

Private Bag 45 Hobart Tas 7001
Locked Bag 1336, Newnham Tas 7250

1300 826 663 (U Connect)
U.Connect@utas.edu.au
<http://www.utas.edu.au/fees>



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: _____

COURSE	UNIT	UNIT NAME	CENSUS DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR REQUEST: _____

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.