



Application Form Removal of Financial Liability Due to Special Circumstances

This application is used for removal of financial liability, **if** special circumstances exist. Applications must be received by the University within 12 months of the date you withdrew from the course(s), or if you did not withdraw, within 12 months from the end of the semester or teaching period during which the course(s) was or was to be undertaken.

For eligibility requirements and the application process, you must read the **Guidelines for Applying for Removal of Financial Liability Due to Special Circumstances** at: <http://www.uq.edu.au/myadvisor/removal-financial-liability>

Important Notes:

- Please complete this form using a black or blue ballpoint pen in BLOCK LETTERS.
- Certified copies¹ of supporting documentation must be supplied. An official translation in English is required if this documentation has been issued in another language.
- Ensure your application is complete, with your signed and dated Personal Statement and any supporting documents attached.
- Emailed, photocopied or faxed applications will NOT be accepted.
- Applications should be sent to: Student Centre, St Lucia Campus, The University of Queensland, QLD 4072.
- This application cannot be used to seek withdrawal without academic penalty²

1. Personal Details										
UQ Student Number (e.g. 41234567)										
FAMILY NAME										
Given Name(s)										
Date of Birth										
Day-time telephone number										
Mobile number										
Current Postal address										

2. Course(s) Details				
The Lecturer(s)/Coordinator(s) of the course(s) for which you are requesting removal of financial liability will be contacted about your: attendance at lectures/tutorials; results for any assessment items submitted; attendance at mid semester and/or final examinations and grades awarded.				
Semester or Teaching Period	Year (e.g. 2011)	Course Code	Name of Lecturer / Course Coordinator	School of Lecturer / Course Coordinator

¹ Originals can be certified at any UQ Student Centre. Originals can be supplied if certified copies cannot be obtained.

² For further information on eligibility and how to apply for withdrawal without academic penalty refer to: <http://www.uq.edu.au/hupp/index.html?page=25130> and <http://www.uq.edu.au/myadvisor/index.html?page=2970>.

3. Academic Withdrawal

Did you drop the course(s) before the last date to drop course(s) without academic penalty (see <http://www.uq.edu.au/myadvisor/?page=2970> for dates) or have you been granted withdrawal without academic penalty for the course(s)?

Course Code	Dropped course(s) without academic penalty, or been granted withdrawal without academic penalty?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No*
	<input type="checkbox"/> Yes	<input type="checkbox"/> No*
	<input type="checkbox"/> Yes	<input type="checkbox"/> No*
	<input type="checkbox"/> Yes	<input type="checkbox"/> No*
	<input type="checkbox"/> Yes	<input type="checkbox"/> No*

*If no, have you applied / intend to apply for withdrawal without academic penalty for the course(s) listed above?

Yes, I have applied Yes, I intend to apply No, I have not applied / do not intend to apply

4. Personal Statement

You must write a Personal Statement in English which clearly explains the details of your case and the special circumstances which prevented you from completing your course(s). Your Personal Statement must address the following:

1. Due to special circumstances, you were unable to complete the course requirements; and
2. The full impact of your special circumstances were not known until on or after the census date; and
3. The special circumstances were beyond your control.

Your Personal Statement must be an original or a certified copy and must be signed and dated.

5. Privacy

The information on this form is collected for the primary purpose of assessing your application for the removal of your financial liability. The University may use the contact information provided in the application to update your personal details in UQ's student system, SI-net. Your personal information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. You have the right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the Right to Information and Privacy Coordinator at: rtip@uq.edu.au. For more information on how UQ manages student information, please consult the UQ Privacy Management Policy which is located at <http://www.uq.edu.au/hupp/index.html?page=24999>.

6. Declaration

Do NOT tick the boxes below, or sign or date this declaration, UNTIL you have read the *Guidelines for Applying for Removal of Financial Liability Due to Special Circumstances* and completed all application requirements.

- I have read and understood the Guidelines. I understand an emailed, photocopied or faxed application will **NOT** be processed and that it is my responsibility to ensure my application is complete.
- I have attached an original or certified copy of my **signed and dated Personal Statement** explaining the details of my case and the special circumstances which prevented me from completing my course(s).
- I have supplied **originals or certified copies** of supporting documents which support my case and address the criteria outlined in the *Guidelines for Applying for Removal of Financial Liability Due to Special Circumstances*. An official translation in English has also been provided for any documentation issued in another language.
- I declare that the information supplied on this form, and in accompanying documents and statements, is complete and correct to the best of my knowledge.
- I authorise the University's Health Service to assess any medical documents relating to this application, and to contact my health care provider(s) for information relating to this application.
- I declare documents submitted with my application and signed by a medical practitioner are not from a near relative or close associate³.
- Further, I understand that giving false or misleading information is a serious offence under the *Criminal Code*.

Applicant's signature: _____ **Date:** _____

³ Examples of near relatives are partner, child, brother, sister or parent. Examples of close associates are close friends, neighbours, partners or children of colleagues.