

# Application for Refund / Withdrawal Under Special Circumstances (WUSC)



## Student Details

<b>Student ID:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Postal Address:</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>Residency Status:</b> <input type="checkbox"/> Domestic <input type="checkbox"/> International <small>(please tick one)</small>
<b>Family Name:</b> _____  <b>Given Names:</b> _____		<b>Contact Number:</b> _____  <b>Email:</b> _____ <small>(Please note all correspondence concerning your application will be sent to this email account.)</small>

## Application

**I wish to apply for:** (please tick the box relevant to your application)

Withdrawal Under Special Circumstances (including refund of fees and/or remission of debt)

Refund of Tuition Fees only

## Course and Unit information

The course and units relevant to this application:

**Course Code:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

Year <small>(e.g. 2012)</small>	Study Period <small>(e.g. semester 1)</small>	Unit Code <small>(e.g. 1234)</small>	Unit Title <small>(e.g. Economics 100)</small>

## Refund details

(only required from students who paid any/all of their tuition fees upfront)

If my application is approved – (select relevant box)

I do not wish to obtain a refund and would rather have the credit remain in my student account for payment towards future tuition fees.

I wish to obtain a refund. I understand and accept I am liable for certain financial costs and charges which may apply to me, such as but not limited to withdrawal penalties and bank transaction fees.

**Requested refund amount \$** \_\_\_\_\_ in  Australian Dollars (AUD\$) or  
 The following currency \_\_\_\_\_

# Application for Refund / Withdrawal Under Special Circumstances (WUSC)



## Reasons for your application

**COMPULSORY** - Please provide detailed reasons for your application. If you require more space, please attach a separate sheet.

If you are applying for a WUSC please include **Independent, original or certified documentary evidence in your application (e.g. medical certificate, letter from counsellor, letter from employer)**. You may use a 'Professional Statement' as part of your application which can be found on the Student Fees website – <http://fees.curtin.edu.au/refunds.cfm>

**Do not include bank or credit card details on this form**

### **Post your completed application to:**

University Fees Centre, Student Central  
Curtin University  
Kent Street, Bentley  
WA 6102

## Declaration

- I have read, understood and agree to the 'Guidelines – Application for Refund / Withdrawal Under Special Circumstances (WUSC)'.
- I hereby certify the information provided in this application is true and correct.
- I authorise Curtin University to gather and obtain any necessary information pertaining to this application based on supporting documentation provided.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_