

# Remission of debt

## Application form

- This form is for students who wish to apply for a remission of fees deferred to a HELP loan or paid up-front, due to special circumstances experienced after census date that were beyond their control.
- A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.
- Please include supporting evidence to substantiate the reason you are applying for a remission of debt, such as documentation from your medical practitioner, your employer etc, in accordance with the criteria set out in the Higher Education Support Act 2003 s79-5 Special Circumstances.
- Use **BLOCK LETTERS** and tick  boxes.

### Personal Details

FedUni Student ID Number:  Date of birth:

Surname/Family name:  Given names:

Fee category:  Commonwealth Supported Place (including HECS-HELP)  Domestic fee paying (including FEE-HELP)  International fee paying

### Contact Details

Mobile/Home phone number:  Email:

Address:

Suburb/Town/City

State  Post Code  Country

### Program Details

Program Code:  Program Name:

Campus or Provider & Location:

### Courses for which you are applying to have your debt remitted:

Term Code <i>eg 1805</i>	Course Code <i>eg ITECH</i>	<i>1000</i>	Course Name <i>eg Programming 1</i>
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Office use only  
Dropped in MySC

**Term Codes:** Term codes consist of the year (YY) and then the relevant code (eg 2018 Spring Semester would be 1825).

	Semester 1	Semester 2	Winter Semester	Spring Semester	Summer Semester	Late Summer Semester
FedUni Campuses	YY 05	YY 20	YY 15	YY 25	YY 27	YY 02
Partner Providers	YY 07	YY 17	YY 15	YY 25	YY 27	

**Semester Census Dates:** visit [www.federation.edu.au/important-dates](http://www.federation.edu.au/important-dates)

Students enrolling through education provider other than Federation University Australia campuses **must** check with their education provider for relevant census (withdrawal) dates.

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### Reason for applying for special circumstances: *(If insufficient space to outline your case, please attach an additional page)*

- Specify how your circumstances changed after the census date and were beyond your control, preventing you from completing your study.
- Attach evidence to your application to support the special circumstances detailed here, such as documentation from your medical practitioner, your employer etc.
- You must lodge your application in writing within 12 months of the date you discontinued your course/s.

### Form Submission

**Domestic students:**

Lodge completed form with Student HQ at your home campus or via email: info@federation.edu.au.

**International on campus students:**

Lodge completed form in person with International Compliance or via email: cup@federation.edu.au.

**Partner students:**

Lodge completed form at your Partner Administration Office.

### Student Declaration

I have attached documentation to evidence the special circumstances included in my application.

I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects.

I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.

I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

Centrelink recipients: I understand that I must notify Centrelink, in writing, within (7) days if my application for remission of debt has been approved by the University.

Student signature:

Date:

#### OFFICE USE ONLY

Remission of debt approved	Yes	No	MySC updated	Copy sent to CUP (if applicable)	Letter sent to student
Student HQ name: _____			Student HQ signature: _____		Date: _____
CUP name: _____			CUP signature: _____		Date: _____

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Enrolment details must be finalised prior to the census date applicable to a particular course. A course discontinued prior to the census date will not incur fees. However, a course 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).

The University will remit your up-front payments, HECS-HELP debt or FEE-HELP debt only if it is satisfied that special circumstances applied to you. This may only occur if the course was not successfully completed.

### Census dates

The census date is the deadline by which your enrolment and fees must be finalised for each semester. View important dates online via [www.federation.edu.au/important-dates](http://www.federation.edu.au/important-dates).

### Eligibility Requirements (<http://studyassist.gov.au/sites/studyassist/helpfulresources/faqs/pages/faqs>)

To have your debt remitted, you must be able to demonstrate with independent supporting documentation that:

1. due to special circumstance, you were unable to undertake sufficient private study, attend lectures or tutorials, or meet compulsory requirements.
2. those special circumstances occurred
  - on or after the census date; or
  - before the census date but worsened after the census date; or
  - before the census date but the effects do not appear until after the census date
3. those special circumstances were beyond your control.

### Special circumstances

Special circumstances are those that:

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

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)
- program related reasons (restructure of course, cancellation of course after census date)

If you have successfully completed a course of study, you are not eligible, under any circumstances, to have your HECS-HELP debt or FEE-HELP debt remitted, or your up-front payment refunded.

### How to apply

You will need to complete this form and attach independent supporting documentation to substantiate your case; this may be provided by your medical practitioner, your employer etc. Applications lodged without the required documentation will not be considered. For example, if you are applying for remission of your debt due to a medical reason, you must supply a doctor's certificate that confirms you were unable to study, and the dates/duration of your illness. Failure to provide this would result in a delay in your assessment.

### Closing dates

- If you discontinued your course/s you must lodge your application in writing within 12 months of the date you discontinued.
- If you failed your courses but did not formally discontinue you must lodge your application in writing within 12 months of the last day of the semester in which you enrolled in the course/s.
- If you passed the course/s you may not apply to remove the debt.

### Lodgement of Applications

- **Domestic students** should lodge this form in person at Student HQ or via [info@federation.edu.au](mailto:info@federation.edu.au).
- **International on campus students** should lodge this form in person with International Compliance or via [cup@federation.edu.au](mailto:cup@federation.edu.au).
- **Partner students** should lodge this form with the Partner Administration Office.

*Please note: If you were studying in two institutions at the same time (for example, cross-institutional study) you will need to apply separately for each course or institution. This form is NOT to be used by students who withdraw from a course(s) prior to the census date as no debt is incurred in this circumstance.*

### 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 Education Department and the Australian Taxation Office, if applicable. You have a right of access to, and correction of, your personal information in accordance with Privacy Legislation and the University's Information Privacy Policy. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer, telephone +61 3 5327 9506.

### Not satisfied with the decision?

If you are not satisfied with the decision made on your application, you should apply to the University for a review of that decision.

- **Domestic students** should contact the Manager, Student HQ by calling 1800 FEDUNI (1800 333 864).
- **International on campus students** should contact the Manager, International Compliance by calling 1800 FEDUNI (1800 333 864).
- **Partner students** should contact the Manager, Partner Relationships, by calling 1800 FEDUNI (1800 333 864).

If you are still not satisfied with the reconsidered decision, you can apply to the Administrative Appeals Tribunal (AAT) for a review. You can obtain further information for the AAT, including contact details, application procedures and requirements via their website [www.aat.gov.au](http://www.aat.gov.au).