

SECTION 1: All applications for remission MUST meet the following general assessment criteria

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has the application been made with in the 12 month application timeframe? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the units on the application hold a failure grade or been Withdrawn with financial penalty (WW)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the application have professional independent supporting documentation attached? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the start or worsening date of the circumstances clearly shown to be on or after each applicable census date, but not after the end date for each applicable semester? |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>If the start and worsening date are prior to the census dates does the documentation support the full effects were not realised until on or after the applicable census date, but not after the end date for each applicable semester's exams?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the application fall into one of the 4 special circumstances categories? |
| | | <i>If the answer is 'no' to any of the above further documentation will be required.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have multiple applications for remission been made based on the same ongoing circumstance?
In the case where the circumstances are ongoing, and a remissions application exists in a prior semester, due to the same reason provided on the new application, the student must be able to show that they have actively attempted to manage, and lessen the impact of the re-occurring circumstances on future studies.
<i>For example, has the student been in regular contact with a student Advisor, disability services or enrolled in a lighter load, in order to better manage their studied?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the student passed the unit/s they are applying for remission on?
<i>If yes, these units are not eligible for remission.</i> |

SECTION 2: Additional Assessment Criteria - Category Specific***Medical Grounds***

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | If the student is studying other units in the same semester they are applying for remission in, has the Health Provider supported a partial enrolment withdrawal? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the medical certificate show that there was a significant condition affecting the student, which affected a timeframe that then meant successful continuation of study was not possible. |

Family/personal

A majority of cases this area will cross over into one of the other 3 categories for special circumstances.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | If reason provided is due to a death, was the deceased shown to be an immediate family member?
<i>We understand that the death of someone close, that is not classed as an immediate family member, may also have a profound effect on a student and their studies. In these cases a student would need to apply based on e.g. medical grounds and supply the relevant documentation to support their circumstances.</i> |
|--------------------------|--------------------------|---|

- Pregnancy as a reason on its own is not sufficient to be considered special circumstances. Has the student shown that there was a medical condition/complication caused by the pregnancy?
- Required to provide care for an immediate family member. Has the student provided independent professional documentation that shows they are required to provide care?
- Breakdown of a relationship. Usually crosses into medical grounds. Other sources of support may be legal documents, counselling documents or a statement from your church leader. Importantly, is the source a professional independent source?
- Financial difficulty, as a reason on its own is not sufficient to be considered special circumstances.
In these cases the effects of the financial difficulty are taken into consideration. Students need to show that the situation caused e.g. medical issues, a requirement to move interstate or further etc.

Employment Related

Yes No

- Does the documentation show that work commitments increased?

For circumstances, where the employment commitments reduced, in most cases, applications would then need further documentation showing that the reason then crosses over into at least one of the other 3 categories.

- Loss of employment as a reason on its own is not sufficient to be considered special circumstances, as the loss of a job translates to more time to study and for CSP students the fees are deferred to a HELP debt.
Has the student shown that focusing on study due to provided reasons and documentation was not a possibility?
This may cross into family/personal reasons (see family/personal section)
- Does the documentation show that the student became aware of the above on or after the applicable census date or that the full effects of the change were not realised until on or after the applicable census date?

Course related

- Has the provider (University of Tasmania) made a change to the course or unit/s that this student is applying for remission on, and did that change mean that the student became disadvantaged, and could not meet all or part of the course or units requirements due to the change?

The fees unit assessor will contact your Faculty in these cases to clarify if your reason and documentation provided is valid and correct.

If the answer is 'no' to any of the above further documentation maybe required.

Further notes on assessment criteria:

- If a student is granted remission of debt they will still be liable for any SSAF fees that are due, and will not be eligible to apply for remission on SSAF.

- An application may be considered outside the 12month timeframe if the University is satisfied that the application could not have been made within the timeframe above. In these cases a student will need to provide professional documentation that shows that the application was made as soon as was practical, under their given circumstances.
- Insufficient documentation examples
 - A statutory declaration on its own is not considered professional independent documentation and does not support your remission application. In the majority of cases we are unable to determine the relationship between the student and the person completing the statutory declaration.
 - Documentation from a source that is related or known to you e.g. a family or friend, and are non-professional sources of support, then this documentation alone is not sufficient to support approval of a remission application.
 - Personal photographs.
 - Any documentation that is not in English cannot be used as supporting documentation, even if it is from a professional independent source. In order to use this documentation in your application you will need to access a professional translation service within Australia and have your document translated to English.
- All documentation will be looked at. However they may not be sufficient to support an application.
Where an application is rejected the assessing officer will provide a reason and in the more difficult cases attempt to identify and advise on additional supporting documents as a suggestion to assist the student in preparing for a review of the initial outcome.

Any questions in regards to assessment should be directed to the Fees.Unit@utas.edu.au.