

Fee Remission in Special Circumstances allows for remission of debt or refund of fees for a subject you were unable to successfully complete due to Special Circumstances as defined by the Higher Education Support Act 2013 (HESA)

HESA defines Special Circumstances as:

- (a) circumstances that are beyond your control and not a result of your action or inaction;
- (b) circumstances that make their full impact on, or after, the subject census date; and
- (c) circumstances that make it impracticable for you to complete the requirements of the subject

**To be completed by the student:**

**NAME** \_\_\_\_\_

**STUDENT ID** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please list the subjects for which you are applying for Fee Remission in Special Circumstances:

Subject Code	Subject Name	Year Enrolled	Study Period Enrolled	Subject Census Date

Did you successfully complete any subjects in the same period? **YES / NO**

*I authorise the University of Melbourne to contact the medical practitioner certifying this statement regarding my application for Fee Remission in Special Circumstances. I also authorise the medical practitioner, if contacted, to release to the University of Melbourne any information relating to this statement.*

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



**PROFESSIONAL'S NAME:** \_\_\_\_\_

**PROFESSIONAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**PROVIDER STAMP**

**PROVIDER NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_