

Remission of Financial Liability due to Special Circumstances Application Form - HE

- ☐ I have read the [Remission of Financial Liability due to Special Circumstances Policy - HE](#) prior to completing this form.
- ☐ I understand that to be eligible for remission of financial liability students **must** meet the following criteria:
1. The student was still enrolled in the subject after census date
 2. The student did not complete the subject
 3. The student applies within 12 months from the date they withdrew from the subject
 4. The student is able to demonstrate with supporting documentation that special circumstances are applicable to their case including:
 - ⊗ The circumstances were beyond their control
 - ⊗ The circumstances did not make their full impact until on or after census date
 - ⊗ The circumstances made it impracticable for them to complete the subject / course requirements.
- ☐ I have read all eligibility requirements outlined on the application form.
- ☐ I have attached all **certified copies** of the originals for supportive documentation (no originals will be accepted).
- ☐ I acknowledge that the application **will be delayed if certified documentation is not submitted at the time of the application, and if certified documentation is not presented all applications will be reviewed based on the initial documentation submitted within thirty working days.**
- ☐ I confirm that this application does not relate to cancellation fees (International students - refer to the [Refund Policy - International](#) for any cancellation fees).

All **current HE students** are requested to submit the application via the Student Portal > Fees, Refunds and Remissions tile, selecting and completing the online form. This application and supporting documentation is submitted automatically to the case manager for Fees Remission and Refunds, and all correspondence is through the Student Portal and the student e-web address; all College correspondence is via remissions@endeavour.edu.au.

All **former HE students** are requested to complete this form via the College website, and attachments and supporting certified documentation must then be emailed to remissions@endeavour.edu.au (no hard copy applications will be accepted).

Each application will be determined on its merits in line with the [Remission of Financial Liability due to Special Circumstances Policy - HE](#).

1. PERSONAL DETAILS

Student Number	Campus	Date of Birth
Title	Given Name	Family Name
Address		

Suburb

State

Postcode

Phone Number

Email

2. COURSE DETAILS

Current Course Name

Expected Year of Completion

3. RELEVANT SUBJECTS

SUBJECT CODE	SUBJECT NAME	TEACHING PERIOD	CENSUS DATE

4. REQUEST

- ☐ Re-credit of FEE-HELP
- ☐ Re-credit of upfront paid **tuition** fees towards a future teaching period
- ☐ Refund of upfront paid **tuition** fees

5. BANK DETAILS

Complete account details if applying for a refund of upfront paid tuition fees

Account Name

BSB

Account No

6. DECLARATION

Reason for Application: Due to circumstances beyond my control, I am unable to continue my studies or have been unfairly disadvantaged by the normal application of College policies for the following reason:

Please tick whichever is applicable:

- ☐ **Medical reasons**
- ☐ **Family / personal reasons**
- ☐ **Employment related reasons**

☐ **Financial related reasons**

Please provide a personal statement on the details for whichever reason you have selected above:

I (the undersigned), declare that: *(tick each)*

- ☐ I have read and understood the eligibility criteria listed within the Policy and that the information supplied by me is true, correct, and complete in every respect.
- ☐ I acknowledge that the submission of false, incorrect, incomplete, non-certified or misleading information may result in cancellation of my enrolment and / or delays in processing the application.

Student Name

Student Signature

Date

PRIVACY: For details of College practices regarding student information and privacy see the College website:
www.endeavour.edu.au/policies-and-procedures/