

REMOVAL OF FINANCIAL LIABILITY TIP SHEET



Student Help
on Campus

Education
& Equity



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All ROFL requests are made via www.my.uq.edu.au/node/302/3#3

As part of the online process you will need to write a statement. Tips on maximising the effectiveness of your statement are below.

STEP 1

Introduce yourself: your name, what you're studying, your year of program and the reason why you are writing. You will be required to explain how you were unable to complete the course requirements due to special circumstances outside your control.

STEP 2

Explain that you meet the basic eligibility criteria to have your application considered.

STEP 3

Explain that due to special circumstances, which were beyond our control and happened after the last date to withdraw you were unable to complete the course(s) requirements. In particular, make reference to the fact that these special circumstances were beyond your control, did not make their full impact until on or after the census date and that they made it impracticable for you to complete the course(s) requirements.

STEP 4

Reference all attached supporting evidence and state that "I am willing and able to produce the original copies of these documents should that be required at any stage."

Important: In order to increase your chances of this application being accepted, you will need to provide supporting documentation which is very clear and specific to your personal case.