



## 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 CERTIFIED SUPPORTING DOCUMENTS**

### 1. Personal and program details

The information in the fields in this section will not be considered by the University as a request to update your student record.

Family name	<input type="text"/>	University ID	<input type="text" value="U"/>
Given names	<input type="text"/>	Email address	<input type="text"/>
Student type:	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	Please note alternative email addresses will only be used for those who are no longer ANU students.
Program/degree name	<input type="text"/>	Phone/mobile	<input type="text"/>

### 2. Course changes

courses to drop	Course code <small>(e.g. POLS1002)</small>	Class number <small>(e.g. 3574)</small>	Semester/ Session/ Trimester	Year <small>(e.g. 2016)</small>	Course Name

Your application will be assessed for waiver of both academic and financial penalty.

The Late Withdrawal website contains information regarding the assessment process including criteria and types of acceptable support documentation: [www.anu.edu.au/students/program-administration/program-management/late-withdrawal](http://www.anu.edu.au/students/program-administration/program-management/late-withdrawal)

### 3. Application checklist

- You have read the Late Withdrawal website: [www.anu.edu.au/students/program-administration/program-management/late-withdrawal](http://www.anu.edu.au/students/program-administration/program-management/late-withdrawal)
- You have attached a written statement explaining the reason that you are requesting 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 have attached certified supporting documents (medical or other) that verify your written explanation and include timeframes. Supporting documents should be provided as certified copies of original documents as they will not be returned.

**Your application will not be considered without the above attachments and 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"/>
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DD/MM/YYYY

### 5. Office use only

	DSA	College DA 1 (Acad grounds only)	College DA 2 (Acad grounds only)	Australian Awards	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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> RMSN <input type="checkbox"/> ADRP
Name					Liability Status =
Signature					
Date					



## 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 withdrawal, and attach 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; and
- 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/trimester in which the course/s you are dropping were offered. 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 Non-Standard Sessions:

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

#### Dropping a course in First, Second or Third Trimester:

When	Result
on or before the course Census Date	no grades or penalties will apply
on or before the end of the sixth week of trimester	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

Trimester courses: Check the Trimester census dates on the university calendar: <http://www.anu.edu.au/directories/university-calendar>

Non-Standard Session courses: Check the website <http://programsandcourses.anu.edu.au/> (Summer/Autumn/Winter/Spring)

### Where should the form be submitted?

This form must be submitted in hard copy either by mail or in person to the Student Central enquiries counter, located at 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.

**Key Dates Guide:** For further details on enrolment requirements, refer to the Quick Reference Key Dates Guide. Copies of the Quick Reference Key Dates Guide are available at Student Central and College Offices. The complete version of the Key Dates Guide is available online at [www.anu.edu.au/directories/university-calendar](http://www.anu.edu.au/directories/university-calendar).

You will be notified of the outcome by an email to your ANU email address, unless you are no longer a student.

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