

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

Please specify how your circumstances changed after the Census Date, preventing you from completing your study and were beyond your control.)

Semester Census Dates: *Students enrolling through education provider other than University of Ballarat campuses **must** check with their education provider for relevant census (withdrawal) dates.*

Summer:	Late Summer:	Semester 1:	Full Year:	Winter:	Semester 2:	Spring:
7 December	15 February	31 March	31 May	31 May	31 August	15 October

Declaration: 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 the University of Ballarat. I agree to release and indemnify the University of Ballarat 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.

Austudy or Student Youth Allowance 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 of Ballarat.

Student Signature

Date / /

Student Administration, Mt Helen (Office Use)

Student Admin Name

mySC Updated

Student Admin Signature

ISP sent a copy (if applicable)

Date / /

Letter sent to Student



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

Remission of Debt and re-crediting of Student Learning Entitlement (SLE) Form

This form is to be used by students who wish to apply for a remission of fees due to special circumstances beyond their control. A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.

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 of Ballarat will re-credit your SLE and remit your up-front payments, or 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.

Eligibility Requirements

To have your debt remitted, you must be able to demonstrate with independent supporting documentation that, due to special circumstance, 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 worsen after the census date; or
- > before the census date but the effects do not appear until after the census date

and

- > those circumstances were beyond your control.

Special circumstances

Special circumstances are those that are:

- > unusual, uncommon or abnormal;
- > beyond the student's control; and
- > 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)

The University of Ballarat will decide whether to re-credit your SLE in accordance with the requirements of the Higher Education Support Act 2003 and associated guidelines.

No re-credits for completed courses

If you have successfully completed a course of study, you are not eligible, under any circumstances, to have you:

- > SLE re-credited
- > HECS-HELP DEBT or FEE-HELP debt remitted, or
- > Up-front payment refunded.

How to apply

You will need to complete this form and attach independent supporting documentation to substantiate your case. Applications will not be considered without the required documentation. For example, if the reason for applying for remission of your debt is due to a medical reason, you will need to supply a doctor's certificate that confirms you were unable to study and the dates/duration of your illness. Failure to provide this will, therefore, 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

Completed forms with documentation attached should be lodged as follows:

In person: Team Leader, Student Administration
Mt Helen Campus. Building – T North

Postal: Team Leader, Student Administration
University of Ballarat
P O Box 663 Ballarat VIC 3353

Please note: If you were studying in two courses or 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 Department of Education, Employment and Workplace Relations 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 of Ballarat for a review of that decision.

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 about the contact details for the AAT, application procedures and requirements from the AAT website. www.aat.gov.au

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