

ESF01 – REQUEST A REVIEW OF DECISION FOR RE-CREDIT, REMIT AND/OR REPAYMENT OF FEES



If you are not satisfied with the original decision to re-credit, remit and/or repayment of your fees, you can request for a review within 28 days of receiving the outcome. Complete this form to request a Senior Review Officer to review the original decision to re-credit, remit and/or repayment of your fees based on compassionate and compelling circumstances. Please refer to our remission/re-credit of debt policy & procedure.

Please complete the form in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>	Date of birth	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Address (if required to have outcome posted)			
Address <input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>

2. GROUNDS FOR REVIEW OF DECISION

There has been a misapplication of [remission of debt and post census amendment of enrolment procedure](#).

There is evidence of prejudice or bias on the part of the decision maker.

There is an error of fact in assessing the request for remission of fees.

There is new evidence that was not available at the time of the application for [Remission of Fees](#).

3. REASON FOR REVIEW

Please provide your reason for review. If you require more space, please attach additional writing and supporting evidence when submitting this form.

4. STUDENT DECLARATION

- I declare that the information provided within this form is true and accurate.
- I have read and understood the privacy information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at vu.edu.au/privacy.

Signature

Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee