REQUEST FOR CORRECTION - COMMONWEALTH ASSISTANCE NOTICE

This form is to be used by students who believe that information contained in their Commonwealth Assistance Notice is incorrect. Please attach any relevant supporting documentation available.

Please email the completed form to Fees.Unit@utas.edu.au OR submit the completed form in person at a U Connect location.

STUDENT ID NO: ____________________________
FAMILY NAME: _______________________________________________________
GIVEN NAMES: _______________________________________________________

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REASON FOR REQUEST: __________________________________________________________
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SIGNED:_______________________________________     DATE: _________________________
REQUEST FOR CORRECTION – COMMONWEALTH ASSISTANCE NOTICE

GUIDELINES

You should use this form if you believe that information contained in your Commonwealth Assistance Notice is incorrect in relation to

- units undertaken or detail relating to units undertaken
- course information
- student contribution amounts
- student contribution payment detail
- FEE-HELP debt amounts

This form must be lodged within fourteen (14) days of the issue date of your Commonwealth Assistance Notice. Late requests will not be considered.

You should include supporting documentation (where appropriate) and specify why you believe your Commonwealth Assistance Notice is incorrect.

Your application will be acknowledged and you will be advised the outcome of your application by email to your UTAS email account within 14 days of receipt.

If you have any queries regarding this form or the completion of it, please contact U Connect at U.Connect@utas.edu.au or call 1300 826 663.