

APPLICATION FOR SPECIAL CIRCUMSTANCES FORM

This form is to be used if you have withdrawn or deferred from one or more units of study and wish to be considered for Special Circumstances (not financially liable). Please speak with Student Services or your Head of College / Head of Academic Studies or Program Manager about your circumstances prior to lodging these forms. Please refer to the Refund Policy and Procedure and or the Student Review Policy and Procedure for Re-Crediting a Fee-Help Balance for further information. All policies can be found online at www.think.edu.au/policiesandforms

PERSONAL DETAILS

Family Name: (Surname) First Name:

Student ID: Course Name:

UNITS / SUBJECTS OF STUDY INFORMATION

The units of study or the Study Block I wish to receive special circumstances for are:

Unit / Subject Code	Unit / Subject Name	Study Block <i>(for distance students only)</i>

DETAILS OF SPECIAL CIRCUMSTANCES

Please outline your circumstances by addressing the questions below and attach them to your application. Please address each question individually with each question stated before the answer.

1	What are the Special Circumstances relating to your application?
2	When did you become aware that you could not continue your studies?
3	How did these Special Circumstances prevent you from continuing your studies?
4	How were these Special Circumstances beyond your control?

SUPPORTING DOCUMENTATION

To support your case, you **MUST** provide (and attach) supporting documentation which includes:

- The date your circumstances began
- How your circumstances affected your ability to study

Please tick the type of supporting documentation you have attached to this application

Medical Certificate	<input type="checkbox"/>	Statutory Declaration outlining Circumstances	<input type="checkbox"/>	Counsellor / Psychologist Evaluation	<input type="checkbox"/>
Police Report	<input type="checkbox"/>	Letter from your Employer (on company letterhead)	<input type="checkbox"/>	Court or Legal Documentation	<input type="checkbox"/>
Other: <i>(please note below and attach documentation)</i>					
<input type="text"/>					



BANKING INFORMATION *(Please choose one of the three options below)*

- I wish to apply for re-credit of my FEE-HELP / VET FEE-HELP balance
- I wish to apply to credit tuition fees paid against future study *(does not apply to students using FEE-HELP / VET FEE- HELP)*
- I wish to apply for a refund of my tuition fees paid *(does not apply to students using FEE-HELP / VET FEE-HELP)*

Account Name			
Bank Name		Account Number	
BSB #		Swift Code <i>(Overseas Student only)</i>	
Bank Address <i>(International banks only)</i>			
Address of Account Holder <i>(International banks only)</i>			

CHECKLIST

The following is a checklist to help ensure that you have completed and attached all your documentation correctly before **submitting this form to Student Services for processing.**

- Have you spoken with your Head of College / Head of Academic Studies / Program Manager in relation to this application?
- Have all your personal details requested on the form been filled in correctly and have you signed the declaration?

SUBJECT INFORMATION

- Have you listed the unit(s) / subject(s) you are applying for special circumstances?

GENERAL INFORMATION

- Have you indicated if you are applying for a re-credit of a FEE-HELP balance / refund of paid tuition fees or allocation of paid fees against future subjects?

SUPPORTING DOCUMENTATION

- Have you attached a letter addressing the questions listed on this form and attached it to this form?
- Have you attached the required supporting documentation as outlined on this form?

DECLARATION

I wish to apply for consideration of Special Circumstances as outlined in this form. I declare that the information I have provided on this application is true and correct.

Signature: Date:

Office Use only			
Received by	<input style="width: 150px;" type="text"/>	Received Date	<input style="width: 150px;" type="text"/>
All documents claimed by applicant have been sighted and are attached		YES	NO

