

Please read these instructions carefully before completing the application form.

1. Who should use this form?

You should use this form if the census date has passed but you are unable to continue studying because of special circumstances.

2. What are special circumstances?

Some examples of special circumstances may include:

Medical reasons

Example 1: You have a medical condition that existed prior to the census date, continued past that date, and deteriorated to the extent that you were unable to continue your studies.

Example 2: Your medical condition only became known after the census date and prevented you from continuing with your studies.

NB: You will need to provide a medical certificate to substantiate your claims.

Family / personal reasons

Due to unforeseen family / personal reasons that occur, or worsen, after the census date and 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 and, after the census date, you are required to provide full time care. As a result you are unable to continue with your studies.

Example 2: A member of your family, or a close friend, dies and you are affected to the extent that, after the census date, you realise that you are unable to continue with your studies.

Example 3: You or your family's financial circumstances change unexpectedly after the census date to the extent that you are unable to continue with your studies.

NB: You will need to supply documentation from, for example, a family doctor or counsellor, to substantiate your claims.

Employment related reasons

After the census date your employment status or arrangements change unexpectedly due to circumstances beyond your control, and you are unable to complete your studies.

Example 1: You are employed out of necessity and studying. After the census date your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result you are unable to continue with your studies or complete your course requirements.

Example 2: You are employed out of necessity and studying. After the census date your employer directs you to be transferred to a different state. Your courses are not offered externally and, as a result, you are unable to continue with your studies or complete your course requirements.

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

NB: You will need to supply a letter from your employer to substantiate your claims.

3. What supporting documentation will I need to provide?

A statement outlining your circumstances is not sufficient evidence to have your application approved.

You will need to provide *independent supporting documentation* to substantiate your claims. For example, if your reason for application is a medical one, you will need to supply a doctor's certificate that substantiates your claims.

Any supporting documentation is to be on official letterhead (if relevant), signed and dated by the person authorised to provide the documentation.

4. What do I need to demonstrate in order to have my application approved?

To have your application approved you must demonstrate, with *independent supporting documentation*, that special circumstances apply (see question 3). These circumstances must:

- a. have been beyond your control
 - ie a situation occurred that a reasonable person would consider was not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of your responsibility regarding enrolment and census dates is not considered to be beyond your control.

AND

- b. not have made their full impact until after the census date:
 - ie 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 after that day, or
 - iii. on or after the census date

AND

c. have meant that you were unable to complete your course requirements:

ie You were unable to:

- i. undertake the necessary private study required, attend sufficient lectures or tutorials, or meet other compulsory attendance requirements in order to meet your compulsory course requirements, or
- ii. complete the required assessable work, or
- iii. sit the required examination/s, or
- iv. complete any other course requirements because of your inability to meet (i), (ii) or (iii).

5. Time limits for applications

Your application must reach Student and Academic Services within 12 months from the date you withdrew from your course(s). If you have not withdrawn from your course(s), your application must reach Student and Academic Services within 12 months from the last day of the study period in which you were enrolled in the course(s).

Note: A lack of knowledge or understanding of the requirements for applying for amendment to your enrolment and fees is not a valid reason for applying outside of these timeframes.

Applications received after these dates can not be considered, except in circumstances where the lodgement of the application within the required timeframe was genuinely impossible or impracticable. Documentation must be provided to substantiate these claims. This only relates to courses taken from 2005 onwards. Applications relating to pre-2005 enrolments can not be accepted.

6. What happens once I have submitted my application?

Applications to amend enrolment after the census date are only approved in cases where special circumstances apply. 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 the University.

The University will assess your application in order to determine whether or not special circumstances apply in your case. Within 20 working days of receiving your request, the University will inform you in writing of the decision that has been made regarding your application.

If the University is satisfied that special circumstances do apply, your application will be approved. We will update your enrolment and corresponding fees (including tuition fees and student contribution amounts) accordingly. We will provide the necessary information to the Department of Education, Employment and Workplace Relations (DEEWR) to ensure that any HELP debts you have incurred in relation to these fees are remitted. If you are a Commonwealth supported student, we will also ensure that the relevant amounts of student learning entitlement are re-credited.

If you have paid your fees or contributions up front, these will remain in excess in your student account and be automatically applied to fees for your future enrolments. If you would prefer to have a refund sent to you, you will need to indicate this in your application.

If the University is not satisfied that special circumstances apply, you will be notified in writing that your application has been declined, and you will be provided with the reason/s for this decision.

