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

Student number | | | | | | | | | | **Date of birth** D D / M M / Y Y Y Y

☐ Male ☐ Female ☐ X

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

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 D D / M M / Y Y Y Y

Course code | | | | Course name | Term and year

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 ☐

Reason for requesting review 📎 Attached ☐

Additional independent supporting documents 📎 Attached ☐

Address application to: CQUniversity Australia
Deputy Director, Student Governance Centre
Building 2, Bruce Highway
Rockhampton QLD 4702

Email to: sgc@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 **Date** D D / M M / Y Y

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.