

Application for refund and remission of debt

General information

This form is to be used to apply for remission of course fees dues to special circumstances beyond your control. This form is **not** to be used for any units/you discontinued prior to the unit's census date as no debt would be incurred.

Unit/s 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).

In special circumstances it may be possible to remit the debt for a unit. This may only occur if the unit/s were not successfully completed. Remission of Debt does **not** change the academic grade (e.g. WD, WN or WI) which will remain even if the remission of debt is approved.

Special circumstances

Special circumstances are those that are:

- beyond your control; **and**
- did not make their full impact on you until on, or after, the census date; **and**
- made it impracticable for you to complete the requirements for the unit in the period during which you undertook, or was to undertake, the unit

Please see Section D for further information. A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.

Supporting documentation

You **must** attach independent supporting documentation (originals or certified copies) to support your application.

Failure to provide this will result in your, application not being assessed as privacy laws prevent Monash College staff from obtaining information about your circumstances from a third party without your written consent. For example, if the reason for applying for remission of debt is a medical one, **you** will need to supply a doctor's certificate that states you were unable to study and confirms the dates/duration of your illness.

Closing date

If you discontinued your unit/s you must submit your application within 12 months of the date on which you discontinued.

If you failed your unit/s but did not formally discontinue you must submit your application within 12 months of the last day of the Trimester in which you were enrolled in the unit/s.

If you passed the unit/s you cannot apply for remission of debt.

Approval

Your application and supporting documentation will be assessed by your program Director and you will be notified of the outcome in writing within 20 working days of receipt of application.

Refunds and reversal of loan debt

If your application is successful, we will advise you in writing of the processes for refund and for reversal of Australian government loans through the Higher Education Loan Program (HELP).

Submitting applications

Completed forms with documentation attached should be submitted to Monash College, Student Administration at your home campus.

Note: If you are enrolled in more than one course, and you are applying for remission of debt for more than one course, submit a form for each course.

<p>RECEIVED</p> <p>Please retain this copy as proof that your application has been submitted</p>										
<p>Student ID number</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
<p>Tracking number _____</p>										
<p>Date _____</p>										

Application for refund and remission of debt

Section A Personal details

Student ID number

Family Name:

Given Names:

Section B Course details

Course Code

Course Title:

Section C Unit/s for which you are applying to have your course fees remitted

Unit code	Unit Name	Trimester	Year

Section D Special Circumstances: *(If insufficient space to outline your case, please attach additional page)*

To have your debt remitted you must be able to demonstrate with independent supporting documentation that due to special circumstances 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 changed or deteriorated in a manner that could not be anticipated after the census date or
- before the census date but the effects did not appear until after census date

AND

- those circumstances were beyond your control

(A lack of understanding of your requirements and responsibilities as a student is not considered to be beyond your control.)

Special circumstances may include:

- medical reasons (e.g. illness occurring or worsening after census date)
- family reasons (e.g. death, illness, unexpected change in financial situation)
- employment related reasons (e.g. compulsory transfer, change of hours)
- course related reasons (e.g. restructure of course, cancellation of units after census date).

Supporting documentation

The statement outlining your circumstances is not sufficient evidence to have your debt remitted. You must provide independent supporting documentation (on official letterhead). Original documents must be sighted or copies must be certified, signed and dated.

Application for refund and remission of debt

What is/are the reason(s) you have had to withdraw from study?

- | | | | | |
|-----------------------------------------|-----------------------------------------|---------------------------------------------|-----------------------------------------|--------------------------------|
| <input type="checkbox"/> Medical reason | <input type="checkbox"/> Family reasons | <input type="checkbox"/> Employment reasons | <input type="checkbox"/> Course-related | <input type="checkbox"/> Other |
|-----------------------------------------|-----------------------------------------|---------------------------------------------|-----------------------------------------|--------------------------------|

Please ensure you read all of the information in section D and provide a statement below that outlines the special circumstances and reasons that you are applying for remission of debt. Provide all information that will help us assess your case, and also include details of how your circumstances:

- changed after the census date; **and**
- prevented you from completing your study; **and**
- were beyond your control

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Section E Applicant's declaration

Have you attached supporting documentation?

No – please note that your application will not be assessed until documentation is provided

Yes – *Attach original or certified copies independent supporting documentation*

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 information or the withholding of relevant information relating to my application may result in the delay in assessing or result in a decision based only on the information provided.

Signature _____ Date _____

Application for refund and remission of debt

STUDENT ADMINISTRATION USE ONLY			
Assessed by (name):	Signature:	Date:	
Reviewed by (name):	Signature:	Date:	
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	
<input type="checkbox"/> Approved	<input type="checkbox"/> Student notified	<input type="checkbox"/> Application uploaded to TRIM	<input type="checkbox"/> Enrolments Unit notified via email

ENROLMENT SERVICES AND EDUCATION	
Processed by:	Date:
<input type="checkbox"/> Person Note	<input type="checkbox"/> Fee/CSP variation