



STUDENT NUMBER

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1 Instructions - Please ensure you complete sections 2,3,5, 6 and 7 (initial and sign the Student Declaration)

If you withdraw from units or discontinue your course after the census/financial penalty date you remain liable for the cost of those units. However, if you can demonstrate special circumstances, you may be eligible for:

- A system credit of your tuition fees that you have paid upfront;
- A refund of your tuition fees that you have paid upfront.

Application forms must be lodged within 12 months of the unit discontinuation date. If you failed the unit but did not formally discontinue you must lodge your application within 12 months of the last day of the semester in which you were enrolled in the unit. Supporting documentation must be included for all applications and be lodged according to the instructions on the form.

Note: Privacy law precludes the University from obtaining information on your behalf so you are responsible for providing evidence to support your claim. The University is bound by law to protect your privacy therefore, any information you provide in relation to this application will only be used for the purpose intended.

Please complete this application form and submit it, along with your supporting documents, to the Student Experience Team via the [Service Desk](#) (Fees & Finance).

2 Personal Details

Surname:

Given Names:

Contact Telephone:

Correspondence: All correspondence will be sent to your **UWA student email account**.

Are you a recipient of a scholarship? ☐ Yes ☐ No If "YES", please provide details:

Are you applying for a system credit or a refund? *(Please check one option)* ☐ System credit of tuition fees ☐ Refund of tuition fees
**to be used towards future enrolment*

Have you previously applied for a system credit? ☐ Yes ☐ No If "YES", please provide details:

3 Course and Unit Details (Please specify the course name, course code, and the units that this application applies to)

Course Title:

Course Code:

Unit Code	Unit Title	Teaching Period (e.g. Semester 1)	Year

4 Special Circumstances

What are 'special circumstances'?

To be eligible for any of the above, your special circumstances would need to meet all of the following three conditions:

1. The circumstances were beyond your control

Circumstances are beyond your control if a situation occurs which a reasonable person would consider is 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, or be based on compassionate or compelling grounds.

2. The circumstances made their full impact on you, on or after the census date

3. The circumstances have made it impracticable for you to complete the requirements for a unit of study.

Circumstances that make it impracticable for you to complete the requirements for your unit(s) of study include:

- Medical circumstances – for example, where your medical condition has changed to such an extent that you are unable to continue studying;
- Family/person circumstances – for example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect you to continue your studies;
- Employment related circumstances – for example, where your employment status or arrangements have changed so that you are unable to continue your studies, and this change is beyond your control.

5 Personal Statement

Please summarise the special circumstances that have impacted on your ability to withdraw from the above unit(s). It is **not** sufficient to refer to submitted Exceptional Variation of Assessment (EVA) applications.

6 Supporting Documents

Please attach documentation supporting your claims.

Have you attached original or certified copies of documentation supporting your claim? ☐ Yes ☐ No

Note: It is important that you provide independent documentation- original or certified to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances or refer to previously submitted Exceptional Variation of Assessment (EVA) applications.

7 Student Declaration

Please initial each paragraph and sign that you agree to the following terms.

I wish to apply for a refund of tuition fees paid (to be applied as system credit **or** a refund, as selected in Section 2). I declare that the information I have provided on this application is correct and I understand that if I knowingly make false or misleading statements I may be liable for prosecution. I authorise the University to obtain any necessary information pertaining to my application from within the University.

Student to initial _____

I have attached independent supporting documentation substantiating my claims for special circumstances. **I understand this document is not a replacement for an application for Exceptional Variation of Assessment (EVA)** and that statements from family members, friends or other students are not considered independent.

Note: Supporting documentation must be **original or certified copies**.

Student to initial _____

Signature of student: _____ Date: __/__/____