

This form is to be completed by students who are requesting an Amendment to Enrolment and Fees due to Special Circumstances whilst they were studying at The University of Adelaide.

Please read these instructions carefully before starting this form.

1. Who should use this form?

You should use this form if you studied at the University of Adelaide prior to 2026 and were unable to continue studying because of special circumstances.

2. What are special circumstances?

Medical reasons

- **Example 1:** You have a medical condition that existed prior to the census date, continued past that date, and deteriorated to the extent that you were unable to continue your studies.
- **Example 2:** Your medical condition only became known after the census date and prevented you from continuing with your studies.
- **NB:** You need to provide a medical certificate to substantiate your claims.

Family / personal reasons

- Due to unforeseen family / personal reasons that occur, or worsen, after the census date and are beyond your control, you are unable to continue with your studies.
- **Example 1:** A member of your family suffers from a severe medical condition and, after the census date, you are required to provide full time care. As a result you are unable to continue with your studies.
- **Example 2:** A member of your family, or a close friend, dies and you are affected to the extent that, after the census date, you realise that you are unable to continue with your studies.
- **Example 3:** You or your family's financial circumstances change unexpectedly after the census date to the extent that you are unable to continue with your studies.
- **NB:** You need to supply documentation from, for example, a family doctor or counsellor, to substantiate your claims.

Employment related reasons

- **After the census date your employment status or arrangements change unexpectedly due to circumstances beyond your control, and you are unable to complete your studies.**
- **Example 1:** You are employed out of necessity and studying. After the census date your employer unexpectedly increases your hours of employment in circumstances where you are unable to object. As a result you are unable to continue with your studies or complete your course requirements.
- **Example 2:** You are employed out of necessity and studying. After the census date your employer directs you to be transferred to a different state. Your courses are not offered externally and, as a result, you are unable to continue with your studies or complete your course requirements.
- **Note:** Choosing to increase your hours of work or undertake additional employment are not regarded as circumstances beyond your control.
- **NB:** You need to supply a letter from your employer to substantiate your claims.

3. Supporting documentation must be attached with this form

A statement outlining your circumstances is not sufficient evidence to have your application approved.

You need to provide *independent supporting documentation* to substantiate your claims. For example, if your reason for application is a medical one, you need to supply a doctor's certificate that substantiates your claims. Any supporting documentation is to be on official letterhead (if relevant), and signed and dated by the person authorised to provide the documentation.

4. What do I need to demonstrate to have my application approved?

You must demonstrate, with independent supporting documentation that special circumstances apply (see section 3). These circumstances must:

- a. **have been beyond your control** i.e. a situation occurred that a reasonable person would consider was not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge or understanding of your responsibility regarding enrolment and census dates is not considered to be beyond your control.

AND

- b. **not have made their full impact until after the census date:** i.e. Your circumstances occurred: i. before the census date, but worsen after that day or ii. before the census date, but the full effect or magnitude does not become apparent until after that day, or iii. on or after the census date

AND

- c. **have meant that you were unable to complete your course requirements:** i.e. You were unable to: i. undertake the necessary private study required, attend sufficient lectures or tutorials, or meet other compulsory attendance requirements in order to meet your compulsory course requirements, or ii. complete the required assessable work, or iii. sit the required examination/s, or iv. complete any other course requirements because of your inability to meet (i), (ii) or (iii).

5. Time limits for applications

Your application must be submitted to Student and Academic Services within 12 months from the date you withdrew from your course(s). If you have not withdrawn from your course(s), your application must be submitted to Student and Academic Services within 12 months from the last day of the study period in which you were enrolled in the course(s).

Note: A lack of knowledge or understanding of the requirements for applying for amendment to your enrolment and fees is not a valid reason for applying outside of these timeframes. Applications received after these dates cannot be considered, except in circumstances where the lodgement of the application within the required timeframe was genuinely impossible or impracticable. Documentation must be provided to substantiate these claims. This only relates to courses taken from 2005 onwards. Applications relating to pre-2005 enrolments cannot be accepted.

6. What happens once I have submitted my application?

Applications to amend enrolment after the census date are only approved in cases where special circumstances apply. Your application will be considered principally on the basis of your independent supporting documentation. It is your responsibility to ensure all relevant documentation is provided to the University.

We will assess your application in order to determine whether or not special circumstances apply in your case. Within 20 working days of receiving your request, we will inform you in writing of the decision that has been made regarding your application.

If we are satisfied that special circumstances do apply, your application will be approved. We will update your enrolment and corresponding fees (including tuition fees and student contribution amounts) accordingly. We will provide the necessary information to the Department of Education and Training to ensure that any HELP debts you have incurred in relation to these fees are remitted.

If you have paid your fees or contributions up front, these will remain in excess in your student account and be automatically applied to fees for your future enrolments. If you would prefer to have a refund sent to you, please indicate this in your application.

Note: SA-HELP debts or upfront payments of the Student Services and Amenities Fees will not be considered as a part of this application as these are non-refundable.

7. Privacy

Personal information collected in this form or supplied by you to the University is treated in accordance with the Privacy Act 1988 and [Adelaide University's Privacy Policy](#). The information collected is used for the purpose of

assisting the University to make an informed decision on your application. If your application is successful, we will provide the necessary information to the Department of Education and Training to enable any relevant debts to be remitted. Information may also be passed on to the Australian Taxation Office for these purposes.

If you are an international student on a student visa, the University is legally required to notify the Department of Home Affairs on changes to your enrolment status.

Please contact enrolments@adelaide.edu.au with any questions you may have.

Please submit this form along with the relevant supporting documentation to enrolments@adelaide.edu.au.

Section 1: Personal Details

Student ID:

First name(s):

Family name:

Date of birth:

Preferred email address:

Telephone number:

Section 2: Program Details

Program:

Faculty:

Do you have an Academic Progress risk status?

Yes No

You are submitting a:

- Amendment to enrolment and fees (RWNF)
 Request to only amend fees (as already have WNF grade)

Section 3: Course information

Study Period/Year	Subject Area	Catalogue Number	Course/Subject Name

Please provide some details regarding your Special Circumstances. These details will need to be verified in your supporting documentation, which must be submitted with this request.

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Student Declaration:

<input type="checkbox"/>	I am submitting my application form within the required timeframe
<input type="checkbox"/>	I have read and understood the relevant criteria considered for an amendment to enrolment and fees
<input type="checkbox"/>	I am not actively enrolled in the course(s) I have applied for, and I have withdrawn from the course(s) or received a final grade
<input type="checkbox"/>	I am applying within the 12-month deadline for submissions, or I have provided the additional supporting documentation required for a late submission
<input type="checkbox"/>	I wish to apply for an amendment to enrolment and fees as outlined. I declare that the information I have provided is true and correct, and that I have provided all necessary supporting documentation
<input type="checkbox"/>	I submit this amendment to enrolment and fees request for consideration of a change to my enrolment due to special circumstances. I understand that my request may not be approved and that Student Administration will contact me at my University email address with the outcome of this request
Student Signature:	
Date:	