

# A49C – FEE EXTENSION APPLICATION (EXCEPTIONAL CIRCUMSTANCE)

The following groups of students **ARE** eligible to apply for an Exceptional Circumstances Fee Extension:

- All international students.
- Domestic Higher Education Masters students.
- Domestic VET students studying Certificates 1–4 or Diploma and above courses who cannot defer fees.

The following groups of students **ARE NOT** eligible to apply for an Exceptional Circumstances Fee Extension:

- Domestic students who are eligible to defer their fees via a HELP loan (i.e. Australian citizens, Permanent Humanitarian visa holders and New Zealand Citizens who hold SCV visas).
- Permanent Resident and New Zealand visa holders undertaking HE and above courses who **ARE NOT ELIGIBLE** to defer fees via HELP loan must pay fees upfront by the fee due date.
- International student who are in their first semester of their course.
- Sponsored students (Higher Education [HE] and VET).
- Students who have outstanding fees from a previous semester.
- Students seeking an extension due to an administrative related issue.
- Students enrolled in non-award courses and in cross-institutional study.
- Enrolled in a Victoria University (VU) Online program.

## Fee extension (exceptional circumstance)

VU recognises that some students may experience difficulties paying fees due to exceptional circumstances. If you are unable to pay fees by the due date shown on your Statement of Account and think you have exceptional circumstances, you may be eligible to apply for an extension of time to pay your fees.

You will need to provide supporting documents to support your case for exceptional circumstances. See table below:

Reason	Supporting document examples
Centrelink delays (VET domestic students only)	Provide your most recent Centrelink Income Statement.
Unexpected financial hardship	Bills, payslips, letter from employer.
Personal injury or illness	Medical certificates, letter from treating doctor, or information about your illness.
Sponsor issue – illness, death	Proof of residency of sponsor in home country, proof of economic impact.
Natural or economic disaster	Seek advice from Senior Advisor – Welfare
Banking delay	Evidence of banking transaction, letter/email from bank.

Book an appointment online with a Senior Advisor – Welfare as soon as possible (**at least five working days before the due date shown on your Statement of Account**).

Items to bring to the interview include:

- completed Exceptional Circumstances Fee Extension
- personal statement about your circumstances, including details of the date when you can pay your fees in full
- completed budget/expenditure form (see [page 5](#))
- statement of account
- receipts for all fee payments
- supporting documentation outlining why you cannot pay your fees by the due date (e.g. medical or death certificate)
- letter from your sponsor (international students)
- proof of income (payslips or a recently issued Centrelink Income Statement).

**Please note: If you are having difficulty paying your fees within the fee extension period contact an Senior Advisor (Welfare). Applying for fee extension (exceptional circumstance) does not guarantee that an extension will be approved.**

More options are also available: [vu.edu.au/current-students/your-course/fees/get-help-paying-your-fees](https://vu.edu.au/current-students/your-course/fees/get-help-paying-your-fees)

If these options are not realistic, you may be eligible to for an exceptional circumstances fee extension.

## Non-payment of fees

- VET/TAFE: [vu.edu.au/current-students/your-course/fees/vet-tafe-fees/vet-non-payment-of-fees](https://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](https://vu.edu.au/current-students/your-course/fees/higher-education-fees/higher-education-non-payment-of-fees)

Other services provided by Student Welfare include:

- cost of living in Melbourne and how to create a budget
- emergency financial assistance for needs such as groceries and clothing
- information about [finding accommodation](#)
- understanding important information you need to know about [housing in Australia](#)
- understanding [VET Student Loans](#)
- understanding [HECS-HELP](#)
- applying for [grants](#) and information about [scholarships](#)
- managing your [study and living related costs](#)
- applying for a [student loan](#)
- support and advice about utility providers, credit card debts, personal debts, mobile phone plans and fines.

Student Welfare is unable to provide funds to assist you to pay your fees.

### **Application for an Exceptional Circumstance Fee Extension**

Before completing this form, please read the attached information 'Exceptional Circumstances Fee Extension'.

This application form is to be completed and submitted with all relevant documentation either via email to [welfare@vu.edu.au](mailto:welfare@vu.edu.au) or at the [appointment](#) with a Senior Advisor (Welfare) to discuss your case.

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, it can not 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 an international student? ☐ Yes ☐ No Are you a TAFE domestic student? ☐ 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. INCOME AND EXPENDITURE

Please use the budget 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"/>
<b>Total expenses</b>	\$ <input type="text"/>

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

Reason for fee extension	International students	VET domestic students only (certificates 1–4)
• Centrelink delays		<input type="text"/>
• Unexpected financial hardship		<input type="text"/>
• Personal injury or illness	<input type="text"/>	<input type="text"/>
• Sponsor issue – illness or death	<input type="text"/>	
• Natural or economic disaster	<input type="text"/>	
• Banking delay	<input type="text"/>	

Please attach documents supporting your exceptional circumstance upon submitting this application.

## 5. 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](mailto: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](http://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](http://vu.edu.au/privacy) on our website, our frequently asked questions at [ASKVU](http://askvu.vu.edu.au) 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](http://vu.edu.au/privacy).

### CONTACT US

If you have any questions, you can access ASKVU ([askvu.vu.edu.au](http://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 the Senior Advisor – Welfare 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	\$
<b>Total A</b>	\$

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

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

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

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

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

**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	\$
<b>Total G</b>	\$