

WAIVER/EXTENSION OF TUITION FEES ON COMPASSIONATE OR HUMANITARIAN GROUNDS



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

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