

# Application for Removal of Academic and/or Financial penalty

Student Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Postal Address</b> (must be completed by all students)	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mx <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="text"/>	Number & Street or PO Box	<input type="text"/>
Surname	<input type="text"/>	Suburb / Town	<input type="text"/>
Given Names	<input type="text"/>	State	<input type="text"/>
Preferred Name	<input type="text"/>	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/ Intersex/Unspecified	Country (if outside Australia)	<input type="text"/>
Date of Birth ( D D M M Y Y Y Y )	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Home Phone	<input type="text"/> <input type="text"/>
Are you an International Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone	<input type="text"/> <input type="text"/>
Email	<input type="text"/>		
Course Code	<input type="text"/> Campus/Centre <input type="text"/>	Course Mode	<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Mixed
Course Name	<input type="text"/>		

## Who should use this form?

Students with a current CDU computer account must use eForms: [www.cdu.edu.au/current-students/adminforms](http://www.cdu.edu.au/current-students/adminforms)

Students who withdraw from their studies after the census date, or have failed a unit, can apply in certain circumstances to have their:

- Fail grades removed (not applicable for VET students);
- FEE or VET FEE-HELP balance re-credited;
- HECS-HELP debt remitted;
- up-front payment refunded; or
- up-front payment in respect of a unit consisting wholly of WEI refunded.

I am applying for removal of my academic penalty (fail grade) Yes  No

I am applying for removal of my financial liability (debt) Yes  No

## Commonwealth Supported Student (not applicable for VET students)

I paid at least \$500 of my student contribution upfront to Charles Darwin University Yes  No

I paid my Student Services and Amenities fees upfront to Charles Darwin University Yes  No

## Fee Paying Students

I paid my tuition fees upfront to Charles Darwin University Yes  No

I paid my Student Services and Amenities fees upfront to Charles Darwin University  
(not applicable for VET students) Yes  No

## Time limits for applying

Your application must reach Student Central within 12 months of the withdrawal date, or, if you have not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken. These arrangements apply to all semesters and study periods.

**Note:** A person cannot apply for a re-credit or a remission if he or she has completed the unit of study. A lack of knowledge or understanding of the requirements for applying for the remission of your debt or if you are not able to repay a Higher Education Loan program debt are not valid reasons for applying outside of these timeframes. These dates are set by legislation and applications received after these dates cannot be considered unless Charles Darwin University determines that your application could not possibly have been made during this timeframe.

Please return this form to Student Central, Charles Darwin University, Darwin, NT 0909. Fax (08) 8946 6642

Email: [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)

## What do I need to demonstrate in order to have my Academic or Financial penalty removed?

To have your debt remitted, you must be able to demonstrate, with **independent supporting documentation**, that:

### 1. Due to special circumstances, you were unable to complete your unit requirements;

For example, you were unable to:

- i) undertake the necessary private study required, attend sufficient lectures or tutorials, or meet other compulsory attendance requirements in order to meet your compulsory unit requirements; or
- ii) complete the required assessable work; or
- iii) sit the required examinations, or complete any other unit requirements because of your inability to meet (i), (ii) or (iii).

### AND

### 2. Those special circumstances did not make their full impact until after the census date;

For example, your circumstances occur:

- i) before the census date, but worsen after that day; or
- ii) before the census date, but the full effect or magnitude does not become apparent until on or after that day, or
- iii) on or after the census date.

**Note:** The census date for semester 1, is 31 March and for semester 2, is 31 August. Please refer to 'Important Dates' on our website for non-standard census dates. VET census dates can be found at [www.cdu.edu.au/cdu-vet/vetfee-help](http://www.cdu.edu.au/cdu-vet/vetfee-help).

### AND

### 3. Those special circumstances were beyond your control.

For example, a situation occurs that 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.

## What are special circumstances?

Special circumstances may include:

### Medical reasons

*Example 1:* You have a medical condition that existed prior to the census date, continued past that date, and deteriorated to the extent that you were unable to continue your studies.

*Example 2:* Your medical condition only became known after the census date and it was such that you were unable to continue with your studies.

**You will need to supply a medical certificate to substantiate your claims.**

### Family/personal reasons

Due to unforeseen personal/family reasons that occur or worsen after the census date and that are beyond your control, you are unable to continue with your studies.

