

# VSL Request for Re-credit/ Refund Form

**This form is for VET Student Loans Students only**

**Please complete all information and submit to the Administration Manager for consideration.  
CCEB will then let you know if your request is approved.**

## Student Details

Family Name: ..... Student Number: .....  
 First Name: ..... Date of Birth: .....  
 Contact Address: .....  
 Email: ..... Phone Number: .....  
 Course: .....

## Request

I wish to apply for:

Re-credit I have submitted a completed Student Variation form to cancel/withdraw from my course/  
part of the course before the census date

OR

I am requesting a re-credit due to special circumstances, and I have attached evidence

OR

Refund Account details for refund: BSB: .....

Account Number: .....

Account Name: .....

## Declaration

I declare that the above is a true statement to the best of my knowledge and that by signing below I agree not to make any further claims against Cairns College of English and Business for any compensation, financial or otherwise. I take full responsibility for this decision and understand that Cairns College of English of Business will inform the relevant Government bodies and departments of my decision to change my enrolment status.

Student Signature: ..... Date: .....

Guardian Signature (if student is under 18): .....

CCEB Office use only			
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date	Initial
Staff member signature:	Received		
Date:	Changed in Stars		
Any other notes:			