

STUDENT NUMBER		DAYTIME CONTACT PHONE NUMBER:	
SURNAME/ FAMILY NAME:		GIVEN NAME/S	
POSTAL ADDRESS			POST CODE:

COURSE & UNIT DETAILS (please specify the course and the units which this application applies to)

COURSE TITLE:			COURSE CODE:	
Unit Code	Unit Title	Teaching Period (e.g. Semester 1)	Year	Attended Exam? (Yes/No)

REASON FOR REQUEST

Please summarise the special circumstances that have impacted on your ability to withdraw from the above unit(s) prior to the Academic Penalty date.

Have you attached original or certified copies of documentation supporting your claim? Yes No (Number of pages: ____)

STUDENT DECLARATION

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect or misleading information or the withholding of relevant information relating to my application may result in a delay in processing or result in a decision based on the information already provided.

Signed:

Date:

Please submit your completed application in person to:
Student Central Office at Bunbury, Joondalup or Mt Lawley campus
OR mail to:
Student Central, Edith Cowan University, 270 Joondalup Drive, JOONDALUP WA 6027

INFORMATION FOR STUDENTS WITHDRAWING FROM UNITS AFTER THE ACADEMIC PENALTY DATE

If you withdraw from units or discontinue your course after the academic penalty date for the relevant teaching period, you will receive a fail for the unit/s you were enrolled in. However, if you can demonstrate special circumstances, you may be eligible for withdrawal without incurring a fail.

Note: If you sat the final exam for the unit, you are not eligible to apply for withdrawal without academic penalty.

What are 'special circumstances'?

To be eligible for the above, the special circumstances would need to meet all of the following three conditions:

1. The circumstances were beyond your control

Circumstances are beyond your control if a situation occurs which a reasonable person would consider is not due to your action or inaction, either direct or indirect, and for which you are not responsible. This situation must be unusual, uncommon or abnormal.

2. The circumstances made their full impact on you after the final date for withdrawal without academic penalty.

3. The circumstances have made it impracticable for you to complete the requirements for a unit of study

Circumstances that make it impracticable for you to complete the requirements for you unit(s) of study include:

- medical circumstances. For example, where your medical condition has changed to such an extent that you are unable to continue studying;
- family/personal circumstances. For example, death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect you to continue your studies;
- employment-related circumstances. For example, where your employment status or arrangements have changed so that you are unable to continue your studies, and this change is beyond your control.

Applications

Application forms should be lodged within 12 months of the last day of the semester in which you were enrolled in the unit. Supporting documentation must be included and lodged according to the instructions on this form.

Documentation required

You **must** attach independent supporting documentation from a relevant authority (eg doctor, counsellor, employer) to your application. "Independent" means it should not be from your family or friends. Privacy laws preclude us from obtaining information on your behalf so you are responsible for providing evidence to support your claim. The University is bound by law to protect your privacy therefore any information you provide in relation to this application will only be used for the purpose intended, including notification if relevant, to Government Agencies.

Decisions

You will be advised in writing of the outcome of your application within 20 working days of the University receiving your application provided that all supporting documentation has been supplied and no further investigation is required to verify the circumstances relating to your application.

Note: If you also wish to apply for withdrawal without Financial Penalty, you should complete the appropriate form SSC-129/06/08, available at Student Central or online via the Student Information page. Approval for withdrawal without academic penalty does not mean that withdrawal without financial penalty is automatically approved. Each application is assessed in line with individual circumstances and in adherence to the special circumstances outlined above.

OFFICE USE ONLY

STUDENT CENTRAL		Received on:	Received by:		
ASSESSMENTS OFFICE					
Received on:		Received by:		Ref. No:	Student Status:
Comments/ Recommendation by Assessments:		Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Approved/Not Approved by:			Date:	Student Notified by:	Date:
Additional Comments:					
Document scanned against student record by:				Date:	