

REFUNDS + REMISSION OF DEBT

ARE YOU ELIGIBLE
FOR A REFUND OR
REVERSAL OF DEBT
FOR A FAILED UNIT?



MONSU
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REFUNDS + REMISSION OF DEBT

REMISSION OF DEBT

If you discontinue a unit after the census date, do not submit your final assessment or do not sit your end of semester exam, you can apply for remission of debt.

ARE YOU ELIGIBLE?

You can only apply if you meet all four conditions:

- Special circumstances exist
- You did not complete the requirements to pass the unit
- The unit forms part of your course of study
- Your application is made within the deadlines

SPECIAL CIRCUMSTANCES

To be eligible, you will need to show that your circumstances:

- were beyond your control;
- did not make their full impact until the census date or after; and
- made it impracticable for you to complete the unit requirements during the teaching period

EXAMPLES

Special circumstances may include:

- medical circumstances—illness occurring or worsening after the census date
- family/personal circumstances—death, illness, an unexpected or severe change in financial situation
- employment-related circumstances—unemployment or change of hours so that you are unable to continue study
- course-related circumstances—Monash has changed the unit and you cannot complete the unit

SUPPORTING DOCUMENTS

You need to attach documents to support your application. This can be from a doctor, counsellor, employer.

Supporting documents should clearly explain:

- the circumstances
- how they were beyond your control
- when they occurred
- why you were prevented from completing unit requirements

HOW DO I APPLY?

You can find the application form [here](#).

Applications must be submitted within 12 months of the unit's discontinuation date or within 12 months of the last day of the unit's teaching period. You must provide appropriate supporting documentation.

You should be advised of the outcome in writing within 20 University working days. If your application is not approved, you are able to request a review.

REFUND OF FEES

You may be able to get a refund if you:

- overpay your course fees
- have a credit for an approved discount on course fees
- change your enrolment (eg: drop units, discontinue, finish your thesis) **before [the census date](#)**
- are an international research student withdrawing from your research program **within four weeks of starting.**

You can apply online [here](#).