



## Fee Remission Form – After Census / With Special Circumstances

Use this form to apply for remission of HELP debt or refund of fees after the census date due to Special Circumstances beyond your control (see 'What are Special Circumstances?' below). A successful application will cancel HELP loan debt, or a refund of any upfront payments made to the course(s) remitted. If you have a FEE-HELP loan, the loan limit will be adjusted accordingly.

### Use this form if:

- the census date has passed, and you are unable to continue studying because of Special Circumstances, or
- you were unable to complete the course successfully because of Special Circumstances.

### Do not use this form if:

- you have withdrawn from the course(s) before census date – you will not have incurred any penalties, or
- you have already successfully completed the course(s), or
- the Special Circumstances outlined below are not applicable – this application will be rejected.

### When to apply:

You must submit your application and supporting documentation within 12 months of the census date of the relevant term of study. If you have not yet formally withdrawn, you must lodge your application within 12 months of the last day of the study period you were enrolled in the course(s). In exceptional circumstances, the College may consider applications that exceed these 12 months.

### What are Special Circumstances?

Special Circumstances are circumstances that:

- are beyond your control;
- did not make their full impact on you until on or after the census date;
- 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.

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 that present their full impact on you on or after the census date include circumstances that:

- occur before the census date, but worsen after the census date; or
- occur before the census date, but the full effect does not become apparent until after the census date; or
- occur only after the census date.
- Circumstances that made it impracticable for you to complete the requirements for the course may include:
  - Medical circumstances
  - Family/personal circumstances
  - Employment related circumstances
  - Course-related circumstances

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



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Fee Remission and Refund of Fees is subject to the [Student Refund Policy and Student Refund Procedure](#), published on the [UNSW College Website](#). You must have withdrawn from the course or subject before applying for fee remission. Please send your completed form and attach your supporting evidence (for example: local medical certificates, personal statements) to: [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au) **Important: If you do not have supporting evidence, your request may not be considered.**

**STUDENT DETAILS:** (Please use CAPITAL letters)

Student ID Number

Student Name

List below the courses and codes that you seeking fee remission

Term of Study

What is the reason for your application for fee remission?

Did you apply for Special Consideration? (Answer: Yes/No)

If you did not apply for Special Consideration, please explain why not:

If you passed other courses this teaching period, please explain why your circumstances did not affect your performance in those courses:

Please share any other special crcumstances to support your fee remission request. Specify what happened, when it happened, how it affected your ability to study. For information about special circumstances, see page above.

Student's Signature

Parent/Guardian's Signature (if student is under 18 years of age)

Date (dd/mm/yyyy)

FINANCE USE ONLY		
Refund Calculation		
Calculated by:	Date:	Total Refund Amount: \$