

## FEE HELP

FEE-HELP is a government loan scheme that helps students pay their tuition fees. Degree students who are Australian citizens or holders of a permanent humanitarian visa are eligible for FEE-HELP assistance.

If you wish to apply for FEE-HELP make sure you have received a copy of the current FEE-HELP booklet and application form, available from the Administration Office or from the website [studyassist.gov.au](http://studyassist.gov.au). Read these documents carefully and be clear about your obligations regarding the loan and its repayment.

Applying for FEE-HELP Make sure you check the census dates for the units in which you have enrolled. They are available on the Academy's public website in the section on [domestic student fees](#). The census date is the closing date for new FEE-HELP applications.

Return your completed application form to the Administration Office. You must include your tax file number (TFN) or a certificate of application for a TFN in your application and provide evidence of your FEE-HELP eligibility (eg your passport, birth certificate or visa). Your evidence will be photocopied and certified and the original document returned to you.

If you have not paid tuition fees and have requested FEE-HELP assistance and you withdraw from units after the applicable census date you will incur a debt to the Australian Government.

### **Applying for a Re-credit of FEE-HELP Balance and Removal of FEE-HELP Debt**

If you withdraw from your studies after the census date you can apply to have your FEE-HELP balance re-credited (and hence the removal of FEE-HELP debt incurred). For an application to be successful, the Academy must be satisfied that special circumstances apply to you, the student, that (a) were beyond your control (b) did not make their full impact on you until on or after the census date for the unit of study in question and (c) were such that they made it impracticable for you to complete the unit/s of study requirements.

You must make your application to the Academy within 12 months of your withdrawal date unless the Academy is satisfied that it was not possible for you to apply within the time limit and grants you an extension. For further information about applying, contact the Administration Office.

The Academy will make a decision on your application within 15 working days. If you are dissatisfied with that decision you may apply for a review. A document explaining the review procedure is available from the Administration Office.