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

<table>
<thead>
<tr>
<th>Family name</th>
<th>University ID</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given names</td>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Student type: Domestic</td>
<td>International</td>
<td></td>
</tr>
<tr>
<td>Program/degree name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Course changes

<table>
<thead>
<tr>
<th>Course code (e.g. POLS1002)</th>
<th>Class number (e.g. 3074)</th>
<th>Semester/Session</th>
<th>Course Name</th>
<th>Instrument/Workshop (Music and Art students)</th>
<th>Lecturer (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 (e.g. tuition fees) to be waived for the above course/s?  
Yes ☐ No ☐

3. Attachment checklist

- 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.
- Attach original or certified supporting documents (medical or other) that verify your written explanation and include timeframes. Supporting documents must be provided as either originals or certified copies of original documents.

Your application will not be considered without the above attachments and 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 ___________________________ Date __________ DD/MM/YYYY

5. Office use only

<table>
<thead>
<tr>
<th>Approved</th>
<th>DSA</th>
<th>College DA 1</th>
<th>College DA 2</th>
<th>AUSAID</th>
<th>Processed on system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
<td>RMSNI ☐ ADRP ☐</td>
<td></td>
</tr>
</tbody>
</table>

Name ___________________________ Signature ___________________________ Date __________ DD/MM/YYYY

Enrolments Office
Division of Student Administration
Student Exchange (Building X-005)
The Australian National University
Canberra ACT 0200 Australia

SAS101 24–09-12
E: enrolments@anu.edu.au
T: +61 2 6125 3339
F: +61 2 6125 8830

CRICOS Provider Number: 00120C
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 and within 12 months of the withdrawal date or within 12 months of the end of the semester/session in which the course/s you are dropping were offered. Standard deadlines are listed below:

Dropping courses in First or Second Semester:

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

Dropping courses in Non-Standard Sessions:

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

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](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 Academic Standards and Quality Office (ASQO) for consideration of your financial and Academic liability. The application will be assessed and you will be notified by a letter to your mailing address of the outcome within 30 days of all required documentation being received.

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 an email to your ANU email address, unless otherwise indicated.

You must ensure you have an up to date mailing address in ISIS.