# A93 - REMISSION OF DEBT APPLICATION

VICTORIA UNIVERSITY

Complete this form if you are applying for a re-credit, remission and/or repayment of fees where special circumstances apply. If your application is successful, the University will remit your debt via HECS-/FEE/VET-FEE HELP, re-credit your debt or refund upfront payments. SA-HELP and OS-HELP loans cannot be remitted, however your SSAF may be re-credited when paid upfront.
**Administration, Academic, or systems issues are not managed by the remission process. Please contact your college for resolution.**

## Eligibility criteria and evidence of special circumstances

To be eligible for a remission, you must meet all of the below criteria and provide supporting documentation to validate your claim

- You have discontinued a unit after the census date or received a fail grade for a unit due to special circumstances.
- The special circumstances were beyond your control.
- The special circumstances did not make their full impact (or their full impact was not apparent) until after the census date.
- You were unable to successfully complete your unit because of the special circumstances.

**Please note:** The application will be deemed invalid if no documentation is provided.

For more information on special circumstances: vu.edu.au/sites/default/files/student-connections/pdfs/Definition-of-special-circumstances.pdf
For more information on the remission criteria: vu.edu.au/current-students/your-course/fees/refunds/remission-reversal-of-fees

## Supporting documentation for medical/health conditions

Your supporting documentation must:

- validate the reason you are applying for a remission of debt
- be signed and stamped by your medical/health practitioner with the medical provider number included
- outline the medical diagnosis, duration of illness, treatment plan and how the condition impacted your ability to make rational decisions before census date or was more pronounced or materially exacerbated post census date.

## Supporting documentation for non-medical circumstances

For special circumstances that are non-medical, you must provide official supporting evidence that:

- validates the reason you are applying for a remission of debt
- confirms when the special circumstances occurred
- outlines how the special circumstances impacted your ability to make rational decisions before census date or prevented you from successfully completing the unit requirements after the census date.

The evidence must be relevant to the special circumstances you experienced. Examples: death certificate, police report, Victim of crime commission letter, Insurance letter confirming that your home was affected by a natural disaster, Counsellor /lawyer letter outlining special circumstances.

## Application Period

You must lodge an application in writing:

- within 12 months of the withdrawal date of the unit of study or
- within 12 months of the unit result publication date.

Applications submitted outside the 12-month lodgment period will not be considered unless you can demonstrate with supporting documentation that you were incapable of applying within this timeframe.
**Examples:** long-term hospitalization, military service in another country, homelessness, domestic violence.

## Notification of decision and review process

The Remission Actioning Officer must notify you of a decision in writing within 28 days from when the application was received. If you are not satisfied with the decision and you are:

- a domestic student, you can request for a review of the decision within 28 days from receiving the decision
- an international student, you can request for a review externally to the ombudsman.

## Application assistance

If you need assistance completing this form or guidance on the remission application process, please seek advice from Student Advocacy before submitting your application: https://www.vu.edu.au/current-students/advice-support/student-advocacy

How to submit the application and supporting evidence.

**Email us via AskVU with the following:**

- Subject: Remission of Fees
- Topic: Fees

Alternatively, you can submit your application on campus at VUHQ.

Please complete the form in **BLOCK LETTERS**

## 1. PERSONAL DETAILS

**Student ID** **Family name**

**Given names** **Date of birth**

**Course title** **Course code**

**Phone** **Email**

**Address:** (if required to have outcome posted)

**Street**

**Suburb** **State** **Postcode**

## 2. COURSE AND UNIT DETAILS

What course are you currently enrolled in?

**Course title** **Course code**

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

| **Year (eg. 2024)** | **Teaching Period (eg. 2B1)** | **Unit Code (eg. LLW2008)** | **Unit Name (eg. Commercial Law)** |
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## 3. SPECIAL CIRCUMSTANCES

Attach your personal written statement of special circumstances together with your independent supporting documentation to demonstrate your claim. Your personal statement and supporting documents need to show that the circumstances:

- were beyond your control,
- did not make their full impact (or their full impact did not become apparent) until after the census date for the unit, and
- prevented you from successfully completing the unit/s listed above.

If your circumstances were of a health or medical nature, please ask your medical or health practitioner to complete the impact assessment statement on page 3. It would be helpful if your health care practitioner also provided a letter explaining your circumstances in more detail. Medical certificates are not sufficient as they typically don't give enough detail of your circumstances to meet the criteria above.

## 4. IMPACT ASSESSMENT STATEMENT

If your special circumstances were medical or psychological in nature, please ask the health practitioner who treated you to complete this impact assessment statement. Your practitioner may also want to provide an additional supporting letter explaining the condition and its impact upon your ability to study.

**Student ID** **Student name**

**Medical/health practitioner to complete:**

I confirm I treated the student named above regarding a medical/health or psychological condition.

The condition impacted the student from: (DD/MM/YYYY) to (DD/MM/YYYY)

The student first sought treatment for the condition on: (DD/MM/YYYY)

Please indicate how the medical/health or psychological condition prevented the student from participating in their studies during this period (eg. unable to attend classes during the period specified due to hospitalisation)

Please indicate your professional assessment of the level of impact the condition on the student's activities:

| Description of impact of the medical/ health condition | Additional information | From (DD/MM/YYYY) | To (DD/MM/YYYY) |
|---|---|---|---|
| 1. Able to travel/attend<br>☐ No ☐ Yes | | | |
| 2. Able to do sustained reading, note-taking and writing<br>☐ No ☐ Yes | If yes, able to work<br>☐ as usual<br>☐ moderately less than usual<br>☐ significantly less than usual | | |
| 3. Able to perform a task requiring intense concentration for 1–2 hours<br>☐ No ☐ Yes | If yes, able to complete<br>☐ as usual<br>☐ moderately less than usual<br>☐ significantly less than usual | | |

**Practitioner's signature** **Date (DD/MM/YYYY)**

| Practitioner's stamp (as available): | (Complete only for details not provided in the stamp): |
|---|---|
| | Practitioner name<br>Practitioner's registration number<br>Business address<br>Phone<br>Email |

## 5. STUDENT DECLARATION

- I have completed all sections of the form.
- I have attached supporting documentation to support my application.
- I have read the information and understood the information required to be eligible for a remission of debt.
- I declare the above information provided by me is true and completed in full.
- I have read the Privacy Policy and I agree to abide by the regulations and policies of VU

| **Signature** | **Date** |
|---|---|

**OFFICE USE ONLY**

**Application assessment**

Is this application approved? ☐ Yes ☐ No

Remission officer name _____ Date _____

Special comments

☐ International refund ☐ Domestic refund

| **Signature** | **Date** |
|---|---|

**PRIVACY STATEMENT**
Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy
You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.