



Application for Amendment to Enrolment and Fees in Special Circumstances

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 your courses 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 personal/family reasons that occur, or worsen, after the census date and 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 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?

The 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 said 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:

1. Have been beyond your control
 - i.e. 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

2. Not have made their full impact until after the census date:
 - i.e. 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

3. Have meant that you were unable to complete your course requirements:
 - i.e. 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 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 of 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 application relates to courses undertaken from 2005 onwards and the lodgement of the application within the required timeframe was genuinely impossible or impracticable.

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 also update your enrolment and corresponding fees (including tuition fees and student contribution amounts) accordingly. We will provide the necessary information to the Department of Science and Training 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 and 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. How do I apply for amendment to my enrolment and fees?

Checklist

- Carefully read these instructions including the information on the independent supporting documentation that is required in order to have your application approved (see question 3 above).
- Are you lodging the form within the required time frame?
- Complete the application form.
- Sign and date the form.
- Attach your independent supporting documentation (eg. Medical certificate, letter from your employer etc). It is your responsibility to ensure that all relevant documentation is included with your application.
- Lodge your completed application and supporting documentation. See Lodgement details page 6.

9. 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 (DEWR) 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 by students where the census date has passed and the student is unable to continue their 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 6.

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: | | | | | | | | | |
| Postal address: | | | | | | | | | |
| Email address: | | | | | | Contact No: | | | |
| Are you receiving a scholarship? | | <input type="checkbox"/> Yes (Please detail full name of scholarship and contact) | | | | | | <input type="checkbox"/> No | |

Program details:

| | |
|---------------|--|
| Program name: | |
| Program code: | |

Courses to be amended:

| Study period | Year | Course code | Course name |
|--------------|------|-------------|-------------|
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LODGING YOUR APPLICATION

With Campus Central

In person

City East

Campus Central
Level 3
Playford Building

City West

Campus Central
Ground Floor
Yungondi Building

Magill

Campus Central
Level 1
B Block

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

Mawson Lakes

Campus Central
Ground Floor
A Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Whyalla

Campus Central
Ground Floor
Main Building

OFFICE USE ONLY

Student Finance and Enrolment

Application approved

Staff member's name:

Application declined

Staff member's signature:

Date:

- Enrolment changes entered
- Tuition Recalculated
- Updated spreadsheet for ISR Team
- Emailed approvals to Team Leader Campus Central
- Emailed approvals to BA Student Admin where Academic standing is not satisfactory

- Emailed approvals Compliance & Quality at UniSA International if relevant
- Emailed Scholarships, if needed
- Updated/Cancelled CAN
- Added comment on Medici
- Copy of letter attached