

APPEAL FORM - Remission/refund form appeal - due to special circumstances

- Use this form to **ONLY** if you have received your outcome your *Refund or remission due to special circumstances* application first, and would like to appeal it.
- **Deadline to submit this form** is within 28 days of receiving the notification of the outcome of your *Refund or remission due to special circumstances* application.
- Information on the Refund of remission due to special circumstances process can be found here: <https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/refunds-and-remissions>

APPLICATION DETAILS

STUDENT NAME	
STUDENT ID	
SUBJECT CODE AND NAME (LIST ALL SUBJECTS IF MORE THAN ONE)	
SESSION / YEAR	
DATE OUTCOME OF ORIGINAL APPLICATION RECEIVED <i>*must be entered</i>	

APPEAL CHECKLIST

I have submitted and received and outcome for Refund of remission due to special circumstances application first. ****Note you cannot use this form unless you have done this first.***

I have attached additional documentation that demonstrates (tick all that apply)

that my circumstances changed after the census date;

how my circumstances prevented me from continuing your studies;

when I became aware I could no longer continue with my studies; and

my circumstances were beyond my control

I have explained the reasons for my appeal on page 2 of this form.

Appeals submitted after the 28 day deadline to appeal or without additional documentation cannot be considered.



PERSONAL STATEMENT *Please explain why you are appealing the original decision of your application.*