



THE UNIVERSITY OF  
WESTERN AUSTRALIA

Student Administration  
M356  
The University of Western Australia  
35 Stirling Highway  
CRAWLEY Western Australia 6009  
Fax: 08 6488 1083  
[www.studentadmin.uwa.edu.au](http://www.studentadmin.uwa.edu.au)

CRICOS No: 00126G

- **REMISSION OF HECS–HELP OR FEE-HELP DEBT**
- **REFUND OF UNIT FEES**
- **RE-CREDIT OF STUDENT LEARNING ENTITLEMENT**

Student ID							
Surname Name:				Given Name:			
Contact Mailing Address:				Contact Telephone Number:			
<b>Which degree you are currently enrolled in?</b>							
Course Title _____				Course Code _____			
<b>Correspondence:</b> All correspondence will be sent your contact mailing address. Please update your contact details on studentConnect at <a href="http://www.studentConnect.uwa.edu.au">www.studentConnect.uwa.edu.au</a> if necessary. Note: All email correspondence will be sent to your UWA student email account.							

Are you applying for possible Re-credit/Refund/Remission of:-

- Student Learning Entitlement and associated HECS-HELP debt
- Student Learning Entitlement and associated up-front student contribution payments
- FEE-HELP associated debt

Are you a recipient of a scholarship which covers the cost of your unit fees? Yes  No

**COURSE & UNIT DETAIL** (Please specify the course and the units to which this application applies to)

COURSE TITLE			COURSE CODE
UNIT CODE	UNIT TITLE	TEACHING PERIOD	YEAR

**SPECIAL CIRCUMSTANCES**

Please summarise the special circumstances that have impacted on your ability to complete the units listed above:


I have attached documentation supporting my special circumstances claim (*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*).

**OFFICE USE ONLY**

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Semester:
EFTSLE to be Re-credited:	HECS/FEE-HELP Debt to be remitted: \$	Up-front Payment to be re-funded: \$
Comments: _____ _____		
Signature:	Name:	Date:



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### DECLARATION

**Please signify you agree to these terms by initialling each point and signing at the bottom of this page.**

I wish to apply for Special Late Withdrawal and/or re-crediting of my Student Learning Entitlement and/or Remission of HECS/FEE-HELP debt. 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 Department of Education, Employment and Workplace Relations, and to provide any necessary information to the Department of Education, Employment and Workplace Relations and 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.** These must be original or certified documents. "Independent" means it should not be from your family or friends.

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

### INFORMATION FOR STUDENTS ON WITHDRAWING FROM UNITS AFTER CENSUS DATE

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 debts;
- Remission of re-credit of FEE-HELP debts;
- A refund of any Up-front Tuition Fees paid;
- Re-credit of your Student Learning Entitlement (SLE)

#### 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.

#### Applications

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.

*\*\*\* Privacy law precludes us 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.*

Signature of Student: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_