

Higher Education

Application for Remission

This form is to be used to apply for a remission of Commonwealth Supported Student Fees (up-front payments) and Commonwealth Supported Student (HELP).

Student Number

Title Mr Mrs Ms Miss Dr

Surname

Given Names

Preferred Name

Gender Male Female

Date of Birth (dd/mm/yyyy)

Former Surname

Postal Address - All students must complete

Number & Street or PO Box

Suburb/Town

State Post Code

Country

Home Phone (including area code)

Work Phone (including area code)

Mobile Phone

Course Code Course Title

Application Time Limits

Your completed application must be received by Batchelor Institute within 12 months of your withdrawal day.
If you have not withdrawn, your application must be received within 12 months of the last day of the teaching period in which you undertook the unit(s).

To Apply

You must be able to demonstrate, **with your supporting documentation**, that:

1. Due to special circumstances, you were unable to complete your unit/s requirements,
2. The special circumstances did not have an impact until after census date, and
3. The special circumstances were beyond your control.

Special Circumstances

Special circumstances may apply if you have:

1. Medical Reasons - you will need to supply a medical certificate.
2. Family/Personal Reasons - you will need to supply documentation from a person such as a Doctor or Counsellor.
3. Employment Reasons - you will need to supply documentation from your employer.
4. Course Related Reasons - this applies if the Institute has cancelled your unit or changed the requirements for your course or unit(s).

Documentation you submit is to be on official letterhead, signed and dated.

What Next?

Within 7 days of the receipt of your application, you will receive confirmation, in writing, that your application has been received and advised if further information/documentation is required.

Within 28 days of receipt of your completed application, you will be advised, in writing, of the outcome of your application.

If you are not satisfied with the outcome, you may apply for a review of the decision, in writing, to the Director of Student Services. This request for review is to be submitted within 28 days of the original notification of the outcome of your application.

If you are still not satisfied with the outcome of the review, you may apply to the Administrative Appeals Tribunal (AAT) for another review. For information on the AAT and its procedures, please visit: www.aat.gov.au

I am applying for remission of debt for the following units:

Unit Code	Semester	Year	Unit Name	Withdrawal Date

Statement of Special Circumstances

You must provide a statement, in the area below, of the special circumstances that apply to your application for remission.

I have attached independent supporting documentation to support my application. Yes No, documents to follow

STUDENT DECLARATION AND SIGNATURE

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I acknowledge that it is a criminal offence to knowingly make a false or misleading statement or to otherwise knowingly supply false or misleading information in connection with an application for remission of a Commonwealth Supported Student debt.
3. I acknowledge that if I knowingly supply false or misleading statement or information, I may be liable to criminal prosecution.
4. I understand the information I have provided in this application is protected in accordance with the provisions of the Freedom of Information Act.

Student Signature

Date

SEND YOUR COMPLETED FORM TO:

Post to:

Reply Paid: 62113
Student Services
Batchelor Institute of Indigenous Tertiary Education
c/- Post Office
BATCHELOR NT 0845

Hand Deliver to:

Student Services
Batchelor Institute of Indigenous Tertiary Education
Batchelor Campus
BATCHELOR NT 0845

STUDENT SERVICES USE ONLY

Date received by SS

Date processed by SS

Trim number

Processed by:
(print name)

Processed by: (signature)

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