



RE-CREDITING VET FEE-HELP APPLICATION FORM

This form is to be used when applying for a refund of paid tuition fees and/or re-credit of FEE-HELP balance in exceptional circumstances. Please read the MEGT Institute Re-crediting of VET FEE-HELP Policy and Procedure, found on the MEGT Institute website, before completing and lodging this application.

1. PERSONAL DETAILS			
Student Number:		National or State Student Number: (If applicable)	
First Name:		Surname:	
Date of birth:	DD / MM / YYYY	Sex:	Male <input type="radio"/> Female <input type="radio"/>
Current address and contact details			
Street and number:			
Suburb / Town:		State/Territory:	Postcode:
Home phone:		Mobile Phone:	

2. REVIEW DETAILS			
2a). Are you applying for a review and possible re-credit / refund of:			
<input type="radio"/> FEE-HELP balance and associated VET FEE-HELP debt			
<input type="radio"/> Tuition fee payment made directly to MEGT			
Refund/s (if applicable)	If eligible, refund will be sent by cheque to you, or complete details below for a direct deposit refund.		
Direct deposit to Bank Account	Name of Bank:	BSB No:	Account No:
	Account Name:		
Credit Card Refund	Credit card type:	Mastercard <input type="radio"/> Visa <input type="radio"/>	Name on card:
	Credit Card No:		Expiry Date: MM / YY
or	Please complete if you require the refund to be issued to a person / company other than yourself..		
Name:			
Address:		Postcode:	

2b). Which semester and year are you applying for a Review and possible Re-credit/refund?							
Semester One:	<input type="radio"/>	Year:	2	0	Y	Y	
Semester Two:	<input type="radio"/>	Year:	2	0	Y	Y	
Full Year Units:	<input type="radio"/>	Year:	2	0	Y	Y	

2c). What is the code and name of the course you are applying for a Review and possible Re-credit/Refund?							
Course Code				Course Title			



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5. DOCUMENTATION

To support your application, you will need to provide the following documentation:

Documentation from a doctor, counsellor, employer or independent member of the community which covers:

- Date your medical condition or personal circumstances began
- If your medical condition or personal circumstances changed after the census date, the date it changed and to what extent
- How your medical condition or personal circumstances affected your ability to study
- When it became apparent that you could not continue your studies.

Also, please provide any other documents which support your claim.

6. DECLARATION

I wish to apply for a refund of my paid tuition fees and/or re-credit my FEE-HELP balance. I declare that the information I have given on this application is correct.

Signature of student making the application: _____

Date: DD / MM / YYYY

7. APPLICATION PERIOD AND LODGEMENT OF THE APPLICATION FORM

Your application and supporting documentation must reach the Institute within 12 months of the period of study in which the unit was, or was to be undertaken.

Lack of knowledge or understanding of the requirements for applying for a refund of paid tuition fees and/or re-credit of FEE-HELP balance is not a valid reason for applying after the 12 month application period.

Read the MEGT Re-crediting of VET FEE-HELP Policy and Procedure before making this application to identify:

- Who should use this form
- What special circumstances are accepted
- The supporting documentation you should provide
- What happens to your application once it has been lodged with the Institute

You should send your application and supporting documentation to either:

or Administration at the campus in which you are/were studying
or

Administration, MEGT Institute (Head Office) 29 Ringwood Street, Ringwood VIC 3134.

OFFICE USE ONLY

Approved

Declined

Semester/s

VET FEE-HELP debt to be remitted

\$

Up-front payment to be refunded

\$

MEGT's Authorisation: _____
Signature

Date Authorised: DD / MM / YYYY