



Application for remission of debt in special circumstances

This form is to be used by students who wish to apply for a remission of fees due to special circumstances beyond the student's control. This form is *not* to be used by students who withdraw from a unit prior to the unit's census date as no debt is incurred in this circumstance.

Enrolment details must be finalised prior to the census date applicable to a particular unit. A unit discontinued prior to the census date will not incur fees. However, a unit which was not formally discontinued **prior** to the census date will be recorded on the academic record and will be liable for fees (even if it is subsequently discontinued).

In special circumstances it may be possible to remit the debt for a unit. This may only occur if the unit was not successfully completed. Remission of Debt does **not** involve the pre-census backdating of a unit discontinuation and therefore the academic grade (eg. WL, WN or Fail) will remain unchanged even if the remission of debt is approved.

Special circumstances

Special circumstances are those that are:

- unusual, uncommon or abnormal **and**
- beyond the student's control **and**
- occur or impact **after** the census date.

Please see 'Eligibility requirements' on page 3 for further information. A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.

How to apply

You will need to complete this form and **must** attach independent supporting documentation (originals or certified copies) to substantiate your case. Applications will **not** be considered without the required documentation. Failure to provide this will therefore result in your application **not** being assessed as privacy laws prevent University staff from obtaining information about your circumstances from a third party without your written consent. For example, if the reason for applying for remission of your debt is a medical one, **you** will need to supply a doctor's certificate that states you were unable to study and confirms the dates/duration of your illness.

If your application is successful then the faculty will notify Student Administration & Systems who will make the appropriate adjustments to your fee record and with the Australian Taxation Office (ATO) if the remission is debt that was deferred using HECS-HELP or FEE-HELP.

Closing dates

If you discontinued your unit/s you must lodge your application within 12 months of the date on which you discontinued. If you failed your units but did not formally discontinue you must lodge your application within 12 months of the last day of the semester in which you were enrolled in the unit/s. If you passed the unit/s you may not apply for a remission of debt.

Lodgement of Applications

Completed forms with documentation attached should be lodged as follows:

Caulfield Campus

For the following Faculties, please lodge your form with the Caulfield Service Centre.

Faculty of Art & Design

Faculty of Business & Economics

Faculty of Information Technology

Applications for other faculties should be lodged with the appropriate Faculty Student Administration Office.

Berwick, Clayton, Gippsland, Parkville, Peninsula, campuses:

Applications should be submitted to the faculty office on your home campus.

Note: If you were studying in two courses or institutions at the same time (for example, cross-institutional study) you will need to apply separately for each course or institution.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for remission of debt. If you choose not to complete all the questions on this form it may not be possible for your application to be assessed. Your remission details will be disclosed to the Department of Education, Science and Training (DEST) and the Australian Taxation Office (ATO) if appropriate. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the University Privacy Officer at: privacyofficer@adm.monash.edu.au.

RECEIVED	
Please retain this copy as proof that your application has been submitted	
Student ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tracking number: _____	



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ADM13- V04/07

Tracking Number:

Faculty Sent to:

Campus:

Section A - Personal Details

Student ID number

Title: Family Name: Given Names:

Section B - Course Details

Course Code Course Title:

Home Campus: Berwick Caulfield Clayton Gippsland Peninsula Parkville

Section C - Unit(s) For Which You Are Applying To Have Your Debt Remitted

Unit code	Unit name	Semester	Year

Section C - Reason For Applying For Special Circumstances: *(If insufficient space to outline your case, please attach additional page).*

- Please specify how your circumstances:
- changed after the census date and
 - prevented you from completing your study and
 - were beyond your control.

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Section D - Applicants Declaration

Have you attached supporting documentation? Yes No

If no, please note that your application may not be assessed until documentation is provided.

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in processing or result in a decision based on the information already provided.

Signed _____ Date _____



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ELIGIBILITY REQUIREMENTS

To have your debt remitted you must be able to demonstrate with **independent supporting documentation** that due to special circumstances you were:

- unable to undertake sufficient private study, attend lectures or tutorials, meet compulsory requirements

AND

- those special circumstances occurred on or after the census date or
- before the census date but changed or deteriorated in a manner that could not be anticipated after the census date or
- before the census date but the effects did not appear until after census date

AND

- those circumstances were beyond your control

(A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.)

Special circumstances may include:

- medical reasons (eg illness occurring or worsening after census date)
- family reasons (eg death, illness, unexpected change in financial situation)
- employment related reasons (eg compulsory transfer, change of hours)
- course related reasons (eg restructure of course, cancellation of units after census date).

Supporting documentation

- You must provide independent supporting documentation to substantiate your claims
- The statement outlining your circumstances is not sufficient evidence to have your debt remitted, and
- You will need to ensure that your supporting documentation is on official letterhead (if relevant), original documents must be sighted or copies must be certified, signed and dated.

FACULTY USE ONLY

Assessed by:	Date:	Faculty:
Reviewed by:	Date:	Faculty:
<input type="checkbox"/> Approved <input type="checkbox"/> Student notified Please forward to Enrolments, Student Administration & Systems, Building 3C, Clayton Campus		
<input type="checkbox"/> Not approved <input type="checkbox"/> Student notified Please forward to Student Filing on appropriate campus		

ENROLMENTS, STUDENT ADMINISTRATION & SYSTEMS ONLY

Callista processed by:	Date:
Please forward to Fees Unit	

REVIEW: STUDENT ADMINISTRATION & SYSTEMS ONLY

Reviewed by:	Date:
<input type="checkbox"/> Approved Please forward to Enrolments, Student Administration, Building 3C, Clayton Campus	
Callista processed by:	Date:
Please forward to Fees Unit	
<input type="checkbox"/> Not approved Please forward to Student Filing on appropriate campus	