

# Post Census Application due to Special Circumstances

Please fill electronically, hand written applications are not accepted

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## Information

Use this form if you are an International Student wishing to apply to withdraw from your unit/s, or have been given approval to withdraw from your unit/s (eg underload, leave of absence), after the census date, where special circumstances have occurred.

### Am I eligible for Post-Census Refund due to special circumstances?

Where it can be established that there are special circumstances that:

- are unexpectedly beyond your control, and
- did not allow you to withdraw from your unit/s by the relevant census date, and
- the full impact of which was not felt by you until on or after the census date, and
- puts you at an extreme disadvantage by being liable for applicable fees, and
- you can provide supporting documentary evidence

you **may** be eligible for a post-census refund due to special circumstances.

Students can only apply if special circumstances prevent them from completing the unit/s.

Note: You can view all your Swinburne financial information in 'My Financials' under the 'Manage my details' section of the Current Students website

Once completed: [send to remissions@swin.edu.au](mailto:remissions@swin.edu.au)

Applications are subject to assessment and approval, and there is no guarantee that a refund will be provided. Students must remain enrolled, continue attending classes, and pay applicable fees until decision is made.

If your refund application is approved, you will be withdrawn from relevant units and your tuition fees will be automatically held in credit in your account and will be applied to the enrolment in your next teaching period.

## Personal Details and Course Information

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address (AUSTRALIAN ADDRESS OR OVERSEAS ADDRESS IF YOU HAVE LEFT AUSTRALIA):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

### 1. Have you met with an International Student Adviser?

Yes, on what date: \_\_\_\_\_

NO: we strongly advise that you meet with an ISA before submitting this form so that we can best understand your circumstances: [isa@swin.edu.au](mailto:isa@swin.edu.au)

### 2. Were your conditions pre-existing at the time of the relevant census date?

Yes: you must provide supporting evidence of the escalation or change of the pre-existing condition

NO: must provide supporting evidence of how your circumstances changed on or after the census date

### 3. Have you attached supporting documents that explain how your circumstances affected your ability to study and how the full impact of these circumstances occurred on or after the census date?

Yes

NO: you cannot apply without supporting documents attached

\* Please note that Special Consideration Medical Impact Statements are **not suitable** supporting documentation.

### 4. Are you studying in Australia on a student visa?

Yes

No

### 5. Have you obtained approval to withdraw from your unit/s post-census?

Yes, proceed to Unit Details section.

No, please skip Question 6.

