

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 www.uws.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If you have withdrawn from units after the census date due to extenuating circumstances, you can use this form to be considered for a withdrawal without academic penalty grade and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 twelve 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 2011, the last day of session was 3 July 2011 so you have until close of business on 3 July 2012 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 www.uws.edu.au/supportingdocumentation.

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 UWS Student Central officer. Information on how to certify your documents is available online at www.uws.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 Head of 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. If you are a Commonwealth Supported student, your Student Learning Entitlement for the unit/s will also be re-credited.

Lodging your form and outcomes

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

Enrolments and Student Finance
University of Western Sydney
Locked Bag 1797
Penrith NSW 2751

You will receive written advice of the outcome after your application has been assessed. Please email enrolments@uws.edu.au if you do not receive this within 4 weeks of lodging your application.

Need more information?

Email enrolments@uws.edu.au

Visit www.uws.edu.au/WGrade

If you are an international student, go to www.uws.edu.au/refunds for fee information.

More information about extenuating circumstances is outlined in the University's enrolment policy available on the web at www.uws.edu.au/policies.