

REMISSION OF DEBT

Remission of Debt

If you have failed a unit because your ability to maintain your studies was affected by events or circumstances that you could not predict before the census date, in limited circumstances you are able to make a request for:

- **refund of upfront fees**
- notify government to **reverse a HELP loan debt or recredit your student learning entitlement** (Commonwealth supported places only)

Am I eligible?

You can only apply if:

- Your circumstances changed after the census date
- You were not able to discontinue your study prior to census date
- You did not pass the unit

And only in special circumstances which:

- Make their full impact after the census date
- Are unusual, uncommon or abnormal
- Are beyond your control, and
- Make it impractical for you to pass the unit

Examples of situations that will be considered are:

- Medical reasons - illness occurring or worsening after the census date
- Family reasons - death, illness, an unexpected or severe change in financial situation
- Employment-related reasons - compulsory transfer or change of hours
- Course-related reasons - restructure of course

How do I apply?

You can obtain an application student services centre or by going to: <http://www.monash.edu.au/fees/discounts-refunds/refunds/loan-debt.html>

Applications must be submitted within 12 months of the discontinuation date or within 12 months of the last day of that unit's semester. You must provide be able to provide supporting documentation.

If you believe you may be eligible for either a Withdrawn (Incomplete) Grade, Or Remission of Debt then you should contact Student Rights and Support to discuss your case.

WITHDRAWN INCOMPLETE GRADE

Withdrawn Incomplete

Under some circumstances you MAY be eligible to apply to convert your grade into a 'WI' Withdrawn Incomplete grade. The 'WI' Grade will not be a fail grade, and will not be part of your GPA calculation. To apply for a WI you must contact your faculty within **3** months of the release of finalised results.

The acceptable grounds for a WI are:

- A serious medical condition necessitating hospitalisation
- Death of an immediate family member
- Death of the student
- Obligations to emergency or military service
- Extreme circumstances of comparable gravity and severity.

Applications must provide evidence that the circumstances resulting in the failure to complete unit assessment were beyond the student's control, and either:

- Arose during the withdrawn fail period or later of the relevant semester
- Did not have their full impact until the commencement of the withdrawn fail period or later of the relevant semester, and this impact was not foreseeable earlier
- Prevented the student from withdrawing from the unit prior to the commencement of the withdrawn fail period of the relevant semester.

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