

# APPLICATION FOR SPECIAL LATE WITHDRAWAL

Special Late Withdrawal is made available to assist students who are unable to continue studying because of special circumstances outside their control and as a result have seriously disrupted the study program. Please read the **Guidelines for Students** on the back of this form prior to completing the application. Applications must be lodged with the relevant Divisional Student Services Office.

## STUDENT DETAILS

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Are you an International Student? Yes\*  No

\* International students on student visas must be enrolled in 100 credits. If the withdrawal will result in a semester load of less than 100 credits you must complete a *Request To Enrol In Less Than 100 Credits In The Current Semester* form, obtain support from your Teaching Area and submit it with this application. Underloaded studies without approval may result in cancellation of student visas.

## REQUEST DETAILS

Reason for Request: **Independent original or certified documentary evidence must be attached (eg medical certificate, letter from counsellor, letter from employer)**

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I wish to be permitted to

1. Withdraw from **ALL** unit/s for which I am enrolled in semester one
  2. Withdraw from **ALL** unit/s for which I am enrolled in semester two
  3. Withdraw from **ALL** unit/s in \_\_\_\_\_
- or
4. Withdraw from the following study package/s only

Study Period (eg Semester 1)	Unit Code	Unit Name

## Student Declaration

- I understand the consequences of the above request (ie. In relation to Student Visa, Centrelink, Academic Record if applicable) and accept responsibility to ensure that my enrolment is correct.
- I have sought appropriate academic counselling.
- I understand that withdrawn units will appear on my academic record and that a refund is not automatically due\*\*
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I agree to be bound by the Statutes, rules and policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I understand that any information supplied by me in relation to my enrolment will be kept in confidence for use within the University for administrative purposes, and will only be disclosed to external organisations where required by legislative or regulatory authority.
- I consent to receiving information electronically from the University.
- I agree to access OASIS (student web portal) on a regular basis to receive official communications from the University (unless approval for exemption is granted).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* If your special circumstances are sufficient to also request Re-Crediting of Student Learning Entitlement (SLE) / Remission of HECS-HELP/FEE-HELP Debt or Refund of Tuition Fees you must complete the appropriate application form (available at <http://students.curtin.edu.au/administration/forms.html>) **and submit it with this application.**

- International and Domestic Fee Payers complete an [Application for Refund](#)
- Commonwealth Supported and/or Assisted through Commonwealth Supported place, HECS-HELP, FEE-HELP and/or Student Learning Entitlement (SLE) complete an [Application for Remission of Debt](#)

**Please note: approval of Special Late Withdrawal does not guarantee approval of remission or refund of debt/SLE. Each application will be considered on its own merit according to assessment criteria.**

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## GUIDELINES FOR STUDENTS

### DEADLINES

Study periods with formal examination period - the last Friday before the commencement of the examination period.  
Study periods without formal examination period - the last Friday of the teaching period.

### GUIDELINES FOR SUBMISSION

1. Applications must be assessed by the relevant Head of School/Department and submitted to the relevant Divisional Student Services Office.
2. If approval is granted, withdrawal from the requested unit/s will be actioned.
3. The withdrawn unit/s will appear on the academic record.
4. The student will remain liable for all student contributions, HECS-HELP, FEE-HELP and tuition fees incurred and Student Learning Entitlement (SLE) is consumed where applicable.
5. A refund is automatically due\*\*.
6. Written notification of the outcome of the application will be forwarded.

### EVENTS

Physical or psychological illness – results in the loss of study time as well as a loss of attendance to classes greater than seven (7) days. A medical certificate or letter from counsellor stating the period of illness and an explanation of how the academic performance was affected is required.

Death or serious illness of a close relative – results in the loss of study time as well as a loss of attendance to classes greater than seven (7) days. A medical certificate or death notice and an explanation of how the academic performance was affected are required.

Change to employment conditions – results in a loss of study time as well as a loss of attendance to classes greater than seven (7) days. A supporting letter from the employer on letterhead, with contact details and an explanation of how the academic performance was affected is required.

Self-employed workers must sign a statutory declaration and must be able to demonstrate that the circumstances were not foreseeable prior to the last withdrawal date.

Transfer of employment within the metropolitan area is not considered a valid reason.

### FALSE OR MISLEADING STATEMENTS OR INFORMATION

It is a criminal offence to knowingly make a false or misleading statement or to otherwise knowingly supply false or misleading information. Applicants who knowingly supply false or misleading statements or information may be liable for criminal prosecution.

### PRIVACY STATEMENT

The University will only use personal information collected from you, or about you, for internal administrative purposes. It will not be provided to other parties other than in accordance with legislative requirements, or in circumstances where you have given explicit permission for the information to be transmitted.

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## SCHOOL/DEPARTMENT ASSESSMENT

Application is: supported  not supported  (if not supported please attach reasons)

\_\_\_\_\_  
*Signature of Head of School/Department*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

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## DIVISIONAL STUDENT SERVICES OFFICE ASSESSMENT

Application is: supported  not supported  (if not supported please attach reasons)

\_\_\_\_\_  
*Signature of Manager*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

Application for Remission / Refund attached

Yes  No

Student File Tracking details entered on Student One