

WAIVER/EXTENSION OF TUITION FEES ON COMPASSIONATE OR HUMANITARIAN GROUNDS



In genuine cases of extraordinary hardship and/or trauma, which are a result of a natural disaster, invasion or other unforeseeable circumstances that causes widespread destruction or distress, the University will consider on compassionate grounds, applications to waive a student's tuition fees for a limited period of time or provide additional time (Fee Extension) in which to pay the fees. This form is to be completed and submitted if you are unable to pay your tuition fees by the due date indicated on your Statement of Account due to these extraordinary circumstances. Please ensure that you contact Student Welfare as soon as possible (details on this form), to arrange an appointment for assessment of either a waiver or extension of fees.

The waiver/extension of tuition fees will only be granted where exceptional circumstances can be clearly demonstrated. Documentation that supports your claim should be attached to this form. However it is understood that where there are difficult situations involving personal tragedy, documentation cannot always be readily sourced. Therefore supporting documentation may be lodged after submission of this form.

INSTRUCTIONS FOR STUDENTS

1. Complete personal details and tick what you are applying for, i.e. Waiver of fees or an extension of due date for fees.
2. Provide an explanation of your circumstances. You may attach a separate sheet if there is insufficient room on the application form.
3. Please attach a copy of your invoice and any other relevant supporting documentation.
4. Make an appointment with Student Welfare for assessment of your application. The contact details are below.

PLEASE READ THIS FORM CAREFULLY BEFORE PROCEEDING. THIS APPLICATION IS ONLY FOR INTERNATIONAL ONSHORE OR FULL FEE LOCAL STUDENTS

Please write in BLOCK LETTERS using a black or blue pen.

FAMILY NAME: _____ STUDENT ID: _____
 GIVEN NAME: _____ DATE OF BIRTH: ____/____/19
 COURSE TITLE: _____ COURSE CODE: _____ STUDY YEAR: _____

ARE YOU AN INTERNATIONAL ONSHORE STUDENT? YES NO HOME COUNTRY: _____

PLEASE INDICATE WHAT YOU ARE REQUESTING: FEE WAIVER EXTENSION OF DUE DATE

AMOUNT OF OUTSTANDING FEES (if known): \$ _____

Please **provide an explanation** that best describes the circumstances for which you are requesting a waiver or extension of fees (if insufficient space, attach a separate sheet):

I declare that the information I have indicated above best describes my circumstances. I have provided supporting documentation with my application and I have read the Privacy Notice on the back of this form.

STUDENT SIGNATURE: _____ DATE: ____/____/20

OFFICE USE ONLY	FEE EXTENSION APPROVED? <input type="checkbox"/> NO <input type="checkbox"/> YES – Until: ____/____/20	DATE APPROVED:
	FEE EXTENSION ASSESSED BY:	SIGNATURE:
	FEE WAIVER SENT TO SCD FEES COORDINATOR? <input type="checkbox"/> NO <input type="checkbox"/> YES – DATE SENT: ____/____/20	SIGNATURE OF FEES COORDINATOR:
	SCD PROCESSING	
PROCESSED BY:	DATE:	

CONTACT	STUDENT SERVICE CENTRES	STUDENT ENGAGEMENT AND STUDENT WELFARE CONTACT NUMBERS
Enquiries ASKVU www.vu.edu.au/askvu	City Flinders	9919 4418 – Footscray Park Campus
Phone +613 9919 6100	City King	9919 2399 – St Albans Campus
Web www.vu.edu.au/current-students	Footscray Nicholson	9919 8801 – Nicholson Campus
	Footscray Park	
	Melton	
	Newport	
	St Albans	
	Sunshine	
	Werribee	

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).