WAIVER OF TUITION FEES ON COMPASSIONATE OR HUMANITARIAN GROUNDS



In genuine cases of extraordinary hardship and/or trauma, the University will consider on compassionate or humanitarian grounds applications to waive a student's tuition fees for a limited period of time. This form is to be completed and submitted if you are unable to pay your tuition fees by the due date indicated on your Statement of Account due to these exceptional circumstances. Please ensure that you contact Student Support as soon as possible (details on this form), to arrange an appointment for assessment of your application.

The waiver of tuition fees will only be granted where exceptional circumstances can be clearly demonstrated. Documentation that supports your claim should be attached to this application.

INSTRUCTIONS FOR STUDENTS

- 1. Complete personal details.
- 2. Provide an explanation of your circumstances. You may attach a separate sheet if there is insufficient room on the application form.
- 3. Attach a copy of your invoice and all relevant supporting documentation.
- 4. Make an appointment with Student Support for assessment of your application. The contact details are below.

PLEASE READ THIS FORM CAREFULLY BEFORE PROCEEDING. THIS APPLICATION IS ONLY FOR INTERNATIONAL ONSHORE STUDENTS

Please write in BLOCK LETTERS using a black or blue pen.

PERSONAL DETAILS

STUDENT ID:	FAMILY NAME:		
GIVEN NAME:			DATE OF BIRTH:
COURSE TITLE:			STUDY YEAR:
PHONE NUMBER:		CAMPUS:	
ARE YOU AN INTERNATIONAL STUDE	NT? YES	N0	HOME COUNTRY:
AMOUNT OF OUTSTANDING FEES:	5 		
Please provide an explanation that best d	lescribes the circumstances for v	vhich you are	requesting a waiver of fees (if insufficient space, attach a separate sheet):

WAIVER OF TUITION FEES ON COMPASSIONATE OR HUMANITARIAN GROUNDS - continued

I declare that the information I have provided above best describes my circumstances. I have provided supporting documentation with my application and I have read the VU Privacy information

STUDENT SIGNATURE:

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	FEE WAIVER SUPPORTED YES NO UNTIL: FEE WAIVER S	UPPORTED BY:			
	SIGNATURE:	DATE			
7	SENIOR COORDINATOR STUDENT SUPPORT & ADVOCACY?				
USE ONLY	SIGNATURE:	DATE			
OFFICE	APPROVED NOT APPROVED				
0	SIGNATURE OF ASSOCIATE DIRECTOR, STUDENT LIFE & WELLBEING:	DATE			
	STUDENT FINANCIALS PROCESSING				
	PROCESSED BY:	DATE:			

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 Department of Education and Training 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 n 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

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

Our VUHQs are located at the following campuses:

DATE:

City King	City Queen	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	St Albans