



FEE REMISSION APPLICATION

***THIS FORM IS ONLY TO BE USED FOR APPLICATIONS TO DROP COURSES UNDERTAKEN FROM SUMMER SEMESTER 2014/15 ONWARDS**

Commonwealth Government legislation (the *Higher Education Support Act 2003*) stipulates that if special circumstances apply, then students may apply for re-crediting of FEE-HELP balances (which results in remission of FEE-HELP debt), remission of HECS-HELP debts, and repayment of upfront student contribution amounts. (Repayment of any other upfront payments is at the discretion of the University.)

You cannot apply for a re-credit, remission or repayment if you have **successfully completed the course**.

You cannot apply for a re-credit, remission or refund of the **Student Services Amenities Fee (SSAF)** after census date has passed, as your liability for this fee is based on your enrolled subject load as at the relevant census date.

You must apply within **12 months of withdrawing** from the course or, in the event that you did not withdraw, within 12 months of the end of the teaching period in which the course was undertaken.

Applications submitted outside the 12 month timeframe will not be considered unless you can clearly demonstrate that it was not possible for you to submit your application within the relevant 12 month period.

What are Special Circumstances?

- Beyond your control **and**
- Did not make their full impact on you until on or after the census date **and**
- Made it impracticable for you to complete the requirements for the course in the period during which you undertook or were to undertake the course

Special circumstances do not include a lack of knowledge or understanding of requirements under the schemes or a person's incapacity to repay a HELP debt.

Circumstances are beyond your 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 person is not responsible. This situation must be **unusual, uncommon or abnormal**.

Circumstances do not make their full impact on you until on or after the census date if your circumstances occur before the census date but worsen after that day, occur before the census date but the full effect does not become apparent until the census day or occurs only after the census date.

Circumstances which made it impracticable for you to complete the requirements for the course may include (but are not limited to): Medical circumstances; Family/personal circumstances; Employment related circumstances; Course related circumstances.

What Supporting Documentation Should I Include?

Wherever possible, you should provide **original or certified** independent supporting documentation to support your claims.

For medical reasons, you should submit a letter/statement from your medical practitioner which indicates **the date** your condition began and/or changed, **how** your condition affected your ability to study and when (**the date**) it became apparent that you could not continue with your studies. (You should inform your doctor that the statement will be sent to UNSW in support of your application).

For family/personal reasons, you should submit a statement from a doctor, counsellor or independent member of the community (for example, a Justice of the Peace or Minister of Religion) stating **the date** your personal circumstances began and/or changed, how your circumstances affected your ability to study and when (**the date**) it became apparent that you could not continue with your studies.

For employment related circumstances you should submit a letter from your employer which states your **previous** work hours and location, your **current** work hours and location, the **reason** for the change, **when** the change was effective from and **when** it was communicated to you.

For course related circumstances, you should submit a statement from your Course Authority outlining your circumstances.

Please be aware that if you provided falsified documents in support of your application, then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC.

As a student, you should be aware of your obligations and responsibilities under the Student Code which can be found here: <https://student.unsw.edu.au/conduct>

How Do I apply?

Submit your completed form, together with supporting documentation to:
Student Administrative Services, Building 111, Level G

Alternatively, you can email the completed application to sas@adfa.edu.au

Your Course Authority or Faculty may also submit this application on your behalf.

How is My Application Assessed?

Your application together with all supporting documentation provided by you and any information provided by your Course Authority is assessed against the published criteria. The application is assessed by **Student Administration**, not your Course or Program Authority.

What Outcomes Can I expect?

If you **clearly demonstrate** that your circumstances meet **all of the criteria**, your application will be approved and the fees for the course(s) will be re-credited, remitted or available to be refunded (whichever is applicable).

A grade of **PW** (permitted withdrawal) will be applied to your academic record for each of the approved courses and this will appear on your academic transcript.

If you **do not clearly demonstrate** that your circumstances satisfy all of the criteria, your application **will not** be approved and the final grade achieved will remain on your academic record and will appear on your transcript.

You will usually be advised of the outcome of your application within **28 days** of submission. If there is a delay in processing your application, you will be advised of the reason for the delay within 28 days of the submission of your application. All communication will be via your student email account.

Can I Appeal if my Application is Not Successful?

Yes. If your application is not successful, you have the right to appeal. Your appeal must be made in writing by email studentadministration@unsw.edu.au with the words "**Fee Remission Appeal**" as the title, within 28 days of the date you were notified of the outcome of your application(s).

I Need Advice – Who Should I Contact?

Please email sas@adfa.edu.au

Privacy

Personal information collected on the application form or supplied by you to UNSW is treated in the strictest confidence in accordance with relevant privacy legislation and guidelines. The information collected is used primarily for the purpose of assisting the University to make an informed decision on your case. The authority to collect this information is contained in the Higher Education Support Act 2003.



FEE REMISSION APPLICATION

Personal Information

Student ID Number:	Date of Birth:
Family Name:	Given names:
Contact Phone Number (s):	Email Address:
Postal Address:	

Course Information (Please submit a separate form for each course you are applying for)

Course Name:	Course Code:
Program Code:	Teaching Period (e.g. T1A): Year (e.g. 2015):

Application Details

When was the last day you attended this course?
What was the last day you attempted any assessment in this course?
Have you applied for special consideration for this course? Yes / No
If no, please explain the reason why not:
Outline the reason for your application (You should include what happened, when it happened and the impact on your ability to study):

Declaration

I have read and understood the guidelines and advice on this application form. I certify that all information including supporting documentation is correct. I hereby authorise UNSW to contact the professional authority who has provided supporting documentation for the purpose of verifying any information he/she supplied. I acknowledge that UNSW will where appropriate advise the relevant Commonwealth Authority of the outcome of this application. In signing this form I understand that the details are protected by the <i>Privacy and Personal Information Protection Act 1998</i> (NSW).	
Student Signature:	Date:
Are you under 18 years old?	Yes / No
*If Yes, your parent or guardian must sign below:	
Parent/Guardian Signature:	Date:

Course Authority

When was the last time the student attended or attempted assessment for this course?	
Please provide the dates on which assessments were due for this course:	
Please advise which of the assessments the student completed:	
Was the student given any special consideration:	Yes / No
If yes, please give details:	
Has the student sat the examination for this course?	Yes / No / Not Applicable
Was the student given a supplementary examination for this course?	Yes / No
What date was the supplementary examination held?	
Did the student complete the supplementary examination?	
Please provide any other relevant information:	
Course Authority Signature:	Date:
Course Authority Name:	Extension Number: