

Request for Refund of Tuition Fees or Request for Remission of FEE-HELP Debt

AGSM MBA



GCCM GDM MBA (Executive) MBA HKGDM HKMBA Other

Information on this form is collected in order for UNSW to make an informed decision on your application. The information collected will be used only for the purposes for which you provided it. This information will not be disclosed without your consent, except where authorised or required by law. The authority to collect this information is contained in the Higher Education Funding Act 1988.

Personal details

Dr/Mr/Mrs/Miss/Ms/other	Family name	Given name(s)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Preferred given name	UNSW ID	Birth date	Gender	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	
Home phone	Mobile	Preferred email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Home address		Postcode		
<input type="text"/>		<input type="text"/>		

PD11/06

Application for Remission of FEE-HELP debt Refund of tuition fees paid for Session Year

Final course work completion date / / Final class attendance date or online activity for web-based courses / /

Reason for request

This section must be completed by applicant – You must provide sufficient details demonstrating how your circumstances meet grounds for remission of FEE-HELP debt or refund of tuition fees.

.....

.....

.....

.....

.....

.....

SS01/06

For your application to be considered, you will need to provide relevant documentation to support your case. **Please ensure a professional authority completes page 2.** The documentation should be from a doctor or independent member of the community which covers

- date your circumstances began
- if your circumstance changed after the census date, the date it changed and to what extent
- how your circumstance affected your ability to study
- when it became apparent that you could not continue your studies

Applicant's declaration

This section must be signed by applicant.

I wish to apply for remission of FEE-HELP debt or refund of course fees paid. I declare that the information I have given on this application is correct. I understand that if I knowingly make any false or misleading statements, I may be liable for prosecution.

Signature

Date

x

/ /

AD05/06

Please send your application to the relevant Program Office:

AGSM MBA Program Office

The University of New South Wales
Sydney NSW 2052
Tel: +61 2 9931 9400
Email: academicaffairs@agsm.edu.au

AGSM Hong Kong MBA Program Office

Suite 2502, 25/F Office Tower,
Convention Plaza, 1 Harbour Rd,
Wanchai, Hong Kong

Tel: +852 2593 9902
Fax: +852 2588 1724
Email: contact@agsm.com.hk

Request for Refund of Tuition Fees or Request for Remission of FEE-HELP Debt



TO THE PROFESSIONAL AUTHORITY PROVIDING INFORMATION AND CERTIFICATION
Your help in providing information regarding the student's condition is appreciated.
This information will assist the University in the assessment of the student's case.

- Information in this section **MUST** be provided by a professional authority (such as a doctor or counsellor) who then stamps and signs the form. If they do not have the facility to stamp this form, a separate official certificate should be attached providing ALL information requested.
- Within the limits of confidentiality, this form and/or any certificate, must describe the nature and seriousness of the student's problem so that an assessment of the possible effects of the illness (or other problem) on performance can be made.
- Information collected and stored is in accordance with the Health Records and Information Privacy Act 2002.

Student Details

Student's Name		<input style="width: 100%;" type="text"/>
Date(s) on which student was seen		<input style="width: 100%;" type="text"/>
Nature of illness/misadventure		<input style="width: 100%; height: 40px;" type="text"/>
Date(s) of period(s) of illness or misadventure	from	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>
	to	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>
Assessment of severity of illness or misadventure		
Please tick scale as appropriate	Comments	
<input type="checkbox"/> Mild		<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Moderate		<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Severe		<input style="width: 100%;" type="text"/>
Your opinion of likely effect on student's capacity to undertake the course		
Please tick scale as appropriate	Comments	
<input type="checkbox"/> Mild		<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Moderate		<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Severe		<input style="width: 100%;" type="text"/>

Professional Authority

Name			<input style="width: 100%;" type="text"/>
Profession		Provider Number	<input style="width: 100%;" type="text"/>
Signature		Date	Contact Number
<input style="width: 100%; height: 30px;" type="text"/>		<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>	<input style="width: 100%;" type="text"/>



Request for Refund of Tuition Fees or Request for Remission of FEE-HELP Debt

You should use this form if:

- you have paid your course fees
- you deferred all or part of your FEE-HELP contribution, or you completed a FEE-HELP Loan Request form
- the census date has now passed but you are unable to continue your study because of special circumstances
- because of those special circumstances, you want all or some of your course fees refunded or your FEE-HELP for the study period to be reduced or removed.

What special circumstances are accepted?

Each application will be examined and determined on its merits. As a general guide special circumstances include those that:

- are beyond your control
i.e., a situation occurs which 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 abnormal. A lack of knowledge or understanding of FEE-HELP or the census dates is not considered to be beyond a person's control.

and

- do not make their full impact on you until after the census date
i.e., your circumstances occur
 - a. before the census date, but worsen that day
 - b. before the census date, but the full effect or magnitude does not become apparent until on or after that day
 - c. on or after the census date.

and

- make it impracticable for you to complete course requirements
i.e.,
 - a. undertake the necessary private study required, or attend sufficient lectures tutorials or meet other compulsory attendance requirements in order to meet your compulsory course requirements
 - b. complete the required assessable work
 - c. sit the required examinations, or complete any other course requirements because of your inability to meet (a), (b) or (c).

Special circumstances may cover

Medical reasons – where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies or your medical condition only became known after the census date.

Example 1: You contract an illness prior to census date. Your illness continues past the census date and deteriorates to the extent that you are unable to continue with your studies.

Example 2: Your medical condition only becomes apparent after the census date and the effects are sufficiently serious that it is impracticable for you to complete the course requirements and continue with your studies.

Family/personal reasons – due to unforeseen personal/family reasons 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 that requires you to provide full time care and 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 you are unable to continue with your studies.

Note: Special circumstances do not include:

- a lack of knowledge or understanding of FEE-HELP or the census dates
- a lack of knowledge or understanding of your institution's enrolment procedures
- an inability to pay your FEE-HELP liability.
- work related circumstances (typically these are not acceptable).

Supporting documentation

Your application for remission or refund will be considered on its merits in conjunction with the supporting documentation you provide. Your supporting documentation should provide enough detail to make an informed decision regarding your case for remission or refund.

What supporting documentation do I need to provide?

It is most important that you provide independent supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. Depending on your reasons for applying for remission or refund you also need to provide appropriate documentation to verify your claims.

Supporting documentation may include

For medical reasons - a statement from a doctor stating:

- the date your medical condition began or changed
- how your condition affected your ability to study
- when it became apparent that you could not continue with your studies.

Note: You should inform your doctor that the statement will be sent to your institution in support of your application for refund of course fees or of FEE-HELP debt remission.

For family/personal reasons – a statement from a doctor, counsellor or independent member of the community (eg, a Justice of the Peace or a Minister of Religion) stating:

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

What happens to my application after it has been lodged?

1. Once your application is received by MBA Program Office you will be sent an acknowledgment email confirming the date your application was received. You will also be allocated a reference number. You should quote this reference number on any correspondence with MBA Program Office relating to your application for remission or refund. If you have not received an acknowledgment of your application within two weeks of posting it you should contact MBA Program Office. You should generally allow 2 weeks for your application to be processed.

Note: You must advise MBA Program Office if you change your address after your application for remission of FEE-HELP debt has been lodged with MBA Program Office.

2. Your application will be considered principally on the basis of your independent supporting documentation. It is your responsibility to ensure all relevant documentation is provided to MBA Program Office.
3. All decisions are advised in writing.