

- 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

Federation 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 eg 1805	Course Code eg ITECH	1000	Course Name eg Programming 1
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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
Federation 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

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

Remission of Debt Application Form

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

- You must provide evidence with your application to support the special circumstances detailed here, such as documentation from your medical practitioner, your employer etc.
- Documentation must specify how your circumstances changed after the census date and were beyond your control, preventing you from completing your study.
- 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 through the [Federation Request and Enquiry Dashboard \(FRED\)](#).

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.

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 the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au.

Student Declaration

I have read and understood the guidelines and advice on this form.

I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

Office Use Only



Remission of debt approved	Yes	No	MySC Updated	Copy sent to CUP (if applicable)	Student notified
Student HQ Name:			Student HQ Signature:		Date:
CUP Name:			CUP Signature:		Date:

Remission of Debt Application Form

General Information

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.

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

- **Federation University Domestic students** should lodge this form in person at Student HQ or via <https://fred.federation.edu.au/>.
- **International on campus students** should lodge this form in person with International Compliance or via 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.

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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.

- **Federation University Domestic students** should contact the University Registrar by calling 1800 FEDUNI (1800 333 864) or lodging an enquiry via <https://fred.federation.edu.au>.
- **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) or via <https://fred.federation.edu.au>.

If you remain dissatisfied with how the University has handled this request, you may consider lodging a grievance, further to the University's Student Grievance Procedure. Further information on the procedure can be found at <https://federation.edu.au/staff/governance/legal/grievances-and-complaints/student-grievances>. You may also wish to contact the Student Advisory Service on (03) 5327 6105 or via studentadviser@federation.edu.au who can assist you to navigate the University's processes.