

Application for Refund / Remission of Debt / Withdrawal Under Special Circumstances

Please use this form for the following application:

Withdrawal Under Special Circumstances / Refund / Remission of Debt

If you have been affected by *Special Circumstances* of an unexpected nature and wish to withdraw from your studies and obtain a refund/remission of debt, you must demonstrate that your circumstances:

- Were beyond your control; and
- Did not make their full impact until on or after the census date; and
- Affected you to the extent that you were not able to complete the requirements of the unit(s).

These circumstances may include:

- A physical or psychological illness; or
- Personal or family circumstances, including a death or illness of a close relative; or
- A change in employment conditions.

If your application is successful, your debt will be remitted and your Student Learning Entitlement (SLE) will be re-credited. You will also be automatically withdrawn from your unit(s) if you have not already been withdrawn, and the withdrawal will be recorded on the Academic Transcript as 'WD'.

Please note that complete applications for remission of debt must be lodged within the earlier of 12 months of the date of the withdrawal from the unit(s) or 12 months of the end of the relevant study period.

Supporting Documentation

Applications are assessed primarily on the independent supporting documentation provided to demonstrate your circumstances. The documentation should be provided either as originals or as certified original copies on official letterhead. Please note that all documentation must include the appropriate dates of any relevant events or illnesses.

- If your reason is medical, you are required to supply any relevant medical certificates issued by your Medical Practitioner.
- If your reason is employment related, you are required to supply a statement from your employer on company letterhead. A transfer of employment within the metropolitan area is not considered a valid reason. Self-employed workers must sign a statutory declaration and be able to demonstrate that the circumstances were not foreseeable prior to census date or to the last date to withdraw.

Refund of Tuition Fees

If you have credit on your student account or have withdrawn from your studies prior to commencement of the study period or census date, you may apply for a refund. Please note, International Students must refer to the **International Student Refund Agreement** at http://fees.curtin.edu.au/refunds_forms.cfm before completing this form as refund penalties may apply. Please note, according to university standards and practice, your refund application will be processed within 20 working days from the receipt of a complete application by the University Fees Centre.

Note: Unless payment was made through BPAY or Australia Post, refunds must be credited back to the same Credit Card account. Please include a copy of your Credit Card statement as evidence of card details and payment. An online transaction history cannot be accepted as a form of verification. For any other payment method, please supply your bank account details.

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Student ID: _____ Residency Status: _____
Family Name: _____ Contact Number: _____
Given Names: _____ Email: _____
Mailing Address: _____

I wish to apply for:

Please tick the box relevant to your application

Withdrawal Under Special Circumstances and Refund/Remission of Debt

If your application is successful, your unit(s) will be automatically **withdrawn** (if you have not already withdrawn) and recorded on the Academic Transcript as 'WD'.

Refund of Tuition Fees Only

The course and units relevant to this application include:

Course Code: _____ Course Name: _____

Year	Study Period	Unit Code	Unit Title

REASONS FOR YOUR APPLICATION

Please provide detailed reasons for your application. If you require more space, please attach a separate sheet. Please include **Independent, original or certified documentary evidence in your application (e.g. medical certificate, letter from counsellor, letter from employer).**

DECLARATION

- I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters.
- I understand that withdrawn units will appear on my academic record.
- I understand and agree to be bound by the university's policies and deadlines for the processing of refunds and/or re-crediting of SLE.
- I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorise the University to gather and obtain any necessary information pertaining to this application.

Student Signature: _____ Date: _____ / _____ / _____

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REFUND DETAILS

(Only required from students who paid any/all of their tuition fees upfront)

Please tick the appropriate box

- If my application is approved, I do not wish to obtain a refund and would rather have credit remain on my student account for payment of future tuition fees.
- If my application is approved, I wish to obtain a refund. I understand and accept that certain financial penalties may apply. I have completed the refund details below **in full**.

Requested Refund Amount: \$ _____

Bank details for Electronic Funds Transfer (EFT) Refund

Bank Name: _____
 Bank Branch: _____
 BSB Number/Swift Code: _____
 Account Number: _____
 Account Holder Name: _____

Details for Credit Card Refund *

Credit Card Holder: _____
 Credit Card Type: _____
 Credit Card Number: _____ / _____ / _____ / _____
 Expiration Date: _____
 Signature: _____

***Unless payment was made through BPAY or Australia Post, refunds must be credited back to the same Credit Card account. Please include a copy of your Credit Card statement as evidence of card details and payment. An online transaction history cannot be accepted as a form of verification.**

According to Curtin University standards and practice, your application will be processed within 20 working days from the receipt of a complete application by the University Fees Centre.

Applications should be addressed to:

**Refund/Remission Officer
 Fees Centre, Student Central
 Curtin University
 GPO Box U1987
 Perth WA 6845**

OFFICE USE ONLY

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> WD Under Special Circumstances | <input type="checkbox"/> CS | <input type="checkbox"/> EFT / TT | <input type="checkbox"/> 100% Refund |
| <input type="checkbox"/> Refund | <input type="checkbox"/> DFP | <input type="checkbox"/> CREDIT CARD | <input type="checkbox"/> \$550 Admin Fee |
| <input type="checkbox"/> Remission HECS-HELP | <input type="checkbox"/> International | <input type="checkbox"/> FOREIGN DRAFT/CHEQUE | <input type="checkbox"/> 10% Penalty |
| <input type="checkbox"/> Remission FEE-HELP | | | <input type="checkbox"/> 50% Penalty |
| | | | <input type="checkbox"/> No Refund |

Refund/Remission Amount Approved: \$ _____

Comments: _____

Authorising Signature: _____ Date: _____ / _____ / _____

Application entered in Fees Centre Database by _____ Date: _____ / _____ / _____