

A49C – FEE EXTENSION APPLICATION (EXCEPTIONAL CIRCUMSTANCE)



VU recognises that some students may experience difficulties paying fees due to exceptional circumstances. You can apply for an extension of time to pay your fees if you meet the eligibility criteria outlined on this form.

Applying for an Exceptional Circumstances Fee Extension does not guarantee that an extension will be approved. Other options for financial and fee payment assistance are available: vu.edu.au/current-students/your-course/fees/get-help-paying-your-fees

Consequences for non-payment of fees

- **VET/TAFE:** vu.edu.au/current-students/your-course/fees/vet-tafe-fees/vet-non-payment-of-fees
- **HE:** vu.edu.au/current-students/your-course/fees/higher-education-fees/higher-education-non-payment-of-fees

Please read the information on this page before completing the Exceptional Circumstance Fee Extension application form on pages 2 – 4.

Eligibility for an Exceptional Circumstances Fee Extension

Only the following students ARE eligible to apply for an Exceptional Circumstances Fee Extension:

- Domestic VET students (Cert 1 – 4, Diploma and Advanced Diploma) who cannot defer fees via a [VET Student Loan](#)
- HE and VET students on an S500 Student Visa*

*S500 Visa Holders ARE NOT eligible to apply for an Exceptional Circumstances Fee Extension if they:

- Have not yet completed at least 4 units in their course
- Are sponsored by an employer or Government
- Have overdue outstanding fees
- Have been granted an overload of studies
- Are enrolled in non-award courses or cross-institutional study.

Exceptional Circumstances for the purpose of a fee extension are defined as the following:

- Exceptional in nature, and
- Unforeseen, and
- Outside your control, and
- Occurred on or when your fees were due.

Applying for an Exceptional Circumstances Fee Extension

1. Complete this Exceptional Circumstances Fee Extension (A49c) application form, including the budget/expenditure sheet on [page 4](#)
2. Write a personal statement that describes your exceptional circumstances, including details of the date you can pay your fees in full
3. Obtain the required documentation (see evidence requirements in Section 4 Reason for Fee Extension)
4. Phone 9919 5400 to book an appointment with Student Welfare at least five working days before the due date shown on your Statement of Account.
5. Submit your application form, personal written statement, and supporting documents via email to welfare@vu.edu.au prior to your appointment.

Please ensure that your application form is fully completed and that you have provided all the required supporting documents. If an application form is incomplete or does not include supporting evidence, your application cannot be assessed.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID Family name

Given names Phone

Are you a VET domestic student? Yes No Are you an s500 Visa Holder? Yes No

2. COURSE DETAILS

Course code Course title

3. FEE AMOUNT

Total fees payable this semester \$

How much of your fees have you paid? \$

How much of your fees are outstanding? \$

What is the earliest day you could pay your fees?

4. REASON FOR FEE EXTENSION

VET domestic students only	Please tick	Examples of accepted supporting documents (please attach)
Centrelink delays	<input type="checkbox"/>	Provide your most recent Centrelink Income Statement.
Unexpected financial hardship	<input type="checkbox"/>	Bills, pay slips, letter from employer.
Personal injury or illness	<input type="checkbox"/>	Medical certificates, letter from treating doctor, and information about your injury or illness.

S500 Visa Holders only	Please tick	Examples of accepted supporting documents (please attach)
Personal injury or illness	<input type="checkbox"/>	Medical certificates, letter from treating doctor, and information about your injury or illness.
Family/community sponsor issue	<input type="checkbox"/>	Evidence of significant change to financial circumstances, proof of economic impact.
Natural or economic disaster	<input type="checkbox"/>	Seek advice from Student Welfare.
Banking delay	<input type="checkbox"/>	Evidence from the bank or Government describing significant banking delay caused by the Bank or Government that requires <u>more than 2 weeks of extension.</u>

5. INCOME AND EXPENDITURE

Please use the expenditure sheet on the final page of this form for assistance in completing this section.

Expenses	
A. Housing	\$ <input type="text"/>
B. Personal	\$ <input type="text"/>
C. Food	\$ <input type="text"/>
D. Debits	\$ <input type="text"/>
E. Education	\$ <input type="text"/>
F. Transport	\$ <input type="text"/>
G. General	\$ <input type="text"/>
Total expenses	\$ <input type="text"/>

Income	
Employee	\$ <input type="text"/>
Centrelink payment	\$ <input type="text"/>
Total income	\$ <input type="text"/>
Less total expenses	\$ <input type="text"/>

6. STUDENT DECLARATION

- I declare that the information I have provided best describes my circumstances and if my application is approved.
- I will ensure that the fees are paid on or before the agreed payment date.
- If I fail to make full payment by the agreed date, I understand that the university may cancel my enrolment.
- I have read the privacy notice below.

Signature

Date

Please submit this completed form and supporting documents as PDFs, and e-mail them to welfare@vu.edu.au

OFFICE USE ONLY

Fee extension approved Yes No If YES, please specify until when

Assessed by

Signature

Date

EFS Database updated

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on +61 3 9919 6100.

Our VUHQs are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee

EXPENDITURE SHEET

This money management sheet is provided to assist you to complete the income and expenditure section. Budgeting to meet your needs is a complex process. It is important to take some time to ensure you have allowed for all your needs and routine expenses.

Please advise your Senior Welfare Advisor if you wish to discuss developing strategies to assist you in your money management.

Fortnightly expenses: complete sections **A – F** to calculate fortnightly expenses.

A. Housing (fortnightly)	
Rent/board	\$
Mortgage	\$
Electricity	\$
Gas	\$
Water	\$
Phone/Internet	\$
Other	\$
Total A	\$

B. Personal (fortnightly)	
Mobile phone	\$
Cigarettes	\$
Hobbies/sport	\$
Entertainment	\$
Medication	\$
Other	\$
Other	\$
Total B	\$

C. Food (fortnightly)	
Lunches	\$
Supermarket	\$
Butcher	\$
Market	\$
Takeaway	\$
Pet food	\$
Other	\$
Total C	\$

D. Debits (fortnightly)	
Personal loan	\$
Car loan	\$
Credit cards/loan	\$
Rent of TV	\$
Fridge/Computer	\$
Centrelink debts	\$
Other	\$
Total D	\$

E. Education (fortnightly)	
Text books	\$
Stationary	\$
Childcare	\$
Photocopying	\$
Placement costs	\$
Other	\$
Other	\$
Total E	\$

F. Transport (fortnightly)	
Public transport	\$
Petrol	\$
Parking	\$
Uber/taxi	\$
Other card related costs	\$
Other	\$
Other	\$
Total F	\$

Yearly expenses: Complete section **G** and divide all yearly totals by 26 to calculate fortnightly expenses.

G. General expenses	
Car registration	\$
Car insurance	\$
Car maintenance	\$
Council rates	\$
Health insurance	\$
Other	\$
Other	\$
Total G	\$