

Cancel (Re-credit) your HELP debt under Special Circumstances

Complete this form if you wish to apply to cancel (re-credit) your HELP debt balance for a Unit of Study due to Special Circumstances.

Please read the section below named 'What are Special Circumstances' first to see if you fit the criteria. If you think you meet the conditions then please complete this form and return it to info@rasa.org.au for processing.

Please note that the final decision is not made by the Australian Institute of Social Relations (AISR). We will put your case forward to Vet Student Loans who will make the final determination. Should you not be satisfied with the outcome of the request then you have the right to appeal this decision. Please refer to <https://www.studyassist.gov.au/paying-back-your-loan/cancel-your-help-debt-under-special-circumstances> for information on how you initiate this process.

You will also need to complete a [Withdrawal/Deferral form](#) prior to applying for Special Circumstances.

You can only apply to cancel (re-credit) your HELP debt for a Unit of Study under Special Circumstances if;

- You will have a HELP debt for any units of study you did not withdraw from before the census date.
- You can only apply to have your HELP debt re-credited for a particular unit of study if you meet the 'special circumstances' criteria.
- Your HELP debt will not be cancelled for any units of study you have already successfully completed.
- Your HELP debt will not be cancelled if you withdrew from study after the census date and you do not meet the criteria described.

What are Special Circumstances?

The reasons you are applying to cancel (re-credit) your HELP debt using Special Circumstances are:

1. beyond your control;
 2. did not affect you until on or after the census date(s) of the unit(s) of study;
- and,
3. made it not possible for you to complete the unit(s) of study.

You will need to provide supporting documentation.

Do you meet the Special Circumstances requirements Yes Not sure No

(If you ticked Yes or Not sure above please complete the rest of this form)

Personal Details

Full Name:

Student ID Number:

Email (please print clearly):

Postal Address: Suburb:..... State:..... Postcode:.....

Course Information

Course Title:

Program Coordinator:.....

Course Start date:

Unit of study name(s):

Census date:

Request to cancel (re-credit) due to Special Circumstances

Reason for Application:

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Further evidence attached Yes No

Any other information:

.....
.....
.....

Name:

Student Signature:

Date:

Date Withdrawal Form submitted:

ADMINISTRATION ONLY

Sent to VSL (date): Approved: