

**This form is for appeal purposes for HECS-HELP and FEE-HELP.**

If you agree with your enrolment and details on your Commonwealth Assistance Notice (overleaf), keep it for your records - you do not need to complete this form.



**HECS-HELP AND FEE-HELP LIABILITY APPEAL**

**APPEAL PROCESS**

You may use this form if:

- you varied your program before the census date and it was not effective (see 1 & 2 below), or
- if you have withdrawn from studies or a course after the census date. If this is the case, you must have extenuating circumstances for remission or refund of payments on student contributions (see 2 & 3 below).

Your appeal will be considered if submitted within the 14 day appeal period from the date of issue of the Commonwealth Assistance Notice.

After this period you will need to contact Student Financials and Scholarships Office on 02 4921 5309, 4921 5322 or 4921 6541 for a special circumstances form and supply evidence to support your appeal.

**CENSUS DATES:** Semester 1 - 31 March Semester 2 - 31 August  
The Census dates for Trimesters are 18 days after the commencement of the term.  
COURSES WITHDRAWN AFTER THE CENSUS DATE WILL REMAIN ON YOUR COMMONWEALTH ASSISTANCE NOTICE.

Student No: \_\_\_\_\_

Family name: \_\_\_\_\_ Other names: \_\_\_\_\_

**1. DID YOU VARY YOUR ACADEMIC PROGRAM BEFORE THE CENSUS DATE?**

- YES** Please indicate how you varied your program by placing a  or  in the appropriate box.
- Online Enrolment and Course Variation system on the web. Provide details: \_\_\_\_\_
- Application to vary academic program submitted in person. \_\_\_\_\_
- Complete section 2**
- NO** Detail the corrections that are required. \_\_\_\_\_
- Complete sections 2 and 3**

**2. PROVIDE DETAILS OF HOW YOU VARIED YOUR ACADEMIC PROGRAM**

**Courses WITHDRAWN from current program**

Semester/ Trimester	Subject area	Catalogue No.	Course title	Unit Value	Location code

**Courses ADDED to current program**

Semester/ Trimester	Subject area	Catalogue No.	Course title	Unit Value	Location code

**3. PROVIDE FULL DETAILS OF WHY YOU DID NOT VARY YOUR ACADEMIC PROGRAM BEFORE THE CENSUS DATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- If you require additional space, please attach a sheet.
- Please attach any relevant documentation that may support your appeal. If not originals the documents must be verified copies.

**4. DECLARATION**

I declare that the information I have given on this appeal is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If it is found that the information on the original notice was incorrect, or is no longer correct, a new Commonwealth Assistance Notice will be issued. Unsuccessful appeals will be notified in writing.



Student Administration  
Student Financials and Scholarships  
University of Newcastle, Callaghan NSW 2308 AUSTRALIA

Ph: (02) 4921 5309, 4921 5322 or 4921 6541  
Fax: (02) 4921 6937