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

If you agree with the enrolment details on your Commonwealth Assistance Notice, keep a copy 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 attempted to vary your enrolment before the census date and it was not effective, or
- you have withdrawn from course/s after the census date. If this is the case, you must have extenuating circumstances for remission or refund of payments on student contributions.

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 expires you will need to complete an Application for Remission of Debt in Special Circumstances. Please refer to the following link for full details - Application for Remission of Debt Process.

CENSUS DATES: https://www.newcastle.edu.au/current-students/support/fees-and-scholarships/census-dates

COURSES WITHDRAWN AFTER THE CENSUS DATE WILL REMAIN ON YOUR COMMONWEALTH ASSISTANCE NOTICE.

Student No: ________________________
Family Name: ________________________ Other Names: ________________________

1. PROVIDE DETAILS OF HOW YOU ATTEMPTED TO VARY YOUR ENROLMENT

Courses WITHDRAWN from current enrolment

<table>
<thead>
<tr>
<th>Semester/Trimester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit Value</th>
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Courses ADDED to current enrolment

<table>
<thead>
<tr>
<th>Semester/Trimester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit Value</th>
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2. PROVIDE DETAILS OF WHY YOU DID NOT VARY YOUR ENROLMENT 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.

3. 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.

Return completed form and any supporting documentation to the Fees Office at:
fees@newcastle.edu.au
Ph: (02) 4921 5000