

Application for removal of debt due to special circumstances

Section A – Personal details

RMIT student number _____ Date of birth (DD/MM/YYYY) _____

Full name _____

_____ Contact telephone number _____

Postal address (for the duration of the appeals process) _____

Suburb _____ State _____

Country _____ Postcode _____

Email address _____

Academic career: ☐ Preparatory ☐ Vocational Education ☐ Undergraduate ☐ Postgraduate ☐ Research (please tick one)

Are you currently studying in Australia on an Australian Student Visa? ☐ Yes ☐ No (please tick one)

Section B – Details of the course(s) for which you are seeking removal of debt of tuition fees

Teaching period e.g. Semester 1	Year	Course code e.g. HUSO2257	Course name

Section C – Special circumstances

Attach your statement of special circumstances together with your independent supporting documentation to demonstrate your claim. Your statement and documents need to show that these circumstances:

- were beyond your control
- did not make their full impact, or their full impact did not become apparent, until on or after the census date for the teaching period
- prevented you from passing the course(s) listed above.

If your circumstances were of a health or medical nature, please ask your medical or health practitioner to complete the impact assessment statement on page 4. It would be helpful if your health care practitioner also provided a letter explaining your circumstances in more detail. Medical certificates may not be sufficient as they typically don't give enough detail of your circumstances to meet the criteria above.

Privacy

We recognise that your application may include sensitive personal information. The information you provide is handled in accordance with the *Information Privacy Act 2000 (Vic)* and related legislation. Your information is used only for the purpose of enabling a small central team of staff to make a decision about your application. Refer to the RMIT *Privacy policy* at rmit.edu.au/privacy.

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Section D – Student declaration

1. I am applying for removal of fees in relation to the course(s) listed Section B on page 1.
2. I understand that it is my responsibility to establish sufficient grounds for removal and/or recredit and to provide evidence to demonstrate that these grounds exist.
3. I declare that the information I've provided on this application form and my attached statement is accurate and that I've read and understood the information provided with this application form.
4. I acknowledge that the University reserves the right to confirm the information provided and may vary or reverse any decision regarding this application if it is found to be made on the basis of incorrect or incomplete information.
5. I understand that supporting documentation must include official contact details of the issuer and that RMIT may deny my application if the document validation can't be conducted. I give consent for the University to contact my treating health practitioner and/or other person or organisations named in my supporting documentation, and for them to provide information to the University about the circumstances described in my application and their timing and impact on my ability to pass the course(s) listed above. I understand that I may be required to provide a more specific consent to disclosure of relevant information should this be required by the University.
6. I also give consent for the University to access supporting documentation that I've previously submitted for applications for special consideration and/or equitable assessment arrangements.
7. I acknowledge that information may be sought in the University on communications and progress relevant to the courses included in this application.
8. I understand that RMIT will consider my application eligibility in accordance with the Remission and Removal of Debt Procedure and the criteria detailed in the information sheet (see page 3).
9. I understand that incomplete and unsupported applications cannot be considered by the University and that provision of false or misleading information is grounds for disciplinary action.

Checklist

- ☐ I already have a final non-passing result on my academic record for the courses listed on this application.
- ☐ I've read and understood the information and instructions on page 3 of this form.
- ☐ I've completed Section A and B of this form and I've provided a statement of my special circumstances.
- ☐ I've attached independent supporting documentation substantiating my statement of my special circumstances.
- ☐ I don't have a FEE-HELP, HECS-HELP, VFH, VSL or upfront student contribution in relation to the course(s) listed in Section B on page 1.
- ☐ I haven't applied before for removal of debt due to special circumstances for the courses in the teaching periods listed above.
- ☐ I've read this declaration, signed and dated it below.

Student signature _____ Date (DD/MM/YYYY) _____

By signing here, I acknowledge I have read, understood and agree to the above declaration and checklist.

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Information sheet

Who can use this form?

Use this form if you're an international student studying in Australia. Also, if you are a domestic higher education or vocational education student who:

- withdrew from a course after the census date because of special circumstances or
- was prevented from completing a course due to special circumstances and
- do not meet the criteria for the remission of debt process.

Special circumstances are defined below.

This form is not to be used for domestic students under a Commonwealth Supported Place (CSP) or with a Commonwealth assistance loan (HELP loan or VET Student Loan).

This process is not applicable to international students studying outside Australia, at RMIT Vietnam, or at International partner institutions, Open University Australia students, ELICOS students, and students who have successfully completed the courses.

Time limits for applying

You must apply for removal of debt in writing within 12 months of when your class ended. This may vary according to when your enrolment ended or if you had the opportunity to complete an assessment after the listed class end date. The 12-month application period will commence:

- when you withdrew from the class (if you did so before the class end date) or
- the last day of the class in which you were enrolled in (if you did not withdraw from the class earlier) or
- the last date an assessment was due for you in the class if you were permitted to complete an assessment after the listed class end date (such as being granted a deferred exam).

