

APPLICATION FOR CONSIDERATION OF SPECIAL CIRCUMSTANCES FORM

This form is to be used by AIB Domestic students who wish to be considered for a recredit of their Fee-Help debt or a refund of subject fees due to Special Circumstances. Please read the [Special Circumstances Applications Procedure](#) and the important information accompanying this form before completing it.

First Name: _____ **Surname:** _____

AIB Student ID: _____

The subjects I wish to include in my application are:

| Subject Code | Subject Name | Census date |
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In the space provided below, you will need to provide details of the following for each subject:

1. How circumstances were beyond your control
2. How your circumstances did not make their full impact on you until on or after the census date for each subject listed above
3. How the circumstances made it impracticable for you to successfully complete the requirements of each subject listed above during the period you undertook or were to undertake the subject(s).

To support your application, you will need to also provide relevant independent documentation (for example from a medical practitioner, legal documentation, or other official third-party documentation) which evidences your circumstances. Please ensure the documentation contains the following details:

- The date your circumstances began
- If your circumstances changed after the census date, the date it changed, and to what extent
- How your circumstances affected your ability to study
- When it became apparent that you could not complete your studies.

Your application should be submitted to AIB within 12 months of the end of the subject which forms part of this application.

DETAILS OF SPECIAL CIRCUMSTANCES

(Please note that each question below must address **each subject** individually)

What were the circumstances that prevented you from successfully completing the subject?

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How were these circumstances beyond your control?

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When did you become aware that you could not continue/complete the subject?

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Please list the evidence attached to this application and explain how it supports your claims.

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DECLARATION

I wish to apply for consideration of special circumstances as outlined in this form. I declare that the information I have given on this application is true and correct.

Student Signature:

Date:

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This form must be completed and submitted to the Student Operations Manager via studentcentral@aib.edu.au.

IMPORTANT INFORMATION FOR STUDENTS

Your application will be assessed in accordance with the Higher Education Support Act 2003 and the AIB Special Circumstances Applications Form. Please note that a lack of knowledge or understanding of the Fee-Help regulations or AIB's enrolment procedures or policies is not considered to be a special circumstance.

Upon receipt of your application by AIB, you will be notified of a decision within 28 days from the date of receipt. The decision to approve or not approve the re-crediting of your Fee-Help debt or refund or credit of tuition/course fees for the relevant subjects will be made based on the supporting documentation provided in your application. It is your responsibility to ensure all relevant documentation is provided to AIB.

You will be advised in writing of the decision made for each subject listed in your application and further avenues of appeal.