

# How Fee Reconsideration Works

Fee Reconsideration application submitted to Student Finance

Withdrawn late from course(s)?

Supporting evidence submitted?

Circumstances meet criteria?

Fee Reconsideration approved

50% refund

75% refund

100% refund

Application on hold

Deadline passes

Fee Reconsideration declined

# What You Must Do

Exceptional circumstances prevent you from completing your course(s)

Obtain documentation providing supporting evidence for your circumstances (e.g. medical certificate)

Withdraw late from courses by emailing your faculty or completing a course add/drop form

Submit Fee Reconsideration application and supporting evidence to Student Finance before end of Trimester

Wait for email advising application received – 3 business days

Wait for email notifying outcome of Fee Reconsideration – 9 business days

Paid fees yourself?  
Request refund from Student Finance

Paid fees by Student Loan?  
Automatic refund to StudyLink

Medical circumstances

Serious personal circumstances

Inaccurate advice from VUW staff

Incorrect trimester/stream of enrolment

If near end of Trimester, Associate Dean approval may be required

DECLINED

Appeal within 4 weeks

APPROVED