right to appeal this decision with the Vet Student Loan Ombudsman <https://vet.ombudsman.gov.au> and the Administrative Appeal Tribunal www.aat.gov.au. From October 2024 this will be the Administrative Review Tribunal. (ART)