

APPLICATION FOR A REMISSION OF COMMONWEALTH ASSISTANCE AND RE-CREDIT OF STUDENT LEARNING ENTITLEMENT (SLE) IN SPECIAL CIRCUMSTANCES



Who should use this form?

This form applies to students who are either Commonwealth Supported or receiving Commonwealth Assistance at the University of Adelaide.

You should use this form if:

- You have deferred all or part of your student contribution through HECS-HELP or your tuition fees through FEE-HELP

OR

- you are a Commonwealth Supported Student who has paid all or part of your student contribution upfront to the University of Adelaide

AND

- the census date has now passed but you are unable to continue your study because of special circumstances

AND

- because of those special circumstances, you wish to have all or some of your Student Contribution/Loan for the semester/study period to be removed.

DO NOT use this form if you:

- are a Full Fee paying student. A separate form is available.

OR

- have withdrawn from your studies before the census date, you have not incurred a debt for that particular semester and do not need to use this form

OR

- have successfully completed the course requirements

What special circumstances are accepted?

Each application will be examined and determined on its merits. As a general guide special circumstances include those that:

- (a) are beyond your control;

AND

- (b) occur after the census date **OR** occur before the census date, but worsen after that day, or the full effect or magnitude does not become apparent until after that day;

AND

- (c) make it impracticable for you to complete the attendance and assessment requirements of the course.

Special circumstances may cover:

Medical reasons - where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies **OR** your medical condition only became known after the census date.

Example You contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.

Family/personal reasons - due to unforeseen personal/family reasons that are beyond your control you are unable to continue with your studies.

Example A member of your family suffers from a severe medical condition that requires you to provide full time care and as

a result you are unable to continue with your studies.

Employment related reasons:

Where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.

Example 1. You are engaged in full time employment and studying part time. Your hours of employment are increased unexpectedly and as a result you are no longer able to continue with your studies.

Example 2. You are involuntarily transferred to another location by your employer and as a result are unable to complete the course requirements and unable to continue with your studies.

Course related reasons:

Where your institution changes the arrangements for your unit or course and as a result you are disadvantaged to the extent that you are unable to complete the requirements of the course and continue with your studies.

Example 1. Your institution cancels your unit or course after the census date and as a result you are unable to complete the requirements of the unit or course.

Supporting documentation:

Your application will be considered on its merits in conjunction with the supporting documentation you provide. Your supporting documentation should provide enough detail for the Manager to make an informed decision regarding your case for remission.

What supporting documentation do I need to provide?

It is most important that you provide **independent** supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. Depending on your reasons for applying for a refund you may also need to provide a statement from a doctor, counsellor or your employer verifying your claim.

For medical reasons

A statement from a doctor stating:

- the date your medical condition began or changed
- how your condition affected your ability to study
- when it became apparent that you could not continue with your studies

For family/personal reasons

A statement from a doctor, counsellor or independent member of the community stating:

- the date your personal circumstance began or changed
- how your circumstance affected your ability to study
- when it became apparent you could not continue your studies

For employment-related reasons

A statement from your employer stating:

- the date your employment began or your conditions of employment changed
- how your circumstances were beyond your control
- how this prevents you from continuing your studies

For academic program related reasons

A statement from your faculty/school stating:

- that you have been disadvantaged by changed arrangements to your unit/course and that it was impossible for you to undertake alternative units or courses.

What happens to my application after it has been lodged?

Your application will be considered in accordance with the University of Adelaide *Remissions Policy: Remission of Commonwealth Assistance and Re-crediting of Student Learning Entitlement in Special Circumstances Policy*.

You will receive a letter confirming the receipt of your application and case number. You will be advised on the outcome of your application within 28 days of the receipt of your application.

Privacy

Personal information collected on this form or supplied by you to the University is treated in the strictest confidence. The information collected is used solely for the purpose of assisting the University to make an informed decision on your case. If your debt is remitted DEST will be notified with the necessary details to enable your debt to be removed or reduced and if applicable, your Student Learning Entitlement (SLE) reinstated.

Application Period

Your application must reach the Manager, Administrative Services Branch, within 12 months from the date you withdrew from your course(s). If you did not withdraw from your course (s), your application must reach the Manager within 12 months from the last day of the semester in which you were enrolled in the course(s). These arrangements apply to both standard and non-standard semesters.

Applications received after these dates WILL NOT be considered.

A lack of knowledge or understanding of the requirements for applying for a remission/re-credit is not a valid reason for applying after the deadline.

Application Process

You should send your application to:
Coordinator, Student Finance
Administrative Services Branch
UNIVERSITY OF ADELAIDE SA 5005
AUSTRALIA

You should direct enquiries to:
studentfinance@adelaide.edu.au
Ph: +61 8 8303 5880