



APPLICATION FOR:

- REMISSION OF HECS-HELP, FEES LIABILITY OR FEE-HELP DEBT
- REFUND OF UNIT FEES

Form: SSC-129/11/11

STUDENT NUMBER		DAYTIME CONTACT PHONE NUMBER:	
SURNAME/ FAMILY NAME:		GIVEN NAME/S	
POSTAL ADDRESS			POST CODE:

Are you a recipient of a scholarship? Yes No If Yes, please provide details: _____

Should you wish to apply for withdrawal without Academic Penalty please complete form SSC-138/06/08. This is only applicable after the Academic Penalty date.

Have you previously applied for a remission of any of the units included in this application Yes No

COURSE & UNIT DETAILS (please specify the course and the units which this application applies to)

COURSE TITLE:			COURSE CODE:	
Unit Code	Unit Title	Teaching Period (e.g. Semester 1)	Year	Attended Exam? (Yes/No)

REASON FOR REQUEST

Please summarise the special circumstances that have impacted on your ability to withdraw from the above unit(s) prior to the Census Date.

Please attach documentation supporting your claim.

Have you attached original or certified copies of documentation supporting your claim? Yes (Number of pages:) No

STUDENT DECLARATION

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect or misleading information or the withholding of relevant information relating to my application may result in a delay in processing or result in a decision based on the information already provided.

Signed:

Date:

**Please submit completed application to a Student Central Office in person or via mail to:
Student Central, Edith Cowan University, 270 Joondalup Drive, JOONDALUP WA 6027**

WITHDRAWING FROM UNITS AFTER CENSUS DATE

If you withdraw from units or discontinue your course after the census/financial penalty date you remain liable for the cost of those units. However, if you can demonstrate special circumstances, you may be eligible for:

- A refund of your Student Contribution Amount if you have paid upfront;
- Remission or re-credit of HECS-HELP debts;
- Remission of re-credit of FEE-HELP debts;
- Remission of Fees liability
- A refund or credit of any Up-front Tuition Fees paid;
- Re-credit of your Student Learning Entitlement (SLE);
- A full or partial refund of your Amenities and Services Fee.

Note: You cannot apply for a re-credit or a remission if you have completed the unit of study.

What are ‘special circumstances’

To be eligible for any of the above, the special circumstances would need to meet all of the following three conditions:

1. The circumstances were beyond your control

Circumstances are beyond your control if a situation occurs which a reasonable person would consider is not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal.

2. The circumstances made their full impact on you, on or after the census date

3. The circumstances have made it impracticable for you to complete the requirements for a unit of study

Circumstances that make it impracticable for you to complete the requirements for your unit(s) of study include:

- medical circumstances. For example, where your medical condition has changed to such an extent that you are unable to continue studying;
- family/personal circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect you to continue your studies;
- employment-related circumstances. For example, where your employment status or arrangements have changed so that you are unable to continue your studies, and this change is beyond your control.

Applications

Application forms must be lodged within 12 months of the unit discontinuation date. If you failed the unit but did not formally discontinue you must lodge your application within 12 months of the last day of the semester in which you were enrolled in the unit. Supporting documentation must be included and lodged according to the instructions on the form.

Documentation required

You **must** attach independent supporting documentation from a relevant authority (eg doctor, counsellor, employer) to your application. “Independent” means it should not be from your family or friends. Privacy laws preclude us from obtaining information on your behalf so you are responsible for providing evidence to support your claim. The University is bound by law to protect your privacy therefore any information you provide in relation to this application will only be used for the purpose intended, including notification to the relevant Government Agencies.

Decisions

You will be advised in writing of the outcome of your application within 20 working days of the University receiving your application provided that all supporting documentation has been supplied and no further investigation is required to verify the circumstances relating to your application. If your application is unsuccessful the University will provide you with information about requesting a review of the decision. This must be done in writing within 28 days of receiving the original decision.

For applications submitted after the relevant Academic Penalty Date, the Fees Office will need to check on the status of your request for withdrawal without academic penalty. Your application for remission will then be assessed.

Approval for withdrawal without academic penalty does not mean that withdrawal without financial penalty is automatically approved. Each application is assessed in line with individual circumstances and in adherence to the special circumstances as outlined above.

OFFICE USE ONLY

STUDENT CENTRAL		Received on:	Received by:	
STUDENT FEES OFFICE				
Received on:	Received by:	Ref. No:	Student Status:	DOM <input type="checkbox"/> INT <input type="checkbox"/>
WWAP Approved by Assessments?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reason:		
Comments/ Recommendation by Fees Office:	Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Approved/Not Approved by:		Date:	Student Notified by:
Additional Comments:				
Document scanned against student record by:				Date: