

# Fee Reversal and Withdrawn (WDN) Grade

## Section 1: Purpose of Fee Reversal and Withdrawn (WDN) Grade Application Form

In the special circumstances where you are unable to undertake or complete assessment tasks or complete your academic period, you may be able to apply for a fee reversal and/or withdrawn grade (WDN) grade.

To be eligible, you will need to show that your circumstances:

- were beyond the student's control;
- did not fully impact the student until on or after the census date for the unit of study or their Monash English program for the teaching period; and
- made it impossible for the student to complete the requirements for the unit of study or their Monash English program during the teaching period, or during the year in which the teaching period occurs.

### Application timeline:

- **WDN grade:** Within 10 College working days after you receive your final grade for the unit.
- **Fee reversal:**
  - If you withdrew after the census date, you will need to apply for a fee reversal within 12 months of withdrawing from the unit.
  - If you failed, you will need to apply within 12 months of the last day of the teaching period for that unit.

For further information on the WDN grade process, refer to the [Assessment Procedure](#) and [Withdrawn Grade Guidelines for Special Circumstance](#).

For further information on the fee reversal in special circumstances, refer to the [Student Fees - Refunds Procedure](#).

For further information on the census date and withdrawn fail date, refer to the [Important Dates](#) or via your Student Portal on the [Moodle site](#).

You need to answer all of the questions (unless they're marked as optional).

Submit the completed application to [mcfees.sponsorships@monashcollege.edu.au](mailto:mcfees.sponsorships@monashcollege.edu.au)

## Section 2: Types of application requests

- ☐ Withdrawn (WDN) Grade
- ☐ Fee Reversal

## Section 3: Student details

3.1 What's your first name?

3.2 What's your family name?

3.3 What's your Monash student ID number?

3.4 What's your Monash email address?

3.5 If you are a past student, what's your current email address

#### Section 4: Unit details

Please provide the details of the relevant unit.

4.1 Course name/code

4.2 Unit code

4.3 Teaching period

#### Section 5: Special circumstances

5.1 Why are you applying for a fee reversal and/or a WDN grade?

Family | Financial Issue | Loss or bereavement | Medical condition | Mental health condition | Medical condition | Other

5.2 Tell us how your circumstances were beyond your control.

*Write your statement in a Word document and submit it along with this application.*

5.3 How did these circumstances prevent you from meeting the unit requirements or withdrawing from the unit on or before the census date?

*Write your statement in a Word document and submit it along with this application.*

5.4 When did you first notice the circumstances?

5.5 When did you realise the full impact of the circumstances on your studies? Your supporting documents need to show this date.

5.6 Did your circumstances occur on or after the census date?

- ☐ Yes  
☐ No

#### Section 6: Supporting documents

6.1 Please provide one or more of the following documents that relate to your circumstances:

*Attach and submit the supporting documents along with this application. We may request further documents from you where required. Please note that your application will be assessed based on provided supporting documents.*

6.2 Are your supporting documents complete?

- ☐ Yes  
☐ No

## Section 7: Declaration and privacy

By submitting this form:

- I acknowledge that providing incorrect information or withholding relevant information relating to my request may delay the assessing of my special circumstances application.
- I give consent to Monash College to contact my medical practitioner and/or other person or organisation named in any supporting documents to confirm or clarify the information I have provided, and to provide the College with additional information relevant to my special circumstances application.
- I understand that Monash College will use the personal information (including any sensitive information, such as health information) I provide for the purpose of assessing and managing my request, and as otherwise set out in the [Student Data Protection and Privacy Collection Statement](#) and [Monash College Data Protection and Privacy Procedure](#). If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the Privacy Officer ([privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)).

☐ I understand that if my application and/or any supporting documents are incomplete, it will be assessed based on the documents I've submitted and may be rejected.

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**Student Name**

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**Date**

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**Signature**