



REQUEST FOR UNIT TUITION FEE RE-CREDITING & GRADE PENALTY REVERSAL FORM

THIS FORM IS TO BE USED FOR WITHDRAWAL/S FROM AN ENROLLED UNIT/S OF STUDY AFTER THE SEMESTER CENSUS DATE WHEN SPECIAL CIRCUMSTANCES APPLY (SEE PAGE 3).

THIS FORM MUST BE SUBMITTED BEFORE THE EXAM WEEK OF THE SEMESTER FOR WHICH THE REVERSAL IS SOUGHT

Student Details table with fields: Last Name, First Name, Student ID, Email, Mobile, Phone, Course, Course intake (Start Mth/Yr)

Period for which reversal is sought table with fields: checkboxes for Summer, Autumn, Winter, Summer School; Semester Start Date; Semester Census Date

Indicate the units that you are applying for reversal of UPFRONT tuition fee and/or remission of FEE-HELP tuition fee debt. If a tuition fee reversal/remission is approved the corresponding unit's "FI" grade penalty will also be reversed.

Table with 2 columns: Unit Code, Unit Title

Special Circumstances

Please note: Special circumstances reasons DO NOT include: a lack of knowledge or understanding of tuition fee requirements; a lack of knowledge or understanding of enrolment procedures; an inability to pay your FEE-HELP debt. You must attach supporting documentation for your special circumstances and explain, below and over the page, specifically how your circumstances: Changed on or after the census date; Prevented you from completing your studies; Were beyond your control. Attach a separate sheet if there is insufficient space over the page

Explanation of Special Circumstances

Large empty text area for explaining special circumstances



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Table with 12 empty rows for student details.

**DECLARATION:** (please tick ✓ boxes)

I wish to apply for a reversal of the Upfront tuition fee and/or remission of the Fee-Help tuition fee debt, and a reversal of the corresponding "FI" grade penalty for the unit/s stated on this application form. I declare that the information I have given on this application, and attached to this application, is correct and understand if I knowingly make false or misleading statements, I may be liable for prosecution. I authorise the College to obtain any necessary information pertaining to my application from DEST and to provide any necessary information to DEST and the ATO.

I have attached supporting documentation substantiating my claim for refund of tuition fees I agree that this supporting documentation may be shown to authorised College personnel.

Student's Signature: [Signature Box] Date: [Date Box]

This form may be lodged in person at Reception or posted to:  
**The Registry, Australian College of Physical Education,  
Locked Bag 2000, Concord West NSW 2138.**

**Your request will be dealt with in a timely fashion and you will receive notification in the post at the above address. A copy of the College response will be placed in your file.**

Office Use only:  Approved  Not Approved  
Signature of College Officer: [Signature Box] Date: [Date Box]

**PRIVACY STATEMENT:** The information you provide on this form is bound by the ACPE "Privacy of Personal Information Relating to Students" Policy. This information is collected and held by the ACPE for administrative purposes and activities associated with your enrolment. The ACPE will not disclose your personal information without your consent and without due cause, except as required by law, Government regulations or for the normal operational activities of the College.

## REQUEST FOR UNIT TUITION FEE RE-CREDITING & GRADE PENALTY REVERSAL FORM

### Special Circumstances

Special circumstances will apply if and only ACPE is satisfied through the documented evidence presented with this application:

- 1) that one or more of the special circumstances tabled below applies to the student and his or her enrolment in the unit/s of study for which the fee and grade reversal is being sought; **and**
- 2) that the documented evidence presented verifies that the special circumstances:
  - A) **Were/ Are beyond the student's control** – when a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of tuition fee requirements or enrolment procedures are not considered to be beyond a person's control; **and**
  - B) **Did not/Do not make their full impact on the student until on or after the census date** if your circumstances occur:
    - ❖ before the census date, but worsen after that day, or
    - ❖ before the census date, but the full effect or magnitude does not become apparent until on or after that day, or
    - ❖ on or after the census date; **and**
  - C) **Have made it / Make it impracticable for the student to complete the unit requirements** – you are unable to complete the requirements for a unit and are unable to:
    - ❖ undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other compulsory attendance requirements in order to meet your compulsory course requirements, or
    - ❖ complete the required assessable work, or
    - ❖ sit the required examinations, or
    - ❖ complete any other course requirements because of your inability to meet the above.

### Categories of Special Circumstances Accepted and Documentation Required to be Presented as Evidence

Special Circumstance	Documentation Required to be Presented as Evidence
<p><b>Medical Reasons</b> – where your medical condition existed prior to the census date, continued past that date and deteriorated to the extent that you are unable to continue your studies <b>OR</b> your medical condition only became known after the census date.  <b>ACPE may choose a doctor to conduct an independent medical examination.</b></p>	<p>A statement/medical certificate from a doctor stating:</p> <ul style="list-style-type: none"> <li>• the date the illness occurred</li> <li>• how the illness has affected your ability to study; and</li> <li>• when it became apparent that you could not continue your studies</li> </ul>
<p><b>Family/Personal Reasons</b> – due to unforeseen personal/family reasons that are beyond your control you are unable to continue with your studies.</p>	<p>A statement from a doctor, counsellor or independent member of the community (e.g. a Justice of the Peace or a Minister of Religion) stating:</p> <ul style="list-style-type: none"> <li>• the date your personal circumstance began or changed;</li> <li>• how your circumstances affected your ability to study; and</li> <li>• when it became apparent you could not continue your studies.</li> </ul> <p><i>Please note - a member of your family is not considered to be an independent member of the community for the purposes of citing personal/family reasons. ACPE may choose a counsellor to conduct an independent assessment.</i></p>
<p><b>Employment Related Reasons</b> – where your employment status or employment arrangements change unexpectedly due to circumstances beyond your control and you are unable to complete your studies.</p>	<p>A statement from your employer stating:</p> <ul style="list-style-type: none"> <li>• your previous work hours and location;</li> <li>• your current work hours and location; and</li> <li>• the reason for the changed hours and location.</li> </ul>
<p><b>Course Related Reasons</b> - where the college changes the arrangements for your unit or course and as a result you are disadvantaged to the extent that you are unable to complete the requirements of the course and continue with your studies.</p>	<p>A statement from the Head of Studies showing that you have been disadvantaged by changed arrangements to your unit/course and that it was impossible for you to undertake alternative units or courses.</p>