



Application for remission of debt in special circumstances

General information

This form is to be used to apply for a remission of course fees due to special circumstances beyond your control. This form is **not** to be used for any unit/s you discontinued **prior** to the unit's census date as no debt would have been incurred.

Unit/s 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/s were not successfully completed. Remission of Debt does **not** involve the pre-census backdating of a unit discontinuation and therefore the academic grade (eg. WD, WN or WI) will remain unchanged even if the remission of debt is approved.

Special circumstances

Special circumstances are those that are:

- 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 unit in the period during which you undertook, or was to undertake, the unit

Please see Section D for further information. A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.

Supporting documentation

You **must** attach independent supporting documentation (originals or certified copies) to support your application. Failure to provide this will 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 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.

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 unit/s 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.

Approval

Your application and supporting documentation will be assessed by your course managing faculty and you will be notified of the outcome in writing within 20 days of receipt of application.

Lodgement of applications

Completed forms with documentation attached should be lodged as follows:

Caulfield Campus

- **Art, Design & Architecture** and **Information Technology students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

All other Australian campuses

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

South Africa campus

Applications should be submitted to your school office.

Sunway campus

Applications should be submitted to your school office.

Note: If you are enrolled in more than one course, one form should be submitted for each different course you are enrolled in.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for remission of debt. If you do not 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, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office (ATO) if appropriate. You have a right to access personal information that Monash 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: sss.privacy@monash.edu

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	_____
Faculty Stamp	
Date	_____



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ADM13- V01/12

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 South Africa Sunway

Section C Unit/s for which you are applying to have your course fees remitted

Unit code	Unit name	Semester	Year

Section D Special circumstances: *(If insufficient space to outline your case, please attach additional page).*

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

The statement outlining your circumstances is **not** sufficient evidence to have your debt remitted. You must provide independent supporting documentation (on official letterhead). Original documents must be sighted or copies must be certified, signed and dated.

Please specify below how your circumstances:

- changed after the census date; **and**
- prevented you from completing your study; **and**
- were beyond your control



Large dashed-line area for providing details of the application.

Section E Applicant's declaration

I have attached supporting documentation Yes No

If no, please note that your application will 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 assessing or result in a decision based only on the information provided.

Signature _____

Date _____



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FACULTY USE ONLY			
Assessed by (name):	Signature:	Date:	
Reviewed by (name):	Signature:	Date:	
<input type="checkbox"/> Not approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	
<input type="checkbox"/> Approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	<input type="checkbox"/> Enrolments Unit notified via email

ENROLMENTS, STUDENT ADMINISTRATION ONLY	
Processed by:	Date:
<input type="checkbox"/> Person Note	<input type="checkbox"/> Fee/CSP variation

REVIEW: STUDENT ADMINISTRATION ONLY			
Assessed by (name):	Signature:	Date:	
<input type="checkbox"/> Not approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	
<input type="checkbox"/> Approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	<input type="checkbox"/> Enrolments Unit notified
Processed by:			Date:
<input type="checkbox"/> Person Note	<input type="checkbox"/> Fee/CSP variation		