

Examples of special circumstances when applying for fee remission or refund

Medical reasons:

- where your medical condition existed prior to census date, continued past that date and deteriorated to the extent that you are unable to continue your studies, or
- the medical condition only became known after the census date and was severe enough that you were unable to complete the module(s)

Medical reasons must be supported by certificate copies of medical certificate(s) and or medical statement(s).

Family/personal reasons:

Where circumstances relating to your family or other personal reasons that are beyond your control and you are unable to continue with your studies. These include:-

- A member of your family suffers from a severe medical condition and, after the census date, you were required to provide full-time care and as a result you were unable to complete the module(s).
- A member of your immediate family, partner or close friend has died after the census date and you were affected to the extent you were unable to continue with your studies.
- You or your family's personal financial circumstances change unexpectedly to the extent you are unable to continue with your studies. This unexpected change must have been sufficiently large that it would be unreasonable to expect you to complete the module(s).

Employment related reasons:

Where your employment status or arrangements change unexpectedly after the census date, due to circumstances beyond your control and you are unable to complete your studies. These include:-

- After the census date, your employer unexpectedly increased your hours of employment in circumstances that were beyond your control, of which you could not object. As a result you were unable to continue with your studies.
- After the census date, your employer transfers you to a different state/country, of which there is no ability to transfer your studies to a different SAE Institute campus and as a result you are unable to continue with your studies.



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Special circumstances do not include:

It is important students understand what does not constitute special circumstances. These reasons include:

- Lack of knowledge or understanding of the census date or cancellation procedures;
- Lack of knowledge or understanding of the FEE-HELP loan scheme;
- Forgetting that you are enrolled in a course(s);
- Forgetting to drop a module(s);
- An inability to pay a FEE-HELP debt (you can apply to the Australian Tax Office directly for a deferral of compulsory repayments);
- Forgetting to apply for a tax file number prior to the deadline to access FEE HELP;
- You changed your mind about study;
- Choosing to increase work hours/ undertake additional employment.

Applications submitted on these basis will not be considered beyond the student's control.



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