

Application to Review a Refund/Re-credit Decision

Who should use this form?

You should use this form if:

- you have previously lodged an Application for Refund and Re-credit of FEE-HELP Balance form with TAFE SA Education Support Services (VET FEE-HELP Unit), and
- you are not satisfied with the outcome of your application, and
- you wish to have the decision reviewed.

How do I apply for a review?

1. Complete all sections of the Application to Review a Refund/Re-credit Decision form.
2. Attach additional documentation to support your application. (*TAFE SA has kept your original application for a refund/re-credit with its supporting documents and will use this together with your additional documents to assess your application*)
3. Submit your Application to Review a Refund/Re-credit Decision form within 28 days of receiving the original decision, to:

Postal Address:

Office of TAFE SA
TAFE SA Education Support Services
VET FEE-HELP
G.P.O. Box 320
Adelaide SA 5001

Email:

The VET FEE-HELP Officer
vet.feehelp@tafesa.edu.au

Application Details

Surname:	TAFE SA Student ID No:	
Given Names:	CHESSN:	
Postal Address:	Suburb:	
	State:	Post Code:
Email Address:	Daytime contact phone no:	

The reason that I am applying for this review of my application to refund tuition fees paid upfront and/or re-credit my FEE HELP Balance is: *(please attach additional page if required)*

The additional evidence that I am submitting to support my application for a review is: *(please list)*

Declaration

I wish to apply for a review of my application to refund tuition fees paid upfront and/or re-credit my FEE HELP balance. I declare that the information I have provided on this application is correct. I understand that if I have knowingly provided false or misleading information, TAFE SA will immediately disregard my application.

Signature:

Date: