



## WITHDRAWAL WITHOUT ACADEMIC PENALTY

LOCKED BAG 1797, PENRITH NSW 2751

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (**X**).

Use this form if you have withdrawn from units after the census date due to extenuating circumstances and want to be considered for a withdrawal without academic penalty grade, and receive remission of your fees. You must apply for this grade within 12 months of the session in which you were enrolled in the unit. Read the important information on page two, including what are considered to be extenuating circumstances, before completing this form.

### 1 - PERSONAL DETAILS

Student ID number

Are you an international student?

Yes  No

Title

Family name

Given name(s)

Course number

Course name

Teaching session and year

### 2 - ASSESSMENT OPTIONS

Please select which of the following you are applying for:

Withdrawal without academic penalty grade  Withdrawal without academic penalty grade and remission of fee

### 3 - UNIT DETAILS FOR W GRADES BEING SOUGHT

Unit code	Unit name	Unit code	Unit name

### 4 - STUDENT DECLARATION AND SIGNATURE

I declare that the information provided by me on this form is true and correct and I give The University permission to seek verification of this information from the issuing doctor or agency. I also agree to the release of personal information about me for the purpose of processing this application.

Student's signature

**X**  **SIGN HERE**

Date

### 5 - MEDICAL PRACTITIONER/HEALTH CARE PROVIDER OR RELEVANT PROFESSIONAL SECTION

**This section must be completed.**

Practitioner/Provider/Professional name

Provider number (where applicable)

Address

Phone

Fax

Date on which the student first sought assistance/consultation related to this application

Please specify if the condition became worse after the initial consultation  Yes  No

If yes, please specify the date you became aware that the condition became worse

Please provide details of the timeframe in which the student was affected by this condition:

From  to

In your opinion, would the circumstances have significantly affected the student's ability to study during the above period?  Yes  No

**MEDICAL  
PRACTITIONER/  
HEALTH CARE  
PROVIDER STAMP**

Professional's signature

**X**  **SIGN HERE**

Date

# IMPORTANT INFORMATION WHEN APPLYING FOR WITHDRAWAL WITHOUT ACADEMIC PENALTY

To withdraw from units after the census date, you must first fill out a Discontinuation or break from studies form available from [westernsydney.edu.au/forms](http://westernsydney.edu.au/forms) or any Student Central. You will receive an 'E' grade (Fail Discontinued) on your student record and will still be charged unit fees.

If you have withdrawn from units after the census date due to extenuating circumstances, you can use this form to be considered for a withdrawal without academic penalty grade and to receive remission of your fees.

## Timeframe

You must submit your application within 12 months of the final date of the teaching session in which you withdrew from the unit/s. For example, if you were enrolled in units for Autumn 2015, the last day of session was 28 June 2015 so you have until close of business on 28 June 2016 to apply for a 'W' grade. Applications made after that time cannot be considered.

## Extenuating circumstances

To be eligible for consideration for a W grade you must have experienced extenuating circumstances. Extenuating circumstances are unusual or abnormal events or circumstances that are beyond your control. Your own actions must not have contributed, directly or indirectly, to these circumstances.

These events or circumstances must not have fully impacted you until the census date or after this date. This means the situation must have occurred either:

- after the census date
- before the census date, but worsened after that date
- before the census date, but the full effect did not become apparent until on that date or after that date

You must be able to show that the impact of these circumstances was extensive enough to prevent you from:

- completing the requirements of the unit/s
- doing necessary private study
- attending sufficient lectures or tutorials or meeting other attendance requirements
- completing required assessable work
- sitting required examinations or placements because of your inability to meet the above unit requirements

Examples of what are accepted to be extenuating circumstances are available at [westernsydney.edu.au/supportingdocuments](http://westernsydney.edu.au/supportingdocuments).

## Supporting documentation

You must provide documentation from external professional sources to support your application. This documentation must detail the extent of your extenuating circumstances and demonstrate how your circumstances became worse after the census date. It must be signed and dated by the relevant professional.

All supporting documentation must be an original document (on official letterhead) or certified as a true copy by a Justice of the Peace or by an authorised Student Central officer. Information on how to certify your documents is available online at [westernsydney.edu.au/certifyingdocuments](http://westernsydney.edu.au/certifyingdocuments).

A letter written by yourself outlining your circumstances is not sufficient evidence.

## Medical reasons

If you are claiming medical reasons you must have your health care professional complete section 5 of this application. The details supplied must demonstrate sufficient impact on your ability to study. Alternatively you can provide a certificate/letter/statement from a doctor including:

- the date your medical condition began or changed
- how your condition affected your ability to study
- when it became apparent that you could not continue with your studies

A medical certificate stating just 'illness', 'medical condition' or 'medical reason' will not be sufficient.

## Family/personal reasons

You require a doctor, counsellor or independent member of the community (e.g. a Justice of the Peace or a religious Minister) to complete section 5 of the application or provide a statement including:

- the date your personal circumstance began or changed
- how your circumstance affected your ability to study
- when it became apparent you could not continue your studies

## Employment related reasons (not applicable for international students)

You require a letter from your employer stating:

- your previous work hours and location
- your current work hours and location
- the reason for changed hours and/or location

Choosing to increase your hours of work or undertake additional employment are not regarded as circumstances beyond your control.

**Course related reasons**

You require a letter from your Director of Academic Program stating that you have been disadvantaged by changed arrangements to your unit/course and that it was impossible for you to complete alternative units or courses.

**Assessment options**

You must select one option only when completing this section.

**Withdrawal without academic penalty grade:** If you select 'Withdrawal without academic penalty' and your application is successful, you will be awarded a 'W grade – no academic penalty' for the units listed on your application. You will still have to pay the tuition fees for the units and your Student Learning Entitlement will not be changed.

**Withdrawal without academic penalty grade and remission of fees:** If you select 'Withdrawal without academic penalty and remission of fee' and your application is successful, you will be awarded a 'W grade – remittance'. Depending on the circumstances, the University will tell the Australian Taxation Office (ATO) to remove any HECS-HELP or FEE-HELP debts for the relevant unit/s or the University will organise for you to receive a refund according to current refund policy and procedure for any upfront student contributions or tuition fees you paid.

**Lodging your form and outcomes**

Applications may be lodged at any Student Central or posted to:

Enrolments Unit  
Western Sydney University  
Locked Bag 1797  
Penrith NSW 2751

You will receive written advice of the outcome after your application has been assessed. Please email [enrolments@westernsydney.edu.au](mailto:enrolments@westernsydney.edu.au) if you do not receive this within four weeks of lodging your application.

**Need more information?**

Email [enrolments@westernsydney.edu.au](mailto:enrolments@westernsydney.edu.au)  
Visit [westernsydney.edu.au/wgrade](http://westernsydney.edu.au/wgrade)

If you are an international student, go to [westernsydney.edu.au/refunds](http://westernsydney.edu.au/refunds) for fee information.

More information about extenuating circumstances is outlined in the University's enrolment policy available on the web at [westernsydney.edu.au/policy](http://westernsydney.edu.au/policy).