Application for Removal of Academic and/or Financial penalty

Who should use this form?
Students with a current CDU computer account must use eForms: 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Your application must reach Student Central within 12 months of the withdrawal date, or, if you have not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken.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

Last updated November 2017 • Controlled by Coordinator Higher Education Enrolments & Fees
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.

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.

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<tr>
<th>Semester/Study &amp; Teaching Period</th>
<th>Year</th>
<th>Unit/Subject Code</th>
<th>Unit Name</th>
<th>Withdrawal Date</th>
<th>Full $ value &amp; EFTSL value (to be completed by CDU)</th>
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**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.

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<th>List of supporting documentation included in application:</th>
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- 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

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