

**PERSONAL DETAILS**

Please complete using blue or black ink

Student number	Date of birth (dd/mm/yyyy)
Family name	Given name/s
Program name	Program code
School	
Academic career (please tick): <input type="checkbox"/> Vocational Education <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research	
Are you currently studying in Australia on an Australian Student Visa? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Application for remission of debt in special circumstances – HECS-HELP, FEE-HELP, VET FEE-HELP, VET student loans and upfront student contribution

The information and instructions for using this form appear on page 3.

Section A – contact details

Number	Street		
Suburb	State	Country	Postcode
Telephone number	Mobile telephone number		
Email address			

If you need to change your address details while your application is being processed, please email HESA.remissions@rmit.edu.au.

Section B – details of course for which you are seeking remittance

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 courses 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

See the privacy statement on page 2 for an explanation of how we will use your information and our processes for ensuring your privacy and confidentiality are maintained.

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. If the decision is to remit your debt to the Commonwealth under a HECS-HELP or FEE-HELP scheme, we will provide the Australian Taxation Office with the details it needs to make the required changes to your debt. These government agencies will treat your information in accordance with relevant Commonwealth privacy legislation.

Section D — your declaration

I am applying for remission and/or re-credit of my FEE-HELP, HECS-HELP, VET FEE-HELP, VET Student Loan or upfront student contribution in relation to the courses listed Section B on page 1.

I understand that it is my responsibility to establish sufficient grounds for remission and/or recredit and to provide evidence to demonstrate that these grounds exist.

I declare that the information I've provided on this application form and my attached statement is accurate and that I've read and I understand the information provided with this application form.

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.

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 the health practitioner or other person or organisation to provide information to the University about the circumstances described in my statement and their impact on my ability to pass the courses 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.

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 relevant to the teaching periods listed above.

I acknowledge that information may be sought in the University on communications and progress relevant to the courses included in this application.

Checklist

- I already have a final non-passing result on my academic record for the courses listed on this application.
- I've read and I understand 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 haven't applied before for remission (removal) of debt in special circumstances for the courses in the teaching periods listed above.
- I've read this declaration and signed and dated it below.

Signature of student: _____ Date: _____

Office use only
Date stamp

Who can use this form?

Use this form if you're a domestic higher education student or vocational education student who:

- withdrew from a course or courses after the census date because of special circumstances or
- was prevented from passing or withdrawing from courses because of special circumstances.

Special circumstances are defined below.

Use this form to apply to have your:

- HECS-HELP debt remitted
- upfront payment of a student contribution refunded
- FEE-HELP, VET FEE-HELP or VET Student Loans balance remitted (re-credited).

Who can't use this form?

- Domestic full-fee students who did not apply for FEE-HELP, VET FEE-HELP or a VET Student Loan before the census date or did not receive a FEE-HELP, VET FEE-HELP or VET Student Loan.
- International students.
- Students who passed the relevant courses.
- Students who withdrew from their courses or applied for leave of absence before the relevant census date but believe their withdrawal/leave of absence has not been processed or has been processed incorrectly. Students in this situation should contact RMIT Connect to discuss the matter.

Time limits for applying

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

- when you withdrew from the course (if you did so before the listed end date) or
- the last day of the teaching period in which you were enrolled in the course (if you did not withdraw from the course earlier) or
- the last date an assessment was due for you in the course if you were permitted to complete an assessment after the listed course 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 hesa.remissions@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:

1. you were unable to complete or pass your course because of special circumstances
2. 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
3. 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.

How do I submit this application?

We recommend that you scan your application, statement and supporting documents and email them to HESA.remissions@rmit.edu.au

Alternatively, you may post them to:

Assessment Support
Academic Registrar's Group
RMIT University
GPO Box 2476
Melbourne VIC 3001

or deliver them in person to:

The Office of the Academic Registrar
RMIT City campus
Building 88, Level 9
440 Elizabeth Street
Melbourne

What happens once I've submitted my application?

1. We'll write to you confirming receipt of your application, give you a reference number and tell you how long it will take for us to assess your application.
2. Once your application has been assessed, we'll write to advise you of the outcome. If the decision is in your favour, we'll explain any further steps you should take to receive a refund of any upfront payments you made.
3. 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.
4. If your application outcome is reviewed and you're still dissatisfied, you can apply to the Administrative Appeals Tribunal for a further review of the decision. You may have to pay an application fee. Please go to www.aat.gov.au for information about this process.

Impact assessment statement — for an application for remission of debt in special circumstances

Note: If your special circumstances were medical or psychological in nature, please ask the health practitioner who treated you to complete this impact assessment statement stating the dates of impact of your condition in the teaching period/s when you were enrolled in the courses for which you are seeking remission. Your practitioner may also want to consider providing a letter explaining the condition and its impact.

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

Student signature: _____ Date: _____

Medical/health practitioner to complete this section

On (date/s of consultation) _____

I, _____ (name) a registered medical/health practitioner, examined student _____ student no. _____ student's name in BLOCK LETTERS

and have determined that he/she is suffering from: _____ (condition to be stated with student's consent)

or the student reports that they are suffering from: _____
From ____/____/____ to ____/____/____

The condition is (please select as relevant): 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 condition	Additional information	Dates affected	From (dd/mm/yyyy)	To (dd/mm/yyyy)
1. Able to travel/attend <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> as determined above <input type="checkbox"/> dates within the above →	____/____/____	____/____/____
2. Able to do sustained reading, note taking and writing <input type="checkbox"/> No <input type="checkbox"/> Yes →	If yes, able to work <input type="checkbox"/> as usual <input type="checkbox"/> moderately less than usual <input type="checkbox"/> significantly less than usual	<input type="checkbox"/> as determined above <input type="checkbox"/> dates within the above →	____/____/____	____/____/____
3. Able to perform a task requiring intense concentration for 1-2 hours. <input type="checkbox"/> No <input type="checkbox"/> Yes →	If yes, able to complete <input type="checkbox"/> as usual <input type="checkbox"/> significantly less than usual	<input type="checkbox"/> as determined above <input type="checkbox"/> dates within the above →	____/____/____	____/____/____

Additional information: please complete as needed

Practitioner's signature: _____		Date: _____
Practitioner's stamp (as available)	Complete only for details not provided in the stamp	
	Practitioner registration number	_____
	Address of practice	_____
	Telephone number	_____
	Fax number/practice email contact	_____