

Application for Re-Credit of VET Loan Information Sheet

In order to lodge your re-credit application with the Department of Education, Skills and Employment, you will need to provide us with certain information.

Please read through this information sheet and follow the steps outlined below, **before** responding to the Questionnaire.

Step 1: Locate your USI

Go to <https://www.usi.gov.au/students/find-your-usi> to locate your USI number.

Your USI is different from the student number that BHI has provided to you — it is an individual education number that is assigned to you for life and allows you to access an online record of your VET training undertaken in Australia.

Not every VET student has a USI, so you should follow the steps at the above link to check if you have one.

Step 2: Step 2: Locate your CHESSN

Your Commonwealth Higher Education Student Support Number (CHESSN) will be printed on your Commonwealth Assistance Notice(s) (CAN).

BHI would have sent you Commonwealth Assistance Notices (CAN) before the census date, each semester.

You can also call BHI and ask them for your CHESSN. More information about your CHESSN can be located here: <https://www.studyassist.gov.au/help-loans/your-chessn>

Step 3: Compile evidence

You are required to provide as much information as you can to substantiate your application.

The evidence in support of your application should include:

- An offer letter from Box Hill Institute (BHI);
- VET Student Loans Notices, including Statements of Covered Fees and VET Student Loans Fee Notices/Invoices;
- Commonwealth Assistance Notices (CAN);
- Any copies of correspondence (emails, letters, text messages) between yourself and BHI outlining any grievances, complaints or concerns you raised about the course, or anything else you think is relevant to your application for a VET loan re-credit.

You will be able to provide these documents at the time you submit your answers to the questionnaire. If you would like to provide any more documents, please email bhisoar@gordonlegal.com.au