



# Late Re-enrolment Fee Appeal Form

## IMPORTANT INFORMATION – Please read before completing form

This form is to be completed by students who have incurred a \$200 Late Re-enrolment Fee as a result of failing to re-enrol by the specified deadline.

**For your appeal to be considered, please return this form to:**

Student Finance  
Division of Student Administration  
Deakin University  
Locked Bag 20000  
Geelong VIC 3220 Australia

Completed appeal forms by must be received **by Friday 23 March 2012** to be considered.

As part of the appeal process an audit will be completed to verify the times and dates that you accessed the StudentConnect re-enrolment facility during the timely re-enrolment period.

*Please ensure that all relevant questions are answered and supporting documentation attached so that your application is considered.*

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Deakin Email Address:</b>		<b>Phone:</b>	
<p>1. Did you attempt to re-enrol via StudentConnect before the re-enrolment deadline? <b>Yes / No</b> If <b>No</b>, go to Question 3. If <b>Yes</b>, please attach a list of dates and times you attempted to re-enrol.</p>			
<p>2. If you experienced difficulties whilst attempting to re-enrol please specify:</p> <hr/> <hr/> <hr/>			
<p>3. For what reason/s did you fail to access StudentConnect to re-enrol:</p> <p><input type="checkbox"/> Illness or injury (<b>please provide supporting documentation</b>)</p> <p><input type="checkbox"/> Compassionate grounds (<b>please provide supporting documentation</b>)</p> <p><input type="checkbox"/> Believed course was completed (<b>please provide explanation</b>)</p> <p><input type="checkbox"/> Other (<b>please specify, providing relevant details and/or documentation</b>)</p> <hr/> <hr/>			



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4. Have you incurred a Late Re-enrolment Fee in Previous years? **Yes / No**

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**Signed** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Your application will not be considered if relevant supporting documentation is not attached.

You will be advised of the outcome of your application via your Deakin email account normally within 20 working days.

<b>OFFICE USE ONLY</b>		
	<b>Exemption Granted</b>	<b>Not Granted</b>
Comments:		
Executive Director – Division of Student Administration Signature:		Date / /