

# Request for Fee Reduction (Financial Hardship)

Administrative  
**Review Tribunal**



Use this form to request a fee reduction for your application to the Administrative Review Tribunal if paying the full fee would cause you financial hardship.

(Paragraph 28(1)(f) of the *Administrative Review Tribunal Rules 2024*; Subregulation 4.13(4) of the *Migration Regulations 1994*)

## Important Information

Before filling out this form, please read the information about fees on our website.

If you are otherwise eligible to pay a concessional fee, or if a fee is not payable for your application, you do not need to fill out this form.

To make a decision on your request for a fee reduction, the Tribunal needs information about your financial circumstances. Please answer 'N/A' (Not Applicable) if a question is not relevant to your circumstances.

Please attach any supporting documents to your completed form. The Tribunal may ask you to provide additional information or documentary evidence to support your request.

**Administrative Review Tribunal  
case number (if known)**

**Full name**

Mr  Mrs  Ms  Miss  Other:

Family name:

Given name(s):

**Residential  
address**

Suburb:

State:

Postcode:

**Postal address**

Suburb:

State:

Postcode:

**Telephone**

Landline:

Mobile:

**Email**

**Occupation**

**Name of  
employer**

*If applicable*

**Work address**

*If applicable*

State:

Postcode:

Turn to page 2 →

## Fortnightly income

**1. Please provide details of your fortnightly household income.**

*Your household includes you, your partner, your children and any other dependants.*

Type of income	Amount per fortnight
Salary or wages (after tax)	
Government pension, benefit or allowance	
Workers' compensation	
Superannuation received	
Child support or spousal / child maintenance received	
Other income (eg rent or board, share dividends, bank interest, financial support from family or others)	
<b>TOTAL</b>	

## Fortnightly expenses

**2. Please provide details of your fortnightly household expenses.**

Nature of expense	Amount per fortnight	Nature of expense	Amount per fortnight
Rent		Spousal / child maintenance	
Mortgage repayments		Health care	
Other loan repayments		School fees, child care	
Council rates		Insurance premiums	
Utilities (Gas / Electricity / Water / Phone / Internet)		Transport and motor vehicle costs	
Food		Other	
<b>Subtotal</b>		<b>Subtotal</b>	
<b>TOTAL expenses per fortnight:</b>			

## Property and assets

*Property and assets include land, houses, money in bank accounts and other investments, cars, boats, shares, moneys owed to you, interests in a deceased estate, or interests in a trust.*

**3. Please list all amounts in bank accounts or accounts with other financial institutions held by you or any other person in your household.**

Account Name and Number	Name of Bank	Amount in account
<b>TOTAL</b>		

Turn to page 3 →

**4. Please provide details of any other property or assets held by you or any other person in your household.**

	<b>Value</b>
Cash (not in a bank account)	
Other investments (eg shares, bonds)	
Money owed to you	
House / land (market value)	
Motor vehicle (market value)	
Home contents (furniture, electrical goods)	
Other assets	
Interest in a trust, business or partnership	
<b>TOTAL</b>	

**Debts and liabilities**

**5. Please provide details of any debts and liabilities owed by you or any other person in your household.**

	<b>Amount</b>
Amount owing on mortgage	
Amount owing on other loans	
Amount owing on credit cards	
Amount owing to any businesses or individuals (please include details of each liability)	
Other (please specify)	
<b>TOTAL</b>	
Credit card(s) limit	

Turn to page 4 →

## Other information

6. Is your application for review in relation to a Student visa or a Visitor visa?

Yes

No

If yes, how will your costs to travel and stay in Australia be met if a visa is granted?

7. Please provide any other information about your financial position that you believe will help the Tribunal decide your request for a fee reduction.

## Declaration

I declare that the information I have provided in support of my request for a fee reduction is true to the best of my knowledge.

If more than one person is included in the application for review, I am authorised to sign on behalf of all applicants.

***It is an offence to knowingly make a false representation or statement to obtain a benefit or advantage from the Commonwealth. Any person found guilty of these offences can be fined or imprisoned.***

Name

Signature

Date

## What we do with information given to us

### Information about this form

We collect information from you to process and consider your request in accordance with the *Administrative Review Tribunal Rules 2024* or the *Migration Regulations 1994*.

The information that you give in this form will usually only be seen by Tribunal staff who are involved in processing your request.

We can order that information be kept confidential if we believe there is good reason to do so. You can apply for an order by writing to us stating what information you want kept confidential and why.

Our Privacy Policy includes information about how you can access and seek correction of your personal information, make a complaint about the way we have handled your personal information, and how we will deal with such a complaint. Our Privacy Policy is available on our website.

### More information about the Administrative Review Tribunal

For more information about the Tribunal and how we conduct reviews go to our [website](#) or call us. Our staff can give you information about procedures but cannot give you legal advice.

## How do I submit this form?

You can submit this form online, in person at your local registry, or by email or post.

**Email:** [reviews@art.gov.au](mailto:reviews@art.gov.au)

**Post:** Administrative Review Tribunal, GPO Box 9955, Your capital city (*Northern Territory residents should write to Adelaide*) or

Administrative Review Tribunal, c/- Supreme Court of Norfolk Island Registry,  
Kingston, Norfolk Island 2899

### In person:

#### ADELAIDE

Level 2  
1 King William St  
Adelaide SA 5000

#### BRISBANE

Level 6  
295 Ann St  
Brisbane QLD 4000

#### CANBERRA

Level 8  
14 Moore St  
Canberra City ACT 2600

#### HOBART

Edward Braddon Building  
Commonwealth Law Courts  
39–41 Davey St  
Hobart TAS 7000

#### MELBOURNE

Level 4  
15 William St  
Melbourne VIC 3000

#### NORFOLK ISLAND

Supreme Court of Norfolk Island  
Kingston  
Norfolk Island 2899

#### PERTH

Level 13  
111 St Georges Terrace  
Perth WA 6000

#### SYDNEY

Level 6  
83 Clarence St  
Sydney NSW 2000

If you want more information or assistance, call us on **1800 228 333** (calls are free from landline phones, however calls from mobiles may be charged).

If you do not speak English, call the Translating and Interpreting Service on 131 450 and ask them to call the Administrative Review Tribunal.

If you are deaf or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit [www.accesshub.gov.au](http://www.accesshub.gov.au)

**Website:** [www.art.gov.au](http://www.art.gov.au)