



The University of Sydney

Application for a Refund of Local Course Fees

Instructions to Students

May 2005

<p>Who should use this form?</p> <p>This form is to be used by local students who paid all or part of their course fees.</p> <p>You should use this form if:</p> <ul style="list-style-type: none"> • you paid all or part of your course fees to the University. • the census date has now passed but you are unable to continue with your study because of special circumstances (see over). • because of those special circumstances you discontinued your enrolment (partially or in full) before the last teaching date of the semester, and • because of these special circumstances you are requesting all or part of your course fees for the semester refunded. <p>Please note: If you withdrew from your studies before the census date, you have not incurred a debt for the particular semester and you should not lodge an application for a refund.</p> <p>Privacy</p> <p>Personal information collected on this form or supplied by you to the University is treated in the strictest confidence in accordance with the relevant privacy legislation and guidelines.</p> <p>The information collected is used solely for the purpose of assisting the HECS and Fees Office of the Student Centre to make an informed decision on your case.</p>	<p>What special circumstances are accepted?</p> <p>Each application will be examined and determined on its merits. As a general guide Special circumstances include those that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> are beyond your control; ie. a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of Full fee regulations or University procedures is not considered to be beyond a person's control. <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> do not make their full impact on you until on or after the census date; ie. your circumstances occur <ol style="list-style-type: none"> before the census date, but worsen after that day, or before the census date, but the full effect or magnitude does not become apparent until on or after that day, or on or after the census date. <p>AND</p> <ul style="list-style-type: none"> <input type="checkbox"/> make it impracticable for you to complete the course requirements; ie. <ol style="list-style-type: none"> undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet your compulsory course requirements, or complete the required assessable work, or sit the required examinations, or complete any other course requirements . <p>Special circumstances may include</p> <p>Medical reasons - where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies OR your medical condition only became known after the census date.</p>	<p><i>Example 1.</i> You contract an illness prior to the census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.</p> <p><i>Example 2.</i> Your medical condition only becomes apparent after the census date and the effects are sufficiently serious that it is impracticable for you to complete the course requirements and continue with your studies.</p> <p>Family/personal reasons - due to unforeseen personal/family reasons that are beyond your control you are unable to continue with your studies.</p> <p><i>Example 1.</i> A member of your family suffers from a severe medical condition that requires you to provide full time care and as a result you are unable to continue with your studies.</p> <p><i>Example 2.</i> A member of your family or close friend dies and you are affected to the extent that you are unable to continue with your studies.</p> <p><i>Example 3.</i> You or your family's financial circumstances change unexpectedly to the extent that you are unable to continue with your studies.</p> <p>Employment related reasons - where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.</p> <p><i>Example 1.</i> You are engaged in employment out of necessity and studying. Your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result you are unable to continue with your studies or complete your course requirements.</p> <p><i>Example 2.</i> You are engaged in employment out of necessity and studying. After the census date your employer directs that you be transferred to a different State. Your institution does not offer distance education and as a result you are unable to continue with your studies or complete your course requirements.</p>
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Course related reasons - where your Faculty changes the arrangements for your unit or course and as a result you are disadvantaged to the extent that you are unable to complete the requirements of the course and continue with your studies.

Example 1. The University cancels your unit of study or course after the census date and as a result you are unable to complete the requirements of the unit of study or course.

Example 2. You enrol in a unit of study having applied for credit towards the units of study previously undertaken at another institution, and are not advised of the decision for credit by your Faculty until after the census date.

Please note:

Special circumstances do not include:

- A lack of knowledge or understanding of Local Fee Paying regulations;
- A lack of knowledge or understanding of the University's enrolment procedures.

Application Period

Your application must reach the HECS and Fees Office of the Student Centre within 12 months from the day you discontinued your studies. If you have not discontinued your unit or units of study, your application must reach the Student Centre within 12 months from the end of the semester in which you were enrolled in the unit(s). These arrangements apply to both standard and non-standard semesters/sessions.

You do not need to wait for confirmation of your discontinuation from your course/units of study or for supporting documentation to be finalised to apply for-crediting of your SLE. Your application will be registered as awaiting outstanding documentation. This documentation is required within 28 days of receipt of your application. If you do not provide any further documentation within 28 days of lodging this application, the University will make the decision on the basis of the information you have initially provided.

It is most important that your application for a refund of your course fees reaches the HECS and Fees Section of the Student Centre by the due date. Applications received after these dates WILL NOT be considered.

Supporting documentation

Your application for a refund will be considered on its merits in conjunction with the supporting documentation you provide. Your supporting documentation should provide enough detail for the HECS and Fees Section of the Student Centre to make an informed decision regarding your case for a refund.

What supporting documentation do I need to provide?

It is most important that you provide **independent** supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. Depending on your reasons for applying for a refund you may also need to provide a statement from a doctor, counsellor, your employer, or your Faculty to verify your claims. **Statements made by parents, husbands/wives/partners or close relatives are not considered to be "independent documentation" for these purposes.**

Supporting documentation should include

For medical reasons - a statement from a doctor indicating:

- the date your medical condition began or changed;
- how your condition affected your ability to study; and
- when it became apparent that you could not continue with your studies.

For family/personal reasons – a statement from a doctor, counsellor or independent member of the community (eg. a Justice of the Peace or a Minister of Religion) indicating:

- the date your personal circumstance began or changed;
- how your circumstance affected your ability to study; and
- when it became apparent that you could not continue with your studies.

For employment-related reasons – a statement from your employer indicating:

- your previous work hours and location;
- your current work hours and location; and
- the reason for changed hours and location.

For course related reasons – a statement from your Faculty indicating:

- that you have been disadvantaged by changed arrangements to your unit of study/course and that it was impossible for you to undertake alternative units of study or courses.

What happens to my Application after it has been lodged with the HECS and Fees Office of the Student Centre?

1) Upon receipt of your application by the HECS and Fees Office of the Student Centre you will be issued with an acknowledgment (if you lodge it in-person). If you send your application via Australia Post, you will be mailed an acknowledgment. If you have not received an acknowledgment of your application within two weeks of posting it, you should contact the HECS and Fees Office. You should generally allow 3-5 weeks for your application to be processed.

2) The decision to approve or not approve the refund of your course fees will be considered principally on the basis of your **independent** supporting documentation. It is your responsibility to ensure all relevant documentation is provided to the HECS and Fees Office of the Student Centre.

3) You will be advised in writing of the decision made. If you are not satisfied with the decision, you may apply in writing for a review. Your application for review must be sent within 28 days of receiving the original advice. You must state the reason why you are applying for a review.

4) The University will acknowledge receipt of the request for a review.

5) You will be notified in writing of the reviewer's decision and the reviewer's reasons for making the decision. However, if you do not receive any advice of a decision within 45 days of receiving the application for review, the reviewer is taken to have confirmed the original decision.

Address for applications

You should send your application to, or make enquiries about the refund of your course fees at:

**HECS and Fees Office
Student Centre
Carlaw Building (F07)
The University of Sydney
NSW 2006**



The University of Sydney

Application for a Refund of Local Course Fees

Please read the attached instructions before you complete this form.

1 Your full name	Surname	
	Given names	

2 Your address	
	Postcode
Telephone	

3 Your sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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4 Your student ID	
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5 Faculty	
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6 Name of course	
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7 This form is only to be used by Commonwealth Supported students	8 Semester/Session/Unit and year for which re-crediting is sought		
	Semester/Session/Unit	Year	Date of discontinuation
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

9 Provide details of the unit(s) of study which you discontinued		Semester/Session	Date of discontinuation
Unit name (in full)	Unit Code		
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