If you are uncertain about the applicable application period for one or more of your courses, please email rdsc@rmit.edu.au for advice.

Applications submitted more than 12 months after the relevant date can still be considered if you demonstrate the circumstances which prevented you from submitting the application.

What do I need to demonstrate to have my application approved?

Your application should include a personal statement of your special circumstances and independent supporting documentation to substantiate these.

Your statement and documentation need to demonstrate that:

- you were unable to complete or pass your course because of special circumstances
- the special circumstances did not make their full impact, or their full impact was not apparent, until on or after the census date in the course
- the special circumstances were beyond your control.

What evidence is required for each type of special circumstance?

Medical or psychological reasons

Ask your treating health practitioner to complete the impact assessment statement on the back of this page and, if possible, provide a letter stating:

- the date on which your health condition began or worsened
- how your condition affected your ability to study and undertake assessment tasks, and
- when it became apparent that you couldn't continue your studies.

Family/personal reasons

Provide a statement from a doctor, counsellor or reputable person (e.g. a Justice of the Peace or minister of religion) stating:

- the date on which your personal circumstance began or changed
- how your circumstances affected your ability to study and undertake assessment tasks, and
- when it became apparent that you couldn't continue your studies.

Employment related reasons

Provide a statement from your employer that includes:

- your previous work hours and location
- your current work hours and/or location and the date they changed
- the reason for the changed hours/location.

Course-related reasons

Provide supporting documentation from your RMIT school or college demonstrating that the school/college changed the arrangements for your course after the census date with the effect that you were unable to complete the course.

RMIT must be able to validate supporting documentation submitted with your application. Each support document must be dated and include the name and official contact details of the person providing the evidence to support verification by RMIT staff. If RMIT cannot verify the validity of the documentation provided, your application may be declined.

Provision of false or misleading information is treated seriously and may incur serious consequences. For further details about document validation, and potential consequences for provision of false documents and misleading information, visit our [website](#).

How do I submit this application?

Please scan this application or take clear photos and email them to rdsc@rmit.edu.au. Your application must include your supporting documentation and a personal statement describing the personal circumstances.

What happens once I've submitted my application?

- We'll write to you confirming receipt of your application and tell you how long it will take for us to assess your application.
- You may receive requests via email to provide additional information or documentation to support your application. If no response is received within five (5) business days of the initial request, your application may be denied.
- Once your application has been assessed, we'll write to advise you of the outcome.
- If you're dissatisfied with the outcome, you can apply to have the decision reviewed by an independent senior RMIT officer. The outcome letter will explain the process and time frame for review requests.
- If your application outcome is reviewed and you're still dissatisfied, you can apply to the National Student Ombudsman for a further review of the decision. Please go to nso.gov.au for information about this process.

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Impact assessment statement

Please note

This impact assessment statement (IAS) is the best way to establish medical/health grounds for a special consideration application. A standard medical certificate can also be accepted if it states the dates and nature of the impact. This IAS must be completed by the registered medical/health practitioner who treated you for the condition. You may also include other documentation such as a letter from the practitioner.

I agree to RMIT University contacting my medical/health practitioner as necessary to clarify the information provided below.

I acknowledge that this form has been fully completed by my treating health practitioner.

Student signature _____ Date (DD/MM/YYYY) _____

Medical/health practitioner assessment

On (date/s of consultation) _____

I (name), _____ a registered medical/health practitioner, examined

Student name _____ Student number _____

and ☐ have determined that they are suffering from _____
(condition to be stated with student's consent)

or ☐ the student reports that they are suffering from _____

From date (DD/MM/YYYY) _____ to date (DD/MM/YYYY) _____

The condition is ☐ permanent ☐ infectious ☐ episodic/fluctuating ☐ deteriorating ☐ improving

Please indicate your professional assessment of the type and level of impact of the condition on the student's activities.

Description of impact of the medical/health condition	Additional information	Dates affected	From (DD/MM/YYYY)	To (DD/MM/YYYY)
1. Able to travel/attend ☐ No ☐ Yes		☐ as determined above ☐ dates within the following		
2. Able to do sustained reading, note-taking and writing ☐ No ☐ Yes	If yes, able to work ☐ as usual ☐ moderately less than usual ☐ significantly less than usual	☐ as determined above ☐ dates within the following		
3. Able to perform a task requiring intense concentration for 1–2 hours ☐ No ☐ Yes	If yes, able to complete ☐ as usual ☐ significantly less than usual	☐ as determined above ☐ dates within the following		

Additional information (complete as needed)

Practitioner's signature _____ Date (DD/MM/YYYY) _____

Practitioner's stamp (as available)

Complete only for details not provided in the stamp

Practitioner registration number _____

Address of practice _____

Tel. _____ Fax _____

Email _____

Official phone and email address must be provided. If RMIT is unable to contact the organisation that completed this form, the application may be denied.