WESTERN SYDNEY
UNIVERSITY

STUDENT ADMINISTRATION

WITHDRAWAL WITHOUT ACADEMIC PENALTY

ENROLMENTS UNIT
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Use this form if you have withdrawn from units after the census date due to extenuating circumstances and want to be considered for a withdrawal without academic penalty grade, and receive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 2, 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:

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

3 - UNIT DETALS 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.

Date Received

Student's signature

✘ SIGN HERE

Date D D / M M / Y Y Y Y

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 D D / M M / Y Y Y Y

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 D D / M M / Y Y Y Y

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

From D D / M M / Y Y Y Y to D D / M M / Y Y Y Y

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

✘ SIGN HERE

Date D D / M M / Y Y Y Y

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

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 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 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.

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.

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 if you do not receive this within four weeks of lodging your application.

Need more information?

Email enrolments@westernsydney.edu.au
Visit westernsydney.edu.au/wgrade

If you are an international student, go to 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.