



## **REQUEST FOR CONSIDERATION AS A PRE-1997 STUDENT FOR THE PURPOSES OF DETERMINING HECS LIABILITY**

1. Any request for consideration as a pre-1997 student for the purposes of HECS liability must be lodged in writing on the form overleaf to the Student Enquiry Service, Level 1, Lincoln Building, Macquarie University NSW 2109 by 8 March 2002.
  2. Request for consideration must clearly identify the circumstances whereby in your opinion would justify any special consideration.
  3. Full supporting documentation must be provided. Photocopies of documents must be certified by a Justice of the Peace or a member of the Registrar's Office staff at the University.
  4. Refer to the following guidelines from the Department of Education, Training and Youth Affairs for assessing whether students are to be regarded as a pre-1997 student for the purposes of determining HECS liability.
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### **GUIDELINES FOR ASSESSING WHETHER STUDENTS ARE TO BE REGARDED AS A PRE-1997 STUDENT FOR THE PURPOSES OF DETERMINING HECS LIABILITY**

A student is to be regarded as a pre-1997 student if he or she was a contributing student (or would have been a contributing student had he or she not deferred) at another Australian institution, prior to 1 January 1997 **and** if he or she falls into one of the five categories below.

1. The student is continuing with the same course which he or she commenced or deferred.  
This covers the student continuing in the same course at the same institution and most 'pre-1997' students are likely to be in this category.
2. The student has not completed the requirements of the most recent course which he or she commenced or deferred and has been admitted to a course at the same level.  
This covers a student who has not completed the requirements of the most recent course undertaken at either the undergraduate or the postgraduate level and who transfers to another course at the same level (ie from one undergraduate course to another undergraduate course or from a postgraduate course to another postgraduate course), at the same or a different university. It would include, for example, a student who converts from a graduate certificate course to a graduate diploma course, without being awarded the certificate. A student who has been, or will be awarded the certificate would be liable for differential HECS if he or she commenced a graduate diploma course after 1 January 1997.
3. The student has been admitted to a course after completing the requirements of a 'qualifying' or 'preliminary' course at the same level.  
'Qualifying' and 'preliminary' courses are identified through Element 310, Code 05 in the DETYA Higher Education Student Collection Main Documentation.
4. The student has been admitted to a course leading to an initial teacher training qualification in the year after completing the requirements of a pre-requisite undergraduate course.  
This covers, for example, a student who has completed an undergraduate degree and is admitted to a Diploma of Education or a two year Bachelor of Teaching.
5. The student has been admitted to an honours course after having completed the related pass course.  
This covers, for example, a student who completes an undergraduate degree at one university and is admitted to a related honours course at the same or another university.

In addition the following three categories of student will not be liable for differential HECS:

1. A student who has undertaken a HECS exempt 'enabling course' as defined in the *Guidelines for counting Student load for enabling courses – bridging and supplementary programmes for disadvantaged students*, prior to 1 January 1997 and who commences a course on or after 1 January 1997 as a contributing student.
2. A student who was in receipt of an Australian Postgraduate Award prior to 1 January 1997 and who continues with the same course as a contributing student on or after 1 January 1997.
3. A student who is not differential HECS liable at his or her 'home institution' and who is admitted to a cross institution programme at a 'host institution', as defined in Chapter 11 of the *Administrative Guidelines for Higher Education Institutions on HECS and Fees*.

A student who has discontinued his or her course and resumes the course, or a course at the same level, will be regarded as a pre-1997 student unless the university deems that he or she is commencing the course for the first time or unless the student was not undertaking the course as a contributing student.