**Who should use this form?**
This form is to be used by students who have a FEE-HELP debt with the Commonwealth.

You should use this form if:
- You took out a FEE-HELP loan for your tuition fees;
- the census date has now passed but you are unable to continue with your study because of special circumstances (see over);
- because of those special circumstances you discontinued your enrolment (partially or in full) before the last teaching date of the semester/session, and
- because of these special circumstances you are requesting all or part of your FEE-HELP loan for the semester cancelled.

**Please note:** If you withdrew from your studies before the census date, you have not incurred a debt for the particular semester/session and you should not lodge an application for remission.

**Privacy**
Personal information collected on this form or supplied by you to the University is treated in the strictest confidence in accordance with the relevant privacy legislation and guidelines.

The information collected is used solely for the purpose of assisting the HECS and Fees Office of the Student Centre to make an informed decision on your case.

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**What special circumstances are accepted?**
Each application will be examined and determined on its merits. As a general guide, special circumstances include those that:
- are beyond your control; ie. a situation occurs which a reasonable person would consider is not due to the person’s action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of the FEE-HELP regulations is not considered to be beyond a person’s control.

AND
- do not make their full impact on you until on or after the census date; ie. your circumstances occur
  - (i) before the census date, but worsen after that day, or
  - (ii) before the census date, but the full effect or magnitude does not become apparent until on or after that day, or
  - (iii) on or after the census date.

AND
- make it impracticable for you to complete the course/unit requirements; ie.
  - (i) undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet your compulsory course/unit requirements, or
  - (ii) complete the required assessable work, or
  - (iii) sit the required examinations, or complete any other course/unit requirements.

**Special circumstances may include**
**Medical reasons** - where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies OR your medical condition only became known after the census date.

**Example 1.** You contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.

**Example 2.** Your medical condition only becomes apparent after the census date and the effects are sufficiently serious that it is impracticable for you to complete the course/unit requirements and continue with your studies.

**Family/personal reasons** - due to unforeseen personal/family reasons, that are beyond your control, you are unable to continue with your studies.

**Example 1.** A member of your family suffers a severe medical condition that requires you to provide full time care and as a result you are unable to continue with your studies.

**Example 2.** A member of your family or close friend dies and you are affected to the extent that you are unable to continue with your studies.

**Example 3.** You or your family’s financial circumstances change unexpectedly to the extent that you are unable to continue with your studies.

**Employment related reasons** - where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.

**Example 1.** You are engaged in employment out of necessity and studying. Your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result you are unable to continue with your studies or complete your course/unit requirements.

**Example 2.** You are engaged in employment out of necessity and studying. After the census date your employer directs that you be transferred to a different State. Your institution does not offer distance education and as a result you are unable to continue with your studies or complete your course/unit requirements.

Continued overleaf...
### Supporting documentation

Your application for remission will be considered on its merits in conjunction with the supporting documentation you provide. Your supporting documentation should provide enough detail for the HECS and Fees Office of the Student Centre to make an informed decision regarding your case for remission.

### What supporting documentation do I need to provide?

It is most important that you provide independent supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. Depending on your reasons for applying for remission you may also need to provide a statement from a doctor, counsellor, your employer, or your Faculty to verify your claims. Statements made by parents, husbands/wives/partners or close relatives are not considered to be “independent documentation” for these purposes.

### Supporting documentation should include

#### For medical reasons – a statement from a doctor indicating:

- the date your medical condition began or changed;
- how your condition affected your ability to study; and
- when it became apparent that you could not continue with your studies.

#### For family/personal reasons – a statement from a doctor, counsellor or independent member of the community (eg. a Justice of the Peace or a Minister of Religion) indicating:

- the date your personal circumstance began or changed;
- how your circumstance affected your ability to study; and
- when it became apparent that you could not continue with your studies.

#### For employment-related reasons – a statement from your employer indicating:

- your previous work hours and location;
- your current work hours and location; and
- the reason for changed hours and location.

#### For course related reasons – a statement from your Faculty indicating:

- that you have been disadvantaged by changed arrangements to your unit of study/course and that it was impossible for you to undertake alternative units of study or courses.

### What happens to my Application after it has been lodged with the HECS and Fees Office of the Student Centre?

1) Upon receipt of your application by the HECS and Fees Office of the Student Centre you will be issued with an acknowledgement (if you lodge it in-person). If you send your application via Australia Post, you will be mailed an acknowledgment. If you have not received an acknowledgment of your application within two weeks of posting it, you should contact the HECS and Fees Office. You should generally allow 3-5 weeks for your application to be processed.

2) The decision to approve or not approve the remission of your FEE-HELP debt will be considered principally on the basis of your independent supporting documentation. It is your responsibility to ensure all relevant documentation is provided to the HECS and Fees Office of the Student Centre.

3) You will be advised in writing of the decision made. If you are not satisfied with the decision, you may apply in writing for a review. Your application for review must be sent within 28 days of receiving the original advice. You must state the reason why you are applying for a review.

4) The University will acknowledge receipt of the request for a review.

5) You will be notified in writing of the reviewer’s decision and the reviewer’s reasons for making the decision. However, if you do not receive any advice of a decision within 45 days of receiving the application for review, the reviewer is taken to have confirmed the original decision.

6) If you are dissatisfied with the results of the review, you have the right to appeal to the Administrative Appeals Tribunal (AAT) for a review of the reviewer’s decision.

### Address for applications

You should send your application to, or make enquiries about the remission of your FEE-HELP debt at:

**HECS and Fees Office**  
**Student Centre**  
Carslaw Building (F07)  
The University of Sydney  
NSW 2006
Application for Re-crediting of a FEE-HELP Balance

Please read the attached instructions before you complete this form.

1 Your full name
   Surname
   Given names

2 Your address

   Postcode

   Telephone

3 Your sex
   Male
   Female

4 Your student ID

5 Faculty

6 Name of course

7 This form is only to be used by Commonwealth Supported students

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<tr>
<th>Semester/Session/Unit</th>
<th>Year</th>
<th>Date of discontinuation</th>
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8 Semester/Session/Unit and year for which re-crediting is sought

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<th>Semester/Session/Unit</th>
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9 Provide details of the unit(s) of study which you discontinued

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<th>Unit name (in full)</th>
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<th>Date of discontinuation</th>
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### 10 SPECIAL CIRCUMSTANCES

You must provide sufficient details explaining (1) how your circumstances were beyond your control, (2) how your circumstances prevented you from continuing your studies and (3) how your circumstances changed after the census date.

If you require more space, please attach additional pages.

### 11 To support your case, you will need to provide the following documentary evidence:

- Documentation from a doctor, counsellor, employer or independent member of the community which states:
  - date your circumstances began;
  - if your circumstances changed after the census date, the date they changed and to what extent;
  - how your circumstances affected your ability to study;
  - when it became apparent that you could not continue your studies.

If you do not have the above documentation ready, **send in this application form without delay**, your application will **NOT** be considered if it is received outside the application period (refer to the instructions).

If you do not provide any further documentation within 28 days of lodging this application, your application may be determined by the University on the basis of the information you have already provided.

### 12 Declaration

I wish to apply for remission of a FEE-HELP debt.

I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, I may be liable to disciplinary action.

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### 13 This form should be submitted to:

HECS and Fees Office  
Student Centre  
Carslaw Building (F07)  
The University of Sydney  
NSW 2006