

Student ID:

AND • Impacted you on or after the census date;

AND • Made it impracticable for you to complete the requirements of your unit(s)

Please attach a separate page if you require more space.

5. Have you attached relevant supporting documentation?

Yes

No. You cannot apply for a Refund or Remission of Fees without providing supporting documentation relevant to your special circumstances and the study period.

Supporting documentation information:

- *Medical or Family/Personal* – letter from your doctor, health practitioner or [Curtin's Counselling, Disability and Wellbeing Services](#)
- *Employment* – letter from your employer
- Your supporting documentation must indicate the following:
 - The date your circumstances occurred / worsened after the census date; **and**
 - How your circumstances affected your ability to study and prevented you from completing the requirements of your unit(s)
- If your documentation is not in English, you must provide a copy that has been translated in English by an official and accredited translator (<https://www.naati.com.au>)

Application for Refund or Remission of Fees due to Special Circumstances



Student ID:

Course & Unit(s) Information

Course Code: _____ Course Name: _____

Year: _____ Study Period: _____

**If applying for more than one study period, please complete a separate application for each study period.*

Unit Code (e.g. ECON1000)	Unit Title (e.g. Introductory Economics)

Did you study your unit(s) over 12 months ago?

No

Yes. Please provide a statement and supporting documentation giving reasons why your application is outside of the 12 month time frame *(a lack of knowledge or understanding of the requirements for applying for a Refund & Remission of Fees is not a valid reason).*

Please attach a separate page if you require more space.

Refund or Remission of Fees Details

I deferred my fees to a HECS/FEE-HELP debt.

A remission will be processed for tuition fees that have been deferred to your HECS/FEE-HELP debt.

I paid my fees upfront *(please indicate your preference below).*

Credit Retained – I wish to have the credit remain in my student account for payment towards future tuition fees.

Refund – I wish to obtain a refund of my tuition fees.

(Please do not provide bank or credit card details. We will contact you should we require this information)

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Student ID:

Declaration

- I confirm that I have attached all supporting documentation relevant to this application.
- I understand that if my supporting documentation is insufficient, I may be asked to provide further information and/or documentation.
- I authorise the professional on the supporting documentation provided to release my information to Curtin University if any necessary information pertaining to this application is required.
- I understand that all refunds must be made to me, the student, or (if applicable) to the original fee payer. Payments to a third party will not be processed.
- I understand that payments will be refunded in the same method in which it was received (i.e. credit card, Flywire, PayPal).
- I understand and accept I am liable for certain financial costs and charges which may apply to me, including but not limited to bank transaction fees.
- I understand that should any academic misconduct be identified, my unit(s) will not be withdrawn.
- I understand that if my application is approved, I am still liable for the Student Services and Amenities Fee (SSAF). *Not applicable to International Students.*
- I am over the age of 18 years old (if you are under 18 years old, this document must be co-signed by your Parent/Legal Guardian/Carer).
- I have read, understood and agree to the terms of the 'Application for Refund or Remission of Fees due to Special Circumstances' and confirm the information provided in this application is true and correct.

Student Signature: _____ Date: _____

Parent/Legal Guardian/Carer: _____ Date: _____

Lodgement

Send your completed application to:

studentrefunds@curtin.edu.au

OR

Student Finance & Statutory Reporting, Student Services
Curtin University
GPO Box U1987
Perth WA 6845