*Example 1:* A member of your family suffers from a severe medical condition and, after the census date, you are required to provide full time care. As a result, you are unable to continue with your studies.

*Example 2:* A member of your family or close friend dies and you are affected to the extent that, after the census date, you realise that you are unable to continue with your studies.

*Example 3:* You or your family's financial circumstances change unexpectedly after the census date to the extent that you are unable to continue with your studies.

**You will need to supply documentation from, for example, a family doctor or counsellor, to substantiate your claims.**

### Employment related reasons

After the census date, your employment status or arrangements change unexpectedly due to circumstances **beyond your control**, and you are unable to complete your studies.

*Example 1:* You are employed out of necessity and studying. After the census date, 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.

*Example 2:* You are employed 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.

**Note:** Choosing to increase your hours of work or undertake additional employment are not regarded as circumstances beyond your control. Your debt will not be able to be remitted.

**You will need to supply a letter from your employer to substantiate your claims.**

### Course related reasons

Charles Darwin University 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.

*Example 1:* Your institution cancels your unit or course after the census date and, as a result, you are unable to complete the requirements of the unit or course.

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

## What supporting documentation will I need to provide?

You will need to provide independent supporting documentation to substantiate your claims. For example, if the reason for applying for the remission of your debt is a medical one, you will need to supply a doctor's certificate that substantiates your claims.

Your statement outlining your circumstances **is not sufficient** evidence to have your Academic or Financial penalty removed.

You will need to ensure that your supporting documentation is on official letterhead (if relevant), and is signed and dated.

### False or misleading statements or information

It is a criminal offence to knowingly make a false or misleading statement or to otherwise knowingly supply false or misleading information in connection with this application. Applicants who knowingly supply false or misleading statements or information may be liable to criminal prosecution.

## What happens once I have submitted my application?

You may receive notification that you are required to provide further independent evidence. Complete applications will be processed within 28 days and the Manager, Higher Education Enrolments & Fees will advise you in writing of the decision.

If, after Charles Darwin University has reconsidered your application, you remain unhappy with the result, then you may apply to the Complaints Management Unit for a review.

Details of the unit/s for which you are applying to have your Academic or Financial penalty removed.

Semester/Study & Teaching Period	Year	Unit/Subject Code	Unit Name	Withdrawal Date	Full \$ value & EFTSL value (to be completed by CDU)

**Statement of Special Circumstances**

You must provide information on your special circumstances, specifically how your circumstances:

- did not make their full impact until on or after the census date;
- prevented you from completing your studies; and
- were beyond your control.

**Note: Your supporting documentation must mention these circumstances.**

**DECLARATION****Privacy**

Personal information collected on this form or supplied by you to Charles Darwin University will be treated in accordance with the Privacy Act 1988 and any relevant guidelines. The information collected is used for the purpose of assisting the delegate from the Office of Student Administration and Equity Services to make an informed decision on your application. If your deferred debt is reduced or removed, the Australian Taxation Office is provided with the necessary details to enable this.

The authority to collect this information is contained in the Higher Education Funding Act 2003.

**Supporting documentation must be submitted in PDF format.**

List of supporting documentation included in application:

- I hereby declare that the information I have entered on this form is accurate and correct; and
- I hereby grant permission for Charles Darwin University to verify any documentation which accompanies this application with the issuing body including educational institutions and health practitioners; and
- I understand that I am required to keep the original copy of any documentation provided for a 6 month period following the submission of this form, and that I may be required to produce this as a result of a Charles Darwin University random audit process; and
- I understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY				
Approved:	Rejected:	More Information Required:	Date:	Comments:
Received:	Processed by:	<b>Action:</b>	Date:	Comments:
		<input type="checkbox"/> Letter confirming receipt or requesting more information		
		<input type="checkbox"/> Current enrolment/fee details taken from student recorded on Callista and recorded above		
		<input type="checkbox"/> SAES Requested to adjust enrolment		
		<input type="checkbox"/> Callista Student fees re-assessed		
		<input type="checkbox"/> Letter sent to Student with decision		
<input type="checkbox"/> ATO advised via CDU Stats Officer				