

APPLICATION FOR REVIEW OF REMOVAL OF FINANCIAL LIABILITY (DUE TO SPECIAL CIRCUMSTANCES)



Student number	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	<input type="text"/>							
Family name					Previous family name									
Given names														
Home address														
Town/City				State				Postcode						
Mailing address (if different)														
Town/City				State				Postcode						
Telephone number				Mobile										
All communications will be sent to your official CQUniversity student email address														

DETAILS OF REVIEW APPLICATION

Notice of decision received	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Course code	<input type="text"/>	Course name	<input type="text"/>							Term and year	<input type="text"/>				

SPECIAL CIRCUMSTANCES

To have an application reviewed you **must** provide additional information to that supplied with your original application. This information needs to be specific in addressing the criteria outlined in the decision paragraph of your notice. The documentation you supply for a review of decision needs to demonstrate,

- that your circumstances changed after the census date;
- how your circumstances prevented you from continuing your studies;
- when you became aware you could no longer continue with your studies; and
- due to circumstances beyond your control, you were prevented from withdrawing from your studies prior to the census date.

A personal statement of your circumstances is not considered supporting documentation and will not be sufficient grounds for review of an application.

CHECKLIST

I have provided the following documentation:

Copy of original application		Attached	<input type="checkbox"/>
Reason for requesting review		Attached	<input type="checkbox"/>
Additional independent supporting documents		Attached	<input type="checkbox"/>

Submit application to: academicrecords@cqu.edu.au

DECLARATION

I wish to apply for review of my application for removal of financial liability due to special circumstances. I declare that the information I have provided for this review application is true and correct.

Student's signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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APPLICATION TIMELINES

An application for review of an application for removal of financial liability due to special circumstances must be made within 28 days of receiving the Notice of Decision that an original application was unsuccessful.