Post-census remission of debt in special circumstances

Personal Details

Student ID:

Surname/Family Name:

Given Names:

Daytime Contact Number:

Student Email:

Personal Email:

Address:

Course Details

Course Code:

Course Title:

Course Type:

Campus:

Example: Hawthorn, Croydon, Swinburne Online, etc.

Sector:

Example: Higher Education, VET/TAFE, SOL, etc.

Leave of Absence applied for and granted?

Units for which you are applying to have your debt remitted:

Unit Code	Unit Name	Teaching Period	Year

Reason for applying for Special Circumstance:

☐ **I agree to the stated terms**

OFFICE USE ONLY

Date received:

Remissions Checklist

Eligibility Requirements Met

- The student has not completed the requirements for the unit/s of study.
- Application is accompanied by independent supporting documentation, such as a letter from the student's doctor, meeting the requirements below.
- Signed and on printed letterhead.
- Where the reason is a medical one, a doctor's certificate confirms the student was unable to study and states the dates/duration of the illness.
- The letter from the doctor identifies the doctor's medical provider number.
- Where the application is for some but not all units, the documentation clearly states why the student cannot study the covered units but can study units not covered by the application.
- A document witnessed by a Justice of the Peace provides full identification details where necessary.
- A student undertaking an OUA single unit of study (not CSP) is not eligible for remission under the Higher Education Support Act 2003.