

Application for Fee Reconsideration under Exceptional Circumstances

Send the completed form and supporting documents to Fee-Reconsideration@vuw.ac.nz or submit in person to the Student Finance Office (Hunter Building, Kelburn Campus). Student Finance will email to confirm receipt of your application within 3 working days.

Personal Details

First Name(s)	Last Name	
Email	Mobile Phone	Student ID

Course Details

Subject Code (e.g., ACCY)	Course Code (e.g., 111)	CRN (e.g., 66603)	Trimester	Already withdrawn?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Circumstances

Date circumstances began	
Date on which you stopped participating in lectures/tutorials/laboratories	
Date when you first obtained medical or other professional advice (if applicable)	
Written statement explaining your circumstances	

Evidence

Original or certified copies of evidence MUST be attached in support of this application. Your evidence should be from the relevant authority, e.g. a registered health professional, written on their official letterhead. Alternatively, they may send an email directly to: Fee-Reconsideration@vuw.ac.nz

The evidence must verify dates and details given in Section 3 above by providing:

- Dates of the exceptional circumstance; and
- Impact of the exceptional circumstance on your ability to study

I have attached original or certified copies of appropriate evidence	<input type="checkbox"/>
OR the relevant authority will email the appropriate evidence to Fee-Reconsideration@vuw.ac.nz	<input type="checkbox"/>

Declaration

- If further information or clarification of this application is required, I authorise the University to seek the relevant information directly from the persons who have supplied independent evidence in support of this application.
- I understand that the information associated with this application will be used for the purpose of this application only and will not be released to other unauthorised persons.
- I confirm the information contained in this application is true and correct in every particular and that I have not withheld any information that could have a material bearing on the application.

Student Signature ¹	Date
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¹Electronic signature is acceptable if the application is sent from your preferred email address in myTools