

Application for Late Withdrawal

This form is to be used if you wish to drop a course after the Census Date without incurring financial/academic penalty due to special circumstances. **THIS FORM MUST BE SUBMITTED IN HARD COPY VIA MAIL OR IN PERSON WITH ATTACHED ORIGINAL OR CERTIFIED SUPPORTING DOCUMENTS**

1. Personal and program details

Family name	<input type="text"/>	University ID	U <input type="text"/>
Given names	<input type="text"/>	Email address	<input type="text"/>
Student type:	Domestic International	Phone/mobile	<input type="text"/>
Program/degree name	<input type="text"/>		

2. Course changes

	Course code <small>(e.g. POLS1002)</small>	Class number <small>(e.g. 3574)</small>	Semester/ Session	Course Name	Instrument/ Workshop <small>(Music and Art students)</small>	Lecturer <small>(if required)</small>
courses to drop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you wish to apply for the academic penalties to be waived for the above course/s? Yes No

Do you wish to apply for the financial penalties (eg tuition fees) to be waived for the above course/s?
(This includes assessment for remission of HELP debt.) Yes No

3. Attachments required

- Please attach a written statement explaining the reason that you are requesting a late withdrawal from the course/s listed above. You must explain why you did not drop the above mentioned course/s prior to Census Date.
- You must also attach original or certified supporting documents (medical or other) that verify your written explanation. Supporting documents must be provided as either originals or certified copies of original documents.
- **Your application will not be considered without original or certified supporting documentation.**

4. Student declaration

I certify that the information supplied by me on this form is complete and true. I have read the information on the second page of this form and understand the implications in regard to failure and Commonwealth Support/fee liability for courses.

Student's Signature	<input type="text"/>	Date	<input type="text"/>
			<small>DD/MM/YYYY</small>

5. Office use only

	DA 1	DA 2	OPAR/AUSAID	Processed on system
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> ADRP <input type="checkbox"/> RMSN
Name	<input type="text"/>			
Signature	<input type="text"/>			
Date	<input type="text"/>			

Application for Late Withdrawal

Please read these notes before completing the form

Who should apply?

This form is only to be used if you were unable to drop your enrolment prior to Census Date due to unforeseen circumstances.

What documents do I need to attach to this application?

You must attach a written statement outlining the reason that you are requesting a late withdrawal, and attach original or certified supporting documents that verify your written explanation.

In your written statement, please outline:

- The reason why this situation was beyond your control
- The time period you have been affected by the circumstances
- Any other special circumstances you wish to include that have made it impractical to complete your course/s.

All information will be treated confidentially.

When should this form be submitted?

This form should only be submitted after the Census Date for the course/s you are dropping has passed and you believe you have grounds to apply for a late withdrawal avoiding any financial and/or academic penalty. Standard deadlines are listed below:

Dropping courses in First or Second Semester:

When	Result
on or before the course Census Date	no grades or penalties will apply
on or before the end of the tenth week of semester	student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees
on or before the last teaching day of semester	student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees

Dropping courses in First or Second Semester:

When	Result
on or before the course Census Date	no grades or penalties will apply
on or before the last teaching day of course	student will receive a WD grade (withdrawal without failure) and be liable for the tuition fees
on or before the last teaching day of semester	student will receive a WN grade (Withdrawal With Failure) and be liable for the tuition fees

Course Census Dates are:

Semester 1 courses:	31 March
Semester 2 courses:	31 August
Summer/Autumn/Winter/Spring Session courses:	Check the website http://info.anu.edu.au/StudyAt/ListCourseFees.asp

Where should the form be submitted?

This form must be submitted in hard copy either by mail or in person to the Manager of Enrolments and Student Records, located at the Student Exchange (Building X-005).

What else do you need to know?

Who will consider this application? Your application will be forwarded to the Office of Policy and Regulation (OPAR) for consideration of your financial and Academic liability. You will be notified by email to your University email address of the outcome.

SEAP Guide: For further details on enrolment requirements, refer to the Quick Reference Student Enrolment and Administrative Procedures (SEAP) Guide. Copies of the Quick Reference SEAP Guide are available at Student Administration Services and College Offices. The complete version of the SEAP Guide is available online at www.anu.edu.au/sas/seap.

You will be notified of the outcome of the Late Withdrawal by email to your University email account.

You must check your student email account regularly.

Official and important University information is sent to student email accounts only.