MASSEY UNIVERSITY
TE KUNENGA KI PŪREHUROA
UNIVERSITY OF NEW ZEALAND

FEE APPEAL APPLICATION AND SUPPORTING DOCUMENTATION FORM

To be eligible for a Fee Appeal, you must have:

> withdrawn from the course(s) prior to the examination (or end-date for the course if no examination); and

> experienced exceptional personal circumstances with documented evidence (eg a date-specific medical certificate); and

> submitted your application within six weeks of withdrawal from the course (or as otherwise recommended by the Academic Standing Hearings Committee)

If successful, the Fee Appeal process will determine if a partial or full refund is granted.

Surname: _____

Forename: _____

Date of birth: Day [ ][ ] Month [ ][ ] Year [ ][ ][ ][ ]

Student ID: [ ][ ][ ][ ][ ][ ][ ][ ]

MAIN CONTACT ADDRESS

Street address: _____

Suburb: _____

Town/city: _____

Postcode: _____ Country: _____

CONTACT DETAILS

E-mail: _____

Phone (day): _____

Please explain why you were unable to complete your course(s)

Attach supporting evidence (eg medical certificate). All information provided is treated as confidential.

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Declaration

The information I have given within this application is true and accurate.

Date: Day [ ][ ] Month [ ][ ] Year [ ][ ]

Signature: _____

Next step

Please upload this completed document along with your supporting evidence (eg a date-specific medical certificate) to complete your fee appeal via your Massey Student Homepage: **smsportal.massey.ac.nz.**

Go to **Fees and finance** > **Manage finances** > **Apply for fee appeal**