

## Application for Tuition Fee Refund (Compassionate Withdrawal)

Fill in this form to apply for a Tuition Fee Refund for compassionate reasons for subjects in Education.

### Student Details

Student Number		
Family Name		
First Name		
Email address		
Date of Birth		
Mobile Number		
Payment Method	<input type="checkbox"/> Fee Help	<input type="checkbox"/> Upfront Payment

### Unit Details

Current Course	
Year	
Study Period	

Unit Code	Unit Title	Lecturer

### Basis for Application

Reason for Application:

<input type="checkbox"/> Medical	<input type="checkbox"/> Work changes beyond your control
<input type="checkbox"/> Family/Personal	<input type="checkbox"/> Covid related circumstances beyond your control
<input type="checkbox"/> Other	

## Details of Reason

Please provide a brief description of your current circumstances and how they are affecting your ability to complete your unit(s).

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## Supporting Documentation

This can include medical certificates, not-negotiable work-related notifications, letters of support from your pastor, counsellor, etc., which include the dates of the circumstances that affected your ability to study and their support for a Tuition Fee Refund based on compassionate grounds.

If your request is related to the impact of COVID (eg changes to workload, lockdown restrictions, family responsibilities, care for family members, or impact on your physical or mental health) please upload a personal statement outlining these impacts. You can also upload other supporting documentation as outlined above.

**Documentation Provided** (please attach to email)

<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Letter of Support
<input type="checkbox"/> Personal Statement	<input type="checkbox"/> None
<input type="checkbox"/> Other	

Signature	Date