

# A49C – FEE EXTENSION APPLICATION – EXCEPTIONAL CIRCUMSTANCE

The following groups of students **ARE** eligible to apply for a Fee Extension Exceptional Circumstance:

- all International students
- domestic Higher Education Post Graduate Masters students
- domestic VET students studying Certificates 1 – 4, Diploma and above courses who cannot defer fees.

The following groups of students **ARE NOT** eligible to apply for a Fee Extension Exceptional Circumstance:

- domestic students who are eligible to defer their fees via HELP loan
  - Australian citizens
  - Permanent Humanitarian Visa Holders
  - New Zealand Citizens who hold SCV visas
- sponsored students (Higher Education and VET)
- students enrolled in mixed mode
- students enrolled in non-award courses and cross-institutional study.

## Fee extension exceptional circumstance

Victoria University recognises that some students may experience difficulties paying fees due to exceptional circumstances. If you are unable to pay fees by the due date shown on your Statement of Account and think you have exceptional circumstances, you may be eligible to apply for an extension of time.

You will need to provide supporting documents to support your case for exceptional circumstances. These include:

- Centrelink delays
- unexpected financial hardship
- personal injury or illness
- sponsor issue – illness, death
- university error
- natural or economic disaster
- banking delay

Book an appointment online with a Senior Advisor – Welfare as soon as possible (at least five working days before the due date shown on your Statement of Account).

Download the Fee Extension Exceptional Circumstance Application form [vu.edu.au/forms](http://vu.edu.au/forms) or submit your completed application by email to [student.support@vu.edu.au](mailto:student.support@vu.edu.au)

Items to bring to the interview include:

- completed Fee Extension Application form
- completed budget/expenditure form (page two of the application form)
- statement of account
- receipts for all fee payments
- supporting documentation outlining why you cannot pay your fees by the due date eg: medical or death certificate
- letter from your sponsor (international students)
- proof of income (payslips or statement of payment from Centrelink).

**NOTE: If you are having difficulty paying your fees within the Fee Extension period contact an Senior Advisor – Welfare. Applying for Fee Extension – Exceptional Circumstance does NOT guarantee that an extension will be approved.**

## Fee payment options (contact VUHQ)

To be eligible for a Fee Extension you must pay 50% of your tuition fees by the due date shown on your invoice. The remainder of your fees are due on your Census Date. Apply for a Fee Extension online at [askvu.vu.edu.au](http://askvu.vu.edu.au), attend a VUHQ on campus or call +61 3 9919 6100.

More options are also available: [vu.edu.au/current-students/your-course/fees/get-help-paying-your-fees](http://vu.edu.au/current-students/your-course/fees/get-help-paying-your-fees). If these options are not realistic, you may be eligible to for an exceptional circumstances fee extension.

## Non payment of fees:

- VET/TAFE: [vu.edu.au/current-students/your-course/fees/vet-tafe-fees/vet-non-payment-of-fees](http://vu.edu.au/current-students/your-course/fees/vet-tafe-fees/vet-non-payment-of-fees)
- HE: [vu.edu.au/current-students/your-course/fees/higher-education-fees/higher-education-non-payment-of-fees](http://vu.edu.au/current-students/your-course/fees/higher-education-fees/higher-education-non-payment-of-fees)

**Other services provided by student support include:**

- Centrelink payments, Centrelink Loans, Youth Allowance, Austudy, and any other Centrelink issues.
- Money management – difficulty paying bills.
- HECS / VET Student Loan advice.
- Tax Help program.
- Student loans.
- Housing support and advice.
- Other financial issues.

**Application for exceptional circumstance**

Before completing this form, please read the attached information 'Fee Extension – Exceptional Circumstance'.

This application form is to be completed and submitted with all relevant documentation at the appointment with a Senior Advisor – Welfare to discuss your case.

Please write in **BLOCK LETTERS** using a black or blue pen.

