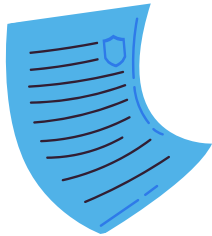


# Fee Remission in Special Circumstances



## FIRST THING...

Fee remission applications are a little different to other types of University processes. Applications are assessed against a strict criteria in accordance with the *Higher Education Support Act 2003* so it's important to stick to the language set out in the criteria.



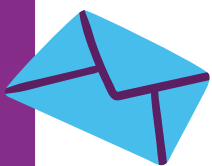
## APPLICATIONS

Applications need to be submitted within either:

- 12 months from the date of subject withdrawal, or;
- If you failed the subject, within 12 months from the end of the study period in which the subject was taken

Briefly, the criteria specify that 'special circumstances' are defined as circumstances that:

- Are beyond your control
- Make their full impact on, or after, the census date, and
- Make it impracticable for you to complete the subject requirements



## INTERNAL APPEALS

Internal appeals should be sent to the Manager of the University's Fees Team. The email should be sent within 28 days of the date of the outcome of your application.

The email should respond to the reason why the initial application was rejected.

This will appear in the outcome email from the Fees Team. Some areas to consider are:

- The date and extent of your special circumstances and whether your supporting documentation verifies these
- Whether the circumstances happened or worsened after the census date
- Whether the circumstances were so significant that they prevented you from completing your studies

## BEYOND 28 DAYS?

While the deadline to appeal is strictly 28 days, the Manager of the Fees Team has some leeway here. If you're out of time, provide reasons for this lateness together with supporting documentation when submitting your appeal.