

ENGLISH LANGUAGE CENTRE
SPECIAL CIRCUMSTANCES REPAYMENT APPLICATION

INSTRUCTIONS

Who should use this form?

This form applies to all international fee paying students at the University of Adelaide (V, Q, J, O, L, V, K, / D, Q, J, W, D, J, H & H, Q) who have withdrawn from an Academic English course or courses after enrolment, or who have not successfully completed the requirements of an Academic English course, and who seek a repayment of tuition fee payment, due to special circumstances having prevented them from successfully completing their course(s).

Application Period

Your application must reach the English Language Centre, (ELC) 12 months from the date you withdrew from your course(s). If you did not withdraw from your course(s), your application must reach the ELC within 12 months from the last day of the course(s) which you were enrolled.

A lack of knowledge or understanding of the requirements for applying for a repayment is not a valid reason for applying after the deadline. Applications after this time cannot be considered under normal conditions. In the event an application is submitted

ELCSPECIALCIRCUMSTANCES
REPAYMENT/RE-CREDIT
APPLICATION

CaseReference

SPECIAL CIRCUMSTANCES You must provide sufficient detail explaining how your circumstances were beyond your control when your circumstances occurred and how your circumstances prevented you from continuing your studies

If you need more space please attach a separate sheet.

To support your case, you must provide the following original documentation:

A letter from a doctor, counselor, employer or independent member of the community which covers:

- The date your circumstances began
- If your circumstances changed the date they changed and to what extent
- How your circumstance(s) affected your ability to commence or continue study in your program
- When it became apparent that you could not commence or continue your studies

Attached:

To follow within 28 days

Permission to consult

(Optional)