**1. PERSONAL DETAILS**

Title  Family name

Given names  Student ID

Are you an international student?  Yes  No  TAFE domestic

**2. COURSE DETAILS**

Campus  Study Year

Course title  Course code

**3. FEES**

**FEE AMOUNT**

Total fees payable \$

How much of your fees have you paid? \$

How much of your fees are outstanding? \$

**4. INCOME AND EXPENDITURE**

(The budget sheet on the reverse of this form may assist you to complete this section.)

**EXPENSES**

a) Housing \$

b) Personal \$

c) Food \$

d) Debits \$

e) Education \$

f) Transport \$

g) General \$

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Total expenses \$

**FEE AMOUNT**

Employee \$

Centrelink payment \$

Total income \$

Less total expenses \$

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Total fee amount \$

**REASON FOR FEE EXTENSION****INTERNATIONAL STUDENTS****TAFE DOMESTIC STUDENTS (CERTIFICATES 1-4)**

1. Centrelink delays		
2. Unexpected financial hardship		
3. Personal injury or illness		
4. Sponsor issue – illness or death		
5. Natural or economic disaster		
6. Banking delay		
7. University error		

Please attach your documents to support your exceptional circumstance to this application form.

**4. STUDENT DECLARATION**

- I declare that the information I have provided best describes my circumstances and if my application is approved.
- I will ensure that the fees are paid on or before the agreed payment date.
- If I fail to make full payment by the agreed date, I understand that the university may cancel my enrolment.
- I have read the privacy notice below.

Signature	Date
<b>OFFICE USE ONLY</b>	
Fee extension approved <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please specify until when <input type="text"/>	
Assessed by <input type="text"/>	
Signature	Date
EFS Database updated <input type="text"/>	

**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](http://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](http://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

City Flinders	City Queen	Footscray Park	St Albans
City King	Footscray Nicholson	Sunshine	Werribee

## EXPENDITURE SHEET

- This money management sheet is provided to assist you to complete the income and expenditure section.
- Budgeting to meet your needs is a complex process. It is important to take some time to ensure you have allowed for all your needs and routine expenses.
- Please advise the Senior Advisor – Welfare if you wish to discuss developing strategies to assist you in your money management.

**Fortnightly expenses:** complete sections **A – F** to calculate fortnightly expenses.

### A. HOUSING (FORTNIGHTLY)

Rent/board	\$	<input type="text"/>
Mortgage	\$	<input type="text"/>
Electricity	\$	<input type="text"/>
Gas	\$	<input type="text"/>
Water	\$	<input type="text"/>
Telephone	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total A	\$	<input type="text"/>

### B. PERSONAL (FORTNIGHTLY)

Mobile phone	\$	<input type="text"/>
Cigarettes	\$	<input type="text"/>
Hobbies/sport	\$	<input type="text"/>
Entertainment	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total B	\$	<input type="text"/>

### C. FOOD (FORTNIGHTLY)

Lunches	\$	<input type="text"/>
Supermarket	\$	<input type="text"/>
Butcher	\$	<input type="text"/>
Market	\$	<input type="text"/>
Takeaway	\$	<input type="text"/>
Pet food	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total C	\$	<input type="text"/>

### D. DEBITS (FORTNIGHTLY)

Personal loan	\$	<input type="text"/>
Car loan	\$	<input type="text"/>
Credit loan	\$	<input type="text"/>
Rent of TV	\$	<input type="text"/>
Fridge/Computer	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total D	\$	<input type="text"/>

### E. EDUCATION (FORTNIGHTLY)

Text books	\$	<input type="text"/>
Stationary	\$	<input type="text"/>
Childcare	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total E	\$	<input type="text"/>

### F. TRANSPORT (FORTNIGHTLY)

Public transport	\$	<input type="text"/>
Petrol	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total F	\$	<input type="text"/>

**Yearly expenses:** complete section **G** and divide all yearly totals by 26 to calculate fortnightly expenses.

### G. GENERAL EXPENSES

Car registration	\$	<input type="text"/>
Car insurance	\$	<input type="text"/>
Car maintenance	\$	<input type="text"/>
Council rates	\$	<input type="text"/>
Health insurance	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
Total G	\$	<input type="text"/>