

This form is to be used by students who have withdrawn or deferred from a unit of study after the census date and wish to be considered for special circumstances. Please read the important information accompanying this form before completing it.

Family Name: _____ Other Names: _____
 Student No.: _____ Date: _____
 Course: _____ E-mail: _____
 Address: _____

The units of study I wish to receive special consideration for are:

Unit Code	Unit Name	Office Use Only

Please tick which of the following applies:

I wish to apply for re-credit of my FEE-HELP / VET FEE-HELP balance

I wish to apply for a refund of my tuition fees paid

I wish to apply for a credit of my tuition fees paid against future study

To support your case, you will need to also provide/attach documentation from a doctor, counsellor, employer or independent member of the community, which states:

- The date your circumstances began
- If your circumstances changed after the census date, the date it changed, and to what extent
- How your circumstances affected your ability to study
- When it became apparent that you could not continue your study.

DETAILS OF SPECIAL CIRCUMSTANCES
What are the special circumstances preventing you from continuing your studies?
How were these special circumstances beyond your control?
How did these special circumstances prevent you from continuing your studies?
How did your circumstances change after the census date?
When did you become aware that you could not continue your studies?
What evidence are you providing with this application to support the above?

DECLARATION

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

Student Signature:

Date:

Date Received:

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Office Use Only	Office Use Only	Office Use Only
Use Only	Use Only	Use Only

This form must be completed and submitted to Think: Student Services who will pass it on to the FEE-HELP / VET FEE-HELP Officer.