



## **STUDENT REVIEW PROCEDURES FOR RE-CREDITING A FEE-HELP BALANCE**

### **1. Introduction**

Jazz Music Institute ("JMI") will conduct this procedure in compliance with:

- the Higher Education Provider Guidelines; and
- Schedule 1A of the *Higher Education Support Act 2003* and the VET Provider Guidelines.

For the purposes of this procedure a student is an Australian citizen or an Australian resident permanent humanitarian visa holder:

- enrolled in a higher education course with JMI; or
- enrolled in a VET FEE-HELP enabled course with JMI.

For the purposes of this procedure a unit of study includes:

- a unit of study which forms part of a higher education course; and
- a VET unit of study which forms part of a VET FEE-HELP enabled course.

JMI will:

- set a census date for each unit of study that is no earlier than 20% of the way through the unit of study;
- ensure that all students are informed of the census date for each unit of study in the manner and by the date prescribed in the VET Administration Guidelines and the Higher Education Provider Guidelines;
- ensure that all students are informed of the review procedures for the re-crediting of a FEE-HELP balance.

### **2. Special circumstances**

If a student withdraws from a unit of study on or after the census date for that unit of study, or has been unable to successfully complete a unit of study, and believes this was due to special circumstances then the student may apply to have their FEE-HELP balance re-credited for the affected units of study.

JMI will re-credit the student's FEE-HELP balance if it is satisfied that special circumstances apply that:

- are beyond the student's control; and
- did not make their full impact on the student until on or after the census date for the unit(s) of study in question; and
- make it impractical for the student to complete the requirements for the unit(s) of study in question.



JMI will be satisfied that a student's circumstances are beyond the student's control if a situation occurs that a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the student is not responsible. The situation must be unusual, uncommon or abnormal.

Each application will be examined and determined on its merits by considering a student's claim together with independent supporting documentation substantiating the claim.

Initial applications for the re-crediting of a student's FEE-HELP balance are to be made, in writing, to the Course Coordinator and sent to:

47 Brookes Street  
Bowen Hills, 4006, Queensland.

The procedure for the re-crediting of a FEE-HELP balance is as follows:

- (a) when a student withdraws from a unit of study, JMI shall confirm the withdrawal by giving notice to the student in writing stating the date at which the withdrawal has taken effect;
- (b) when a student fails to meet the requirements of a unit of study, JMI shall confirm the failure by giving notice to the student in writing of the final result for that unit of study after results for the unit of study have been properly approved;
- (c) the student must apply in writing to the Course Coordinator within 12 months from the date specified in the notice as the day of withdrawal or the date of receiving their final results for the unit of study. JMI may exercise its discretion to waive this requirement if in its opinion it was not possible for the application to be made before the end of the 12 month period;
- (d) The Course Coordinator shall advise the student of the outcome of the application within 28 days stating the reasons for the decision;
- (e) The Course Coordinator shall also advise the student of their rights for a review of the decision if they are not satisfied with its outcome.

The Course Coordinator will consider the application and will agree to such requests if they are satisfied that there were special circumstances in the student's case. If a decision is made to re-credit the student's FEE-HELP balance, JMI will notify DEEWR and will repay to the Commonwealth any VET FEE-HELP or FEE-HELP assistance received on the student's behalf and the student's VET FEE-HELP or FEE-HELP debt for those units of study will be removed.

### **3. Review of a decision**

If a student is not satisfied with the decision made by the Course Coordinator in relation to re-crediting their FEE-HELP balance they may request a review of the decision.

The review shall be carried out by the Review Officer who is the CEO and is senior to the original decision maker.



Any such request must be submitted to the Review Officer in writing and:

- (a) must be lodged within 28 days of receiving notice of the original decision, unless the Review Officer allows a longer period;
- (b) must specify the reasons for making the request; and
- (c) sent to: 47 Brookes Street, Bowen Hills, 4006, Queensland.

The Review Officer shall acknowledge receipt of an application for a review of the refusal to re-credit a FEE-HELP balance in writing and inform the applicant that if the Review Officer has not advised the applicant of a decision within 45 days of having received the application for review, the Review Officer is taken to have confirmed the original decision. This notice shall also advise the applicant that they have the right to apply to the Administrative Appeals Tribunal for a review of the decision and will provide the contact details of the closest Administrative Appeals Tribunal Registry and the approximate costs of lodging an appeal.

The Review Officer shall:

- (a) seek all relevant information from the person who made the original decision;
- (b) review the case within 3 weeks and advise the student of the decision in writing giving the reasons for the reviewer's decision.

The Review Officer may:

- (a) confirm the decision;
- (b) vary the decision; or
- (c) set the decision aside and substitute a new decision;

The Review Officer will give written notice of the decision setting out the reasons for the decision. The applicant shall also be advised in the decision of the right to apply to the Administrative Appeals Tribunal for a review of the decision; and be provided with the contact details of the closest Administrative Appeals Tribunal Registry and the approximate costs of lodging an appeal as follows:

*If you wish to further appeal this decision you may lodge an appeal with the Administrative Appeals Tribunal (AAT). As at 1<sup>st</sup> July 2009 the fee to lodge an application with the AAT for the review of a decision is \$777 (GST exempt). The contact details for the AAT are:*

*Administrative Appeals Tribunal  
Level 4, Harry Gibbs Building  
Commonwealth Law Courts  
119 North Quay  
Brisbane QLD 4000*

Where a student is unsatisfied with the reviewed decision they may apply to the Administrative Appeals Tribunal for consideration of JMI's decision to refuse to re-credit their FEE-HELP balance. The student may supply additional information to the Administrative Appeals Tribunal which they did not previously supply to JMI either in the original application or the request for review.



#### **4. Publication**

These *Student Review Procedures for Re-crediting a FEE-HELP Balance* will be published in the Student Handbook and on the Jazz Music Institute web site ([www.jazz.qld.edu.au](http://www.jazz.qld.edu.au)).

#### **5. Version control**

Document: Student Review Procedures for re-crediting a FEE-HELP balance		
Approved by: CEO	Ver: #2	Date: 20 September 2011
Reviewed by: Executive Management	Review Date	November 2014