7. What can I do if I don't agree with the University's decision?

If you are not satisfied with the decision made on your application you may apply to the University for a review of the decision. Your application must be made within 28 working days of the date you received notice of the decision and should detail your reasons for dispute. This should be forwarded to the University's review officer:

Director: Student & Academic Services
University of South Australia
GPO Box 2471
ADELAIDE SA 5001

After the matter is reviewed if you remain dissatisfied with the decision, you may apply to the Administrative Appeals Tribunal for a review. Information about how to make such an application can be found at: www.aat.gov.au

8. Privacy

Personal information collected on this form or supplied by you to the University is treated in accordance with the *Privacy Act 1988* and the University's policy on Confidentiality of Students' Personal Information. The information collected is used for the purpose of assisting the University to make an informed decision on your application. If your application is successful, the University will provide the necessary information to Department of Education, Employment and Workplace Relations (DEEWR) to enable any relevant debts to be remitted, and Student Learning Entitlement (SLE) to be recredited. Information may also be passed on to the Australian Taxation Office for these purposes. If you are an international student on a student visa, the University is under a legal obligation to notify the Department of Immigration and Citizenship (DIAC) on changes to your enrolment status.



Application for Amendment to Enrolment and Fees in Special Circumstances

Please read these instructions carefully before completing the application form.

This form is to be used where the census date has passed and you have been unable to continue your study due to special circumstances. In order for the application to be approved, you must be able to demonstrate, with independent supporting documentation, that special circumstances apply. These circumstances must:

1. have been beyond your control, and
2. not have made their full impact until after the census date, and
3. have meant that you were unable to complete your course requirements.

Applications must reach Student and Academic Services within 12 months from the date you withdrew from your course(s).

For lodgement details see page 5.

Part A: Personal details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):							
Family name:								
Date of birth:	Contact No:							

Program details

Program code:	Program title:							
Are you receiving a scholarship:	<input type="checkbox"/> Yes, full name and contact details below:						<input type="checkbox"/> No	

Address details

Address line 1:								
Address line 2:								
Address line 3:								
City / Suburb:					State / Province:			
Country:					Postcode / Zip:			
Email:								

Part B: Courses to be amended

Year	Study Period	Subject Area	Catalogue No.	Course name

Special circumstances

You are required to provide independent supporting documentation together with an explanation as to how your circumstances:

- changed after the census date
- prevented you from completing your studies, and
- were beyond your control.

If more space is required, please attach a separate sheet of paper.

Part C: Request for Refund

Refund my tuition payment enrolments
(continue below)

OR

Please credit my student account for future enrolments. (Go to Part D)

If you wish to have your fees refunded please provide details for Electronic Funds Transfer

Electronic Funds Transfer (Australian Banks Only)

Bank Name:

Branch:

BSB Number:

Account Number:

Name on Account:

Part D: Student Declaration

Please complete this checklist to ensure your application is complete

I have carefully read the instructions

I am lodging the form within the required time frame

I have completed all relevant parts of the application form.

I have attached independent supporting documentation (eg. medical certificate, letter from employer etc).
It is my responsibility to ensure that all relevant documentation is included with my application.

I wish to apply for amendment to my enrolment and fees as outlined. I declare that the information I have provided on this application is true and correct, and that I have provided all necessary supporting documentation. I have read and understand the Privacy statement above and acknowledge that the University acts in accordance with the Privacy Act 1998 and the University's policy on Confidentiality of Student's Personal Information.

Student Signature:

Date:

LODGING YOUR APPLICATION

You are not required to submit page 1-2.

In person**City East**Campus Central
Level 3
Playford Building**Mawson Lakes**Campus Central
Ground Floor
A Building**City West**Campus Central
Ground Floor
Yungondi Building**Mount Gambier**Regional Centre Office
Wireless Road
Mount Gambier SA 5290**Magill**Campus Central
Level 1
B Block**Whyalla**Campus Central
Ground Floor- Main Bld
111 Nicolson Avenue
Whyalla Norrie SA 5608**By post**University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000**By fax**

City East	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8647 6082

OFFICE USE ONLY**Campus Central**

Track form via SharePoint and forward to Student Finance

Date received:

Date sent to Student Finance:

Received by:

Processed by:

OFFICE USE ONLY**Student Finance and Enrolment** Application Approved

Staff Member's name:

 Application Denied

Staff Member's signature:

Date:

 Enrolment changes entered Emailed Scholarships, if relevant Tuition recalculated Updated/Cancelled CAN Updated spreadsheet for ISR Team Added comment on Medici Email to Team Leader Campus Central Student notified Email Program Director Copy of letter attached Email approvals to BA Student Admin where
Academic standing is not satisfactory Email approvals to Quality & Compliance at UniSA
International if relevant Process refund if relevant

Comments: