

Student Loan Assistance - Re-crediting Fees and Review of Decisions Procedures

Associated Policy

These Procedures have been developed in conjunction with the [Student Loan Assistance - Re-crediting Fees and Review of Decisions Policy](#).

Re-crediting of Australian Government Student Loan Assistance Fees and Review of Decisions

CIT will make public or publish these review procedures on its website.

This procedures applies to students who are eligible for Australian Government student loan assistn. The process of if

A debt is only removed after the census date if CIT has agreed to re-credit a student's Australian Government Student Loan Assistance balance due to special circumstances.

3. Application by student for re-crediting of Australian Government Student Loan Assistance balance

A student may apply after the census date to have their Australian Government Student Loan Assistance balance re-credited if the student has been unable to complete the requirements of a VET unit of study and the student believes that this was due to special circumstances. CIT is required to consider these applications and must agree to such requests if satisfied that there were special circumstances in the student's case.

The student must apply in writing, within 12 months of the withdrawal date, or if the student has not

days from the date of the receipt of the application, providing all relevant data has been furnished in the application.

If all relevant data has not been furnished, the student will receive a request for additional information from the CIT Australian Government Student Loan Assistance Officer no later than 15 working days from the date of the receipt of the application.

In advising the student of the outcome of their application the CIT Australian Government Student Loan Assistance Officer will advise the student of their rights for a review of the decision if they are dissatisfied with the outcome (see "Review of the original decision" below).

Where a request to re-credit a student's Australian Government Student Loan Assistance fee is granted, a student's Australian Government Student Loan Assistance debt relating to the unit of study in question is removed and CIT is required to refund to the Commonwealth the amount of Australian Government Student Lstu9 (R)-1 (m)-6.3 43.3 1d,

In advising the student of the outcome of their application the Review Officer will outline reasons for the decision in relation to the student's particular circumstances. The Review Officer will again advise the student of their right to appeal to the (AAT) for a review of the Review Officer's decision if the applicant is dissatisfied with the outcome; and provide the applicant with the approximate cost and contact details of the nearest AAT registry.

5. Reconsideration by the Administrative Appeals Tribunal

A student may make an application to the AAT for a reconsideration of the Review Officer's decision to refuse to re-credit the student's Australian Government Student Loan Assistance fee and may supply additional information to the AAT which they did not previously supply to CIT (including CIT's Review Officer).

If a student applies to the Administrative Appeals Tribunal for review of a decision, they may have to pay an application fee. Full details of the application process and fees payable are available on the AAT Registry's website: www.aat.gov.au. The nearest AAT Registry is 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City, ACT, 2600. Telephone (02) 6243 4611, Fax (02) 6243 4600.

The Secretary of the Australian Government Department of Education and Training (DET) or their

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