



STUDENT ID

--	--	--	--	--	--	--	--	--	--

**1 Instructions - Please ensure you complete sections 2,3,4, and 5 (Initial and sign the Student Declaration)**

If you withdraw from units or discontinue your course after the census/financial penalty date you remain liable for the cost of those units. However, if you can demonstrate special circumstances, you may be eligible for:

- A refund of your Student Contribution Amount if you have paid upfront;
- Remission or re-credit of HECS-HELP or FEE-HELP debts;
- A refund of any Up-front Tuition Fees paid;

**Note:** The University is not permitted to remit SA-HELP debts. Please note that if you receive remission of your tuition fees due to special circumstances you remain liable for the Student Services and Amenities Fee. For further information please refer to [www.education.gov.au](http://www.education.gov.au)

Remission Application forms must be lodged within 12 months of the unit discontinuation date. If you failed the unit 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. Supporting documentation must be included for all applications and be lodged according to the instructions on the form.

**Note:** Privacy law precludes the University from obtaining information on your behalf so you are responsible for providing evidence to support your claim. The University is bound by law to protect your privacy therefore any information you provide in relation to this application will only be used for the purpose intended, including notification to the relevant Government Agencies.

**2 Personal Details**

Dr/Mr/Ms/Mrs/Miss	Surname:	
Given Names:		
Correspondence Address:		
Suburb:	State:	Postcode:
Daytime Telephone:	Mobile:	
<b>Correspondence:</b> All correspondence will be sent to your <b>UWA student email account</b> . If you are currently not enrolled at The University of Western Australia outcome notification will be sent as hardcopy correspondence to your address above.		
Are you a recipient of a scholarship? Yes <input type="checkbox"/> No <input type="checkbox"/> If "YES", please provide details:		
Are you applying for possible re-credit/refund/remission of: <i>(Please tick one option below)</i>		
<input type="checkbox"/> HECS-HELP	<input type="checkbox"/> Up-front Student Contribution	
<input type="checkbox"/> FEE-HELP	<input type="checkbox"/> Up-front Student Payment for fee paying courses <i>(Postgraduate Courses Only)</i>	
Have you previously applied for a remission of any of the units included in this application? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**3 Course and Unit Details (Please specify the course name, course code the units to which this application applies to)**

Course Title:			Course Code: <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Unit Code	Unit Title	Teaching Period (e.g. Semester 1)	Year

## 4 Special Circumstances

### What are 'special circumstances'?

To be eligible for any of the above, your special circumstances would need to meet all of the following three conditions:

**1. The circumstances were beyond your control**

Circumstances are beyond your control if a situation occurs which a reasonable person would consider is not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon and abnormal.

**2. The circumstances made their full impact on you, on or after the census date**

**3. The circumstances have made it impracticable for you to complete the requirements for a unit of study**

Circumstances that make it impracticable for you to complete the requirements for your unit(s) of study include:

- Medical circumstances – for example, where your medical condition has changed to such an extent that you are unable to continue studying;
- Family/person circumstances – for example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect you to continue your studies;
- Employment related circumstances – for example, where your employment status or arrangements have changed so that you are unable to continue your studies, and this change is beyond your control.

Please summarise the special circumstances that have impacted on your ability to withdraw from the above unit(s):

### Please attach documentation supporting your claims.

Have you attached original or certified copies of documentation supporting your claim? Yes

No

**Note:** (It is important that you provide independent documentation- original or certified to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances)

## 5 Student Declaration

### Please initial each paragraph and sign that you agree to the following terms.

I wish to apply for Remission of HECS/FEE-HELP debt or Refund of student contribution/tuition fee paid. I declare that the information I have provided on this application is correct and I understand that if I knowingly make false or misleading statements I may be liable for prosecution. I authorise the University to obtain any necessary information pertaining to my application from the Higher Education Division and to provide any necessary information to the Higher Education Division and to the Australian Taxation Office.

Student to initial \_\_\_\_\_

I have attached independent supporting documentation substantiating my claims for special circumstances. **I understand this document is not a replacement for an application for Special Consideration** and that statements from family members, friends or other students are not considered independent.

**Note:** Supporting Documentation must be **original or certified copies**.

Student to initial \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

## 6 Office Use Only

Approved

Declined

Teaching Period:

HECS / FEE-HELP Debt to be remitted: \$

Up-front Payment to be refunded: \$

SSAF Payment to be refunded / removed: \$

Comments:

Processed:

Sign and Stamp:

Outcome mailed to Correspondence Address

Emailed outcome to student email account

Refund processed if applicable