

Guide for Removal of Student Debt and Academic Penalty

Who can use this form

Domestic and international students who:

- a) Withdraw from a unit after the census date, and/or
- b) Were prevented from completing the unit, and
- c) Demonstrate the special circumstances prescribed below.

Time limits for applying

Your application and supporting documentation must be submitted in writing to U.Connect@utas.edu.au within 12 months of the last date of the relevant study period (end date in Key Dates page).

An application may be submitted outside the 12 month period if the University is satisfied that the application could not have been made within the timeframe above. In these cases, the supporting documentation must also address why the application could not be submitted sooner.

What are special circumstances and relevant supporting documentation

Special circumstances may include:

Medical reasons

Your medical/health provider must complete the Medical Certificate page of the remission application (see section D of the application form), to substantiate your claim/s.

This statement should demonstrate:

- 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 your studies.

Family/personal reasons

You will need to provide a professional statement from a doctor, counsellor or independent member of the community (e.g. a minister of religion), on letter head, to demonstrate:

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

Employment related reasons

You will need to provide a statement from your employer, on letterhead, which states:

- your previous work hours and location,
- your current work hours and location and the date these were changed; and
- the reason for changed hours and location.

These reasons must demonstrate that, after the census date, your employment status or arrangements changed unexpectedly due to circumstances beyond your control, and you were unable to complete your studies.

Note: Choosing to increase your hours of work or undertake additional employment are not regarded as circumstances beyond your control.

Course related reasons

The University of Tasmania changed the arrangements for your unit or course and, as a result, you were disadvantaged to the extent that you were unable to complete the requirements of the course. You will need to supply supporting documentation from your school/college to substantiate your claim.

What you must demonstrate to have your application approved

For your application to be successful you will need to demonstrate, with professional independent supporting documentation (a self-supporting statement or statutory declaration is not sufficient evidence) that:

1. Due to special circumstances, you were unable to complete the requirements of your course, i.e. you were unable to:
 - i. undertake the necessary study required, attend classes, or meet other compulsory course requirements; or
 - ii. complete the required assessment tasks, or
 - iii. sit the required examinations, or
 - iv. complete any other course requirements because of your inability to meet i, ii, iii or iv above.
2. The special circumstances did not make their full impact until on or after the applicable census date/s but prior to the applicable semester/s end date, i.e. your circumstances occurred:
 - 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; and
 - iv. before the end date of the applicable semester/s.
3. The special circumstances were beyond your control, i.e. a situation occurred that a reasonable person would consider was not due to your action or inaction, either directly or indirectly, and for which you were not responsible. This situation must be unusual, uncommon or abnormal.

Note: a lack of knowledge or understanding of:

- the census date/s,
- the University's enrolment procedure; or
- the rules that govern HECS-HELP and FEE-HELP requirements

is not considered beyond your control.

Do I still pay the Student Services & Amenity Fee (SSAF)?

If you withdraw from your unit(s) after the applicable census date the Student Services and Amenities Fee (SSAF) will still be charged. No refund will apply as this fee is based on your enrolled subject load as at the census date. If you have elected to defer payment of the SSAF, via SA-HELP, the debt will still be incurred.

What happens next

The University will confirm receipt of your application. The University notifies the applicant of its decision and the reasons for making the decision normally within 28 working days from the date your application is acknowledged.

Review of decision

The University will advise you of your rights for a review of the decision if you are dissatisfied with the outcome. The time limit for applying for a review of a decision is 28 days from the day you first received notice of the decision.

Privacy statement

Personal information collected on this form or supplied by you to the University of Tasmania will be treated in accordance with the Privacy Act 1998 and any relevant guidelines.

The information collected is used for the purpose of assisting the University to make an informed decision on your application. If you do not complete all the questions on this form it may not be possible for your application to be assessed.

Your remission details will be disclosed to the Department of Education, Administrative Appeals Tribunal (AAT) and the Australian Taxation Office (ATO) if appropriate.

You have a right to access personal information that The University of Tasmania holds about you, subject to any exceptions in relevant legislation.

False or misleading statements and 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 an application for re-crediting or remission. Applicants who knowingly supply false or misleading statements or information may be liable to criminal prosecution.

