

# NEED TO WITHDRAW FROM YOUR COURSE?

# WANT TO BE REIMBURSED FOR YOUR FEES?

**SHOC can help you lodge an application for Removal of financial liability, withdrawal without academic penalty or a change to finalised results.**

*SHOC can help you with...*

- *Understanding University rules, policies and procedures*
- *Finding the right person to send the application to*
- *Writing a formal statement or letter*



## WITHDRAWAL DATES

### *BEFORE the census date:*

If you withdraw from your course/s and/or cancel your enrolment via mySI-net before the census date you will incur neither **financial liability** nor **academic penalty**. The courses will be deleted from your studies report and official academic record. The 2015 census dates are:

- 31 March for Semester 1;
- 31 August for Semester 2;
- For Summer Semester, please refer to the [Academic Calendar](#)
- For Teaching Periods please refer to the dates displayed on the Student Home page in mySI-net or the dates displayed on the [Important dates for teaching periods page](#)

### *BEFORE the last date to drop courses or cancel enrolment:*

If you withdraw from your course/s and/or cancel your enrolment via mySI-net after the census date but BEFORE the last date to drop courses or cancel enrolment you will not incur academic penalty. A result of 'W' will be applied to the course and this will be listed on your studies report only. A 'W' does not contribute to your grade point average. In this case, you will retain financial liability for the course. You may be eligible to apply for removal of financial liability (see below). The relevant dates are:

- 30 April for Semester 1 courses
- 30 September, for Semester 2 courses
- For Summer Semester, please refer to the [Academic Calendar](#)
- For Teaching Periods please refer to the dates displayed on the Student Home page in mySI-net or the dates displayed on the [Important dates for teaching periods page](#)

### *BEFORE the examination period begins:*

If you withdraw from a course via mySI-net after 1 May or 1 October (and after the Summer Semester Census Date or Teaching Period Census Date) but before the examination period begins, you may withdraw with academic penalty. A result of 'K' (withdrawal with academic penalty) will be applied and this will be listed on your studies report and your official academic transcript. For the purposes of calculating grade point average, a 'K' is a zero. In this case, you will also retain financial liability for the course. You may be eligible to apply for removal of financial liability.

## REMOVAL OF FINANCIAL LIABILITY

### *"I withdrew from the course after the census date!"*

Students enrolled in courses who withdraw after a study period census date remain financially liable for Student Contribution Amounts, HECS-HELP, FEE-HELP or tuition fees in that study period.

If you did not manage to withdraw before the Census dates you can make an application for removal of financial liability due to special circumstances (e.g. on medical grounds). You will be required to demonstrate (with a personal statement and supporting documentation) that special circumstances existed.

Read the [Removal of financial liability due to special circumstances - procedures](#) and if you meet the eligibility criteria then complete a [Removal of financial liability due to special circumstances application](#) form. You will also need to attach the personal statement explaining your circumstances.

Timeframes: Applications must be received by the University within 12 months of the date you withdrew from the course(s), or if you did not withdraw, within 12 months from the end of the study period during which the course(s) was or was to be undertaken.

## PLEASE NOTE

SHOC encourages students to apply for withdrawal without academic penalty before applying for removal of financial liability due to restrictions within the *University's appeal time frames*.

## WITHDRAWAL WITHOUT ACADEMIC PENALTY

*“What if I miss the last date to withdraw from a course via mySI-net?”*

If you want or need to withdraw after 1st May or 1st October (and after the Summer Semester Census Date or Teaching Period Census Date) and before your results are finalised for the semester, you may make an application in writing to your faculty, requesting *Withdrawal without academic penalty*.

Such applications must include supporting documentation to substantiate the grounds for your request and must fulfil these criteria,

- The full impact of my special circumstances was not known until after the last date to drop courses without academic penalty (30th April or 30th September).
- Special circumstances made it impracticable for me to complete the course(s) requirements

You must use the *Application for Withdrawal*

*Without Academic Penalty Form*. You will need to attach a written statement explaining your circumstances. This form and any supporting documentation can be lodged with your faculty or at the Student Centre on your campus.

If your application is granted, you will receive a result of ‘W’. However, you will retain financial liability for the course. You may be eligible to apply for removal of financial liability.

If your application is refused, you will receive a result of ‘K’ on your official academic transcript, provided you have already dropped your course through mySI-net. If you have not dropped your course through mySI-net and your request for withdrawal is refused, you will be awarded a grade at the end of the semester, based upon the assessments you have submitted.

The application will only be approved if,

- (a) the application is made between the final date for cancellation of enrolment without academic penalty and the date for finalisation of results for the semester; and
- (b) the Associate Dean (Academic) is satisfied that the withdrawal is justified by reason of special circumstances (e.g. because of the onset of serious illness) not related to the student’s academic ability or diligence.

SHOC can help you understand the eligibility requirements and prepare your written statement.

## CHANGE TO FINALISED RESULTS

*“I didn’t manage to withdraw before my final results were released!”*

If you believe you have grounds to withdraw without academic penalty after results are finalised for the semester, you will be required to address a letter to the President of the Academic Board who has the power to change finalised results under very limited circumstances only. These are listed in the *General Award Rules*.

You will be required to demonstrate that special circumstances existed.

**The President must be satisfied that:**

- i. the student concerned has demonstrated that exceptional circumstances warranting the change exist; and
- ii. the student could not have sought the change earlier; and
- iii. if the change is made, academic standards will not be lowered; and
- iv. making the change would not be unfair to another student.

**Timeframes:**

The application will be accepted only if it is received by the university

- within 30 calendar days of the release of the final result to be changed; or
- after 30 calendar days but before 1 year of the release of the final result to be changed where the student can demonstrate to the satisfaction of the president that it was impossible for the student to apply for the change within the 30 calendar day period.

SHOC can help you understand the special circumstances criteria set out in the General Award Rules and prepare your written statement. SHOC can also help you lodge an appeal if you are unhappy about a decision made by the University.

See our [Guide to Lodgement of Appeals](#)

For more, book a free appointment with SHOC.



**Contact SHOC**

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