



The Redcliffe Aero Club Re-Crediting VET Student Loan Balance Form

Personal Information

Given Name/s		Surname	
Student Number		CHESSN No.	
Course Name			
Postal Address		Suburb / Postcode	
Home Phone		Mobile	
Email Address			
Date of Birth		Gender	

The Units / Phase I wish to receive Re-Credit of VET Student Loan Balance for is/are:

Unit of Study Code	Unit of Study Name	Office Use Only

Outline of Special Circumstances

On the reverse side of this form, please describe in detail the special circumstances under which you are applying to re-credit your VET Student Loan balance. Attach any independent supporting original or certified copy documentation, for example, a letter from a doctor or counsellor, to support your claim.

Declaration

I wish to apply for re-credit of my FEE-HELP balance and/or		
I wish to apply for a refund of my tuition fees paid		
I declare that the informatino I have provided is true and accurate.		
Student Signature:	Date:	Office use only:
		Date received:

Submission

Submit your completed form and other original or certified copy documentation to the RTO Co-Ordinator, The Redcliffe Aero Club: info@redcliffeaeroclub.com.au or via mail RTO Co-Ordinator, 1 Wirraway Drive, Kippa Ring, QLD, 4021.

Please be advised that you will be notified of the outcome of your request as soon as possible.

Please note: all decisions are reviewable

Office Use Only	
Re-Credit / Refund Recommended	Yes / No
Recommending Officer Name:	
Recommending Officer Position:	
Recommending Officer Signature / Date:	/ /
Re-Credit / Refund Approved:	Yes/ No
Re-Credit / Refund Date:	/ /



A series of horizontal lines spanning the width of the page, intended for handwritten notes or entries.