Further information

Detailed guidelines on the withdrawal and application for remission process may be found in Student Forms:

<https://www.universitytasmania.sharepoint.com/sites/StudentPortal/SitePages/Student-Forms.aspx#finance-and-fees>

For more information about remission click here:

https://www.utas.edu.au/__data/assets/pdf_file/0007/1583260/Remission-of-Student-Debt-Procedure.pdf

Submitting your application

Your application should be emailed to

U.Connect@utas.edu.au

Removal of Debt and Academic Penalty

Section A – Personal Details

Student No. _____ Date of birth (dd/mm/yyyy): _____
 Title: _____ Family name: _____ Given name/s: _____
 Address: _____ Email: _____
 Suburb: _____ State: _____ Post code: _____
 Current email address: _____
 If you need to change your details while your application is being processed, please contact **U.Connect@utas.edu.au** or phone **1300 361 928**

Section B – Enrolment Details

Course code: _____ Course Name: _____

Unit/s to be considered for remission

Year e.g. 2022	Study period e.g. Semester 1	Unit code e.g. BEA140	Unit name e.g. Quantitative Methods

Section C – Details of Special Circumstances

On what basis are you applying for a remission?

Medical reasons Family reasons Employment reasons Course related reasons

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

- Were beyond your control
- Did not make their full impact until on or after the applicable census date/s
- Prevented you from completing the requirements for the relevant unit/s of study listed above.

If you need more space please attach as a separate sheet.

Documentation MUST also be attached to your application or it will not be approved.

Section D – Medical Grounds

This page is required for applications made on medical grounds

If your application has been made based on medical or health grounds this section must be completed in full by an independent registered medical/health practitioner. You may also include additional separate medical certificates and letters from independent qualified practitioners in addition to this impact assessment statement. However, separate medical certificates and letters on their own may be insufficient to support an application for remission.

Medical/health practitioner to complete this section

I, _____ (Name of medical/health practitioner)
examined _____ (Name of student)

I have determined the student suffered from: _____ (Medical condition)

or

The student stated that he/she/they suffered from:

The date on which the student first consulted me relating to this application: _____ (dd/mm/yyyy)

The condition occurred:

Start date: _____ (dd/mm/yyyy) Worsening date (if applicable): _____ (dd/mm/yyyy)

Either of the above dates must be shown to be on or after the census date/s applicable to this application

End date (if applicable): _____ (dd/mm/yyyy)

Is the condition: short term or permanent

Impact of the condition on the students ability to complete the requirements of the relevant units/s of study: (please choose one only)

Moderate to severe impact

The condition was serious in nature. The student could not complete the requirements of the relevant unit/s of study.

Minor impact

The condition did not have a significant impact on the student's ability to study.

No impact or unable to assess

The condition did not have an impact on the students ability to complete study or the full impact of the condition was not able to be determined or there was no supporting evidence of the condition.

I would support and recommend:

Full enrolment withdrawal (no other units undertaken in the semester).

or

Partial enrolment withdrawal (between 1 to 3 other units undertaken in the semester).

or

I do not support withdrawal from units listed on this application.

I, _____ (Name of medical/health practitioner), declare that the I am fully aware of the student's condition(s) and that the above information is true and correct to the best of my knowledge.

If the provider's stamp does not contain all of the following information, please complete as appropriate:

Medical/health provider's name:

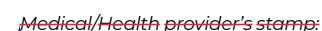
Medical/health provider's registration number:

Address of practice:

Phone No.:

Email:

Signature of medical/health provider:



Section E – Student Declaration

Personal information collected on this form or supplied by you to the University of Tasmania will be treated in accordance with the Privacy Act 1998 and any relevant guidelines. The information collected is used for the purpose of assisting the University to make an informed decision on your application.

I declare that:

- I have read and understand the information and instructions provided on page 1 and 2 of this document.
- I understand that I will be assessed for removal of any financial and academic penalty that applies to the unit/s of study I have listed on this application.
- I understand that it is my responsibility to establish sufficient grounds for remission and to provide the evidence to support these grounds.
- The information I have provided on this application form is true and correct, and I understand that if I knowingly make any false or misleading statements I may be liable for prosecution.
- I acknowledge that the University of Tasmania reserves the right to confirm the information provided and may vary or reverse any decision regarding my application for remission of debt based on incorrect or incomplete information.

Student signature: _____

Date: _____

(dd/mm/yyyy)

Check list (to be completed with a Student Adviser)

I have read and understood the information on page 1 and 2 of this application – Remission of Debt Application Guide

I am submitting this application within the required timeframe

I have attached professional independent supporting documentation

I have completed all relevant sections of the application Sections A to C, and where making this application based on medical grounds I have had my medical/health provider complete section D.

I have signed the 'Student Declaration' of Section E of this application

I understand that an assessment will take place on this application and that this assessment will determine if I am eligible for removal of both the academic and financial penalty applicable to my units.

For further information on the criteria used to assess your application, please see the Remission procedure here:

https://www.utas.edu.au/__data/assets/pdf_file/0007/1583260/Remission-of-Student-Debt-Procedure.pdf

Email your application to **U.Connect@utas.